



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

| | | |
|--|---|--|
| 1.Name of the Institution | | INSTITUTE OF TECHNOLOGY AND SCIENCE |
| • Name of the Head of the institution | Prof. Sunil Kumar Pandey | |
| • Designation | Principal | |
| • Does the institution function from its own campus? | Yes | |
| • Phone no./Alternate phone no. | 911202811000 | |
| • Mobile No: | 8447744063 | |
| • Registered e-mail | dir.ug.mn@its.edu.in | |
| • Alternate e-mail | sunilpandey@its.edu.in | |
| • Address | G.T. Road Mohan Nagar, Ghaziabad | |
| • City/Town | Ghaziabad | |
| • State/UT | Uttar pradesh | |
| • Pin Code | 201007 | |
| 2.Institutional status | | |
| • Affiliated / Constitution Colleges | Affiliated College | |
| • Type of Institution | Co-education | |
| • Location | Urban | |
| | | |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status | Self-financing | | | | |
| • Name of the Affiliating University | CCS University, Meerut | | | | |
| • Name of the IQAC Coordinator | Prof. Nancy Sharma | | | | |
| • Phone No. | 8447744065 | | | | |
| • Alternate phone No. | 8447744065 | | | | |
| • Mobile | 8447744065 | | | | |
| • IQAC e-mail address | naac_ug@its.edu.in | | | | |
| • Alternate e-mail address | vprin.ug.mn@its.edu.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://ug.its.edu.in/AQAR/AQAR/pdf/2019-2020/aqar_report_2019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://ug.its.edu.in/AQAR/AQAR/pdf/ACADEMICCALENDAR-2020-21.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | A | 3.04 | 2015 | 15/11/2015 | 14/11/2020 |
| 6.Date of Establishment of IQAC | | | 20/07/2012 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| NIL | NIL | NIL | NIL | NIL | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|---------------------------|--|
| 9.No. of IQAC meetings held during the year | 1 | |
| <ul style="list-style-type: none">• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none">• If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none">• If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| Switched to Online Mode for Curriculum Planning and Implementation due to COVID 19 Pandemic.- The lectures were delivered through Google classrooms, ZOOM and Microsoft Teams, Content was shared in the form E-Notes/You tube Video lectures. Online Internal Exams, Webinars, presentations, Club activities workshops, Guest lectures, etc were systematically organized as per Academic calendar. Inter-school and Inter institutional events, Days Celebration also organized. | | |
| Switched from Offline Feedback system to ONLINE feedback system. Introduced Online Feedback System from students. Detailed analysis of feedback and action taken as per the report. | | |
| Research and Development- International E-Conferences, webinars, Online FDP and workshops were organized. Many faculties attended various short-term courses, and various other reputed organization. MOU signed with various organization. | | |
| Community Service and Student support activities- Mask distribution, Food packet distribution and Ration Distribution. Funds donated to CM and PM Fund Accounts during the Pandemic. Banyan and neem tree plantation activity was also done. | | |
| 02 - 03 weeks Placement Readiness enhancement program (PREP) is conducted to increase the employability skills of the students to make them industry ready | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |

| Plan of Action | Achievements/Outcomes |
|---|--|
| To adopt measures for , Curriculum implementation and delivery during the Covid 19 Pandemic | Switched to Online Mode for Curriculum Planning and Implementation due to COVID 19 Pandemic.- The lectures were delivered through Google classrooms, ZOOM and Microsoft Teams, Content was shared in the form E-Notes/You tube Video lectures. Online Internal Exams, Webinars, presentations, Club activities workshops, Guest lectures, etc were systematically organized as per Academic calendar. Inter -school and Inter institutional events, Days Celebration also organized. |
| Building Research Culture: organizing more international conferences, increasing faculty participation in Workshop, Seminars, conferences | Research and Development- International E-Conferences, webinars, Online FDP and workshops were organized. Many faculties attended various short-term courses, and various other reputed organization. MOU signed with various organization. |
| Increase enrollments in Swayam & NPTEL course | Students and faculty both enrolled in Swayam & NPTEL courses and Got certification |
| To organize outreach programs during Pandemic to serve the society | Community Service and Student support activities- Mask distribution, Food packet distribution and Ration Distribution. Funds donated to CM and PM Fund Accounts during the Pandemic. Banyan and neem tree plantation activity was also done. |
| Employability Skills | 02 - 03 weeks Placement Readiness enhancement program (PREP) is conducted to increase the employability skills of the students to make them industry |

| | |
|---|--------------------|
| | ready |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Director Meeting | 10/02/2021 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020 - 2021 | 14/02/2022 |
| 15. Multidisciplinary / interdisciplinary | |
| Institute is governed by the norms of CCS University, Meerut | |
| 16. Academic bank of credits (ABC): | |
| Institute is governed by the norms of CCS University, Meerut | |
| 17. Skill development: | |
| Institute is governed by the norms of CCS University, Meerut | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| Institute is governed by the norms of CCS University, Meerut | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| Institute is governed by the norms of CCS University, Meerut | |
| 20. Distance education/online education: | |
| Institute is governed by the norms of CCS University, Meerut | |

Extended Profile

1. Programme

1.1

82

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 **1710**

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2 **112**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 **559**

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 **51**

Number of full time teachers during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.2 **51**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

| | |
|--|----|
| 1.1 | 82 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|------|
| 2.1 | 1710 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----|
| 2.2 | 112 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 559 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|--|----|
| 3.1 | 51 |
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|---------------------------|
| 3.2 | 51 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 42 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 926.43 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 390 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institution has taken a professional approach in every possible way for effective delivery of the curriculum. Academic processes are streamlined with timetables, workloads and other supporting administrative tasks prepared well in advance of teaching session. Academic Daily Report and Weekly Reports are collated at regular interval, documenting the academic and extracurricular work undertaken in class.

- Institute laid emphasis on building academic culture inside and outside the classroom by taking various measures like students involvement through case studies, presentations, live examples and current news articles.
- LOLP/ course module is prepared by faculty members for their respective subject that contains detailed lecture plan, pedagogy, assignments, topic to be covered, case & other activities, etc.
- PDP helps in improving transferable skills of the students,

including – body language, communication skills, English conversation, presentation skills, attitude and many more which directly or indirectly enhance the employability.

- In order to make students industry ready, job oriented value added courses are offered to the students.
- Students undertake Summer Training as part of their classroom exercise and work with industry to gain real time exposure. Institute organised various guest lectures, industry visits, workshops, seminars, summer Internship, etc. to strengthen the Institute-Industry interaction.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliated institution of the Chaudhary Charan Singh University, Meerut, I.T.S. follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations that is strictly followed by the institute to ensure smooth and efficient functioning of its teaching and administrative processes.

Within the same framework, the institute also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the institute academic calendars are placed on the notice board.

All the aforementioned information is reinforced during the orientation of new students at the beginning of academic session.

The Director & Vice Principal also conducts meetings with the Programme Chairpersons and Coordinators, faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled.

For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted timetable keeping

the academic calendar and planned co-curricular activities of the institute in mind.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

E. None of the above

| File Description | Documents |
|--|------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

36

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

36

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institute adheres to the University's recommended Curriculum. Crosscutting topics pertaining to gender, the environment and sustainability incorporated into the curriculum by the university.

Activities like Yoga Day, Workplace Harmony and workshop on woman safety & health was conducted.

The selected few Courses that incorporate crosscutting concerns into the curriculum are listed below.

Programme Name: - BBA

Course Title: - Environmental Studies, Business Organization & Ethics, Business Communication.

Programme Name: - BCA

Course Title: - Environmental Studies, Business Communication.

Apart from these Courses, the Institute also has conducted various activities on crosscutting issues from time to time to supplement the University Curriculum, some of them are.

- Tree plantation.
- Online International Yoga Day Celebration.
- Mask distribution & Covid-19 safety awareness program in slum areas.
- Special Session of Female students.
- Motivational Talk.
- Institute has set up Rainwater Harvesting Plant, Installed Solar Panel.
- Meal Distribution, Contribute in PMRF & CMRF during Lockdown due to Covid-19.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

574

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers **Employers** **Alumni**

A. All of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

840

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

112

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

It is important as an institution to understand and analyse the weaker students and in which area or subject they are lacking. To assesses the learning levels of students institutes compile overall university result, conduct internal examination, various class test and quizzes (Document attached herewith) to know where are they lacking.

Remedial teaching Policy for Slow Learner:

1. Doubt sessions with individual monitoring (Supporting documents attached)
2. Slow learners are asked to sit in the front row of the class in order to receive extra attention from college instructors.
3. The department allows the slow learners extra time to ask questions and get answers.
4. Slow learners receive tutorials tailored to their needs (Supporting document attached) .
5. Advanced students are urged to visit the library or look up relevant websites for a deeper understanding of the subjects.
6. They're inspired to attend the workshops.
7. Tasks and projects requiring them to solve problems are offered to them to improve their abilities. In addition, the teacher gains a general understanding of the students' IQ level through the question-and-answer method and class unit assessments.

Advanced learners Policy :

1. We conduct meritorious award ceremony to motivate them (Supporting documents attached)
2. Encouraging students to compete in or enter competitions (Clubs Activity).
3. Internet/library research is encouraged for advanced

students.

4. Giving advanced students access to scholarly journals.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1751 | 51 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The students are given a lot of experiential learning through industry-oriented value-added modules like digital marketing, wealth management, business analytics, HR analytics, etc. They get to interact with industry leaders who regularly come to the campus to deliver sessions on latest trends and developments in the industry. Regular guest lectures, industry visits and workshops are conducted in each semester to upskill and upgrade the students. The students are made to attend seminars and conferences for their knowledge enhancement on the latest and pressing issues faced by the industry/nation.

The students are also required to undergo a 6-8 weeks summer internship to gain practical exposure related to working environment in the corporate sector. They are also required to prepare a Project Report in their final year which is evaluated by external examiners through a viva-voce examination. The institute has an active NSS Cell that undertakes regular social service activities like slum education, cleanliness drive, tree plantation drive, etc for their holistic development and also inculcate in them the sense of giving back to the society to bridge the gap between haves and have nots.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute makes use of Online teaching platform for effective teaching-learning process. The institute makes use of the following for engaging teaching sessions as well as national & international guest sessions:

- Zoom
- Microsoft Teams
- Skype
- Cisco Webex
- Google Meet

Google classroom is created for each subject to share notes, videos, quiz, assignments and other subject related information. A virtual class too can be scheduled using google meet which is embedded in Google Classroom. The classrooms are fitted with audio-visual aids like LCD Projector for effective lecture delivery. E-books, video links and useful website detail are also provided to the students for gaining overall knowledge about the subject.

The institute has ICT enabled auditoriums, seminar halls and board room for smooth conduct of all activities like Seminar, Conferences, Panel Discussions, Placement Drive, etc

Digital Learning is the need of the hour and the students are encouraged to update their knowledge base through MOOCs using free/paid government and private platforms as per below details:

SWAYAM Online Courses

Vskills

SWAYAM Prabha DTH Platform

CEC-UGC YouTube Channel

NCFM

NSE Academy

Coursera

Udemy

Edx.org

TCS iON

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

49

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

362

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute follows a fair and transparent internal assessment process and robust mechanism to enhance the quality of education. The continuous internal assessment components include Class Tests, Quizzes, Assignments, Presentations, Workshops, Case Studies, Seminars, and Group Discussion etc.

There is an efficient examination and evaluation process. The examination cell is fully dedicated to conduct the exams in the most efficient and transparent manner and ensures effective exam conduct. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar two internal examinations are conducted. Evaluation pattern of 30 marks for first internal exam and 50 marks for second internal exam is followed. All internal question papers are set as per the university paper pattern by the concerned faculty members. CCTV cameras with sound recording devices are installed inside each exam room for the purpose of monitoring.

The Institute also offers various Industry oriented certificate courses in collaboration with renowned agencies which are also assessed.

Mechanism of assessment not only tests the skills of the student but also motivates them to prepare for the entire syllabus and discourages selective study. Practical examinations are also conducted every semester.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute has empowered examination cell to deal with internal examination related grievances. The mechanism is very transparent, time bound and effective. Any student with a genuine grievance may approach the cell in person. In case the student is unwilling to appear in self, grievances may be registered through kiosk placed at strategic locations in the institute.

The cases are attended promptly on receipt of grievance from the students. The cell formally reviews the case and acts accordingly

as per the policy. The cell submits progress report to the Director of the institution about the cases attended. The cell also discusses the cases which require direction and guidance from the Director.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Institute organized workshop on POs and Cos to create self-awareness among the teachers and during the orientation program, the students are made aware about the program POs and Cos. In the beginning of the lectures each teacher share COs of their respective class students. POs and COs are also displayed in each department to develop awareness among students and faculty.

Program Outcome

Program outcomes of all the Programs are available on the website to make teachers and students aware about the Program Outcome and Course Outcomes. The Program outcomes are helpful in developing the framework of teaching and learning.

Course Outcome

The course outcomes are well defined for each course. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course. While fulfilling the syllabus the scope, methodology and outcomes are taken into consideration.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As an affiliated Institute under CCS University Meerut, Institute follows the broad framework of the curriculum of all programs, which framed, by the university.

Procedure of Evaluation of programme outcomes and course outcomes Attainment

STEP-1 PO & CO MAPPING

PO & CO mapped on 3-Point Rating Scale (1-Slight/Low, 2-Moderate & 3-Substantial/High)

STEP-2 PO & CO MATRIX

Average of PO & CO Mapping computed in the form of PO & CO Matrix

STEP-3 CO- ATTAINMENT

Analysis of CO- Attainment done based on student's performance outcome in the internal & external evaluation. Co Attainment recorded as per the following description

STEP-4 PO ATTAINMENT

Analysis of CO Attainment done under two parameters -: Direct & Indirect

Direct Method

- Internal Exam
- University theory and Projects Exam & Viva
- Assignments
- Pre University Internship & Test Projects

Indirect Method

It done based on Qualitative parameters. Such are:

- Attendance
- Participation in different activities
- Discipline
- Internship

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

559

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://ug.its.edu.in/AQAR/AQAR/pdf/QuestionnaireforSSS\(1\).pdf](https://ug.its.edu.in/AQAR/AQAR/pdf/QuestionnaireforSSS(1).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**NIL**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****NIL**

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****09**

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out in the neighbourhood community are:-

The masks & sanitizers were distributed to the Corona warriors to protect them from COVID-19.

Institute also organize mask & food distribution activity for the persons of slum area near vasundhara, Ghaziabad.

COVID Vaccination Camp was organized to protect Faculty, Staff, etc from covid 19. It was organized inside the campus.

I.T.S organized International Yoga Day on 21 June 2021 in Virtual mode to spread awareness about physical fitness, benefits of Yoga and to boost the immunity specially to defeat COVID-19.

I.T.S organized an awareness camp regarding the Clean and Green environment in our society. Students gave messages to the village people about the cleanliness and importance of trees in our life.

I.T.S. took the initiative to provide food packets to the needy people during the lockdown; approximately 1000 packets were distributed to help the poor people daily.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

82

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

05

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

I.T.S - The Education Group ensures adequate availability and utilization of physical infrastructure.

Academic facilities comprise of good acoustic conditioned, air-conditioned, well-equipped classrooms with modern teaching aids.

To access the web, the institute has latest Configuration Desktops installed in the computer labs. The computer labs are well equipped and are at par with the best in the country.

There are 2 Auditoriums with seating capacity of 200 and 600 each, 2 Seminar Halls with seating capacity of 150 each and 3 Boardrooms

with seating capacity of 35 chairs each.

There is a well-stocked library equipped with digital library facility and adequate sitting capacity.

All the faculty cabins are air-conditioned and well equipped with Wi-Fi connectivity.

There is a dedicated Language/ Communication Lab for the students.

The institute has procured licenses of online platforms such as Zoom & WebEx to conduct online classes, events & meetings. The institute also has NPTEL Swayam Prabha facility for the students.

The institute has disabled friendly infrastructures. With the growth of users, the institute has scaled up the switching capabilities and implemented latest managed wired and Wi-Fi access.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

I.T.S is having a well-maintained campus spread over 2.89 acres of serene green land. We have a spacious and well-equipped Sports Complex, where students can play games like badminton, table tennis, chess, caroms, basketball, volleyball, Cricket, etc., Yoga sessions for students are conducted regularly.

The institute has well equipped gymnasiums separate for boys and girls with qualified gym trainers. Institute teams are formed to take part in State level and University level competitions and other intercollegiate competitions.

Sports event competitions are conducted in the interdepartmental level and the winners are awarded and rewarded accordingly. The outdoor games such as badminton, volley ball, cricket, football, etc., are well practiced and played by the students.

Students are very much encouraged to participate in the cultural

events held in the institute like Navtarang, Biz-Fiesta, Technovation, Fresher's Party, Sports Day, etc., to exhibit cultural talents. Students were also sent to other colleges for intercollegiate competitions.

We have 15 clubs to enhance the hidden talent of the students and who play an excellent role in the overall development of the student's community.

Students are motivated to participate and unveil their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti, and Swami Vivekananda Jayanti etc.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

42

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

42

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

210.57

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Institute System (ILMS)

Learning Resources are strategic to fulfill objectives. I.T.S has sufficient academic and infrastructure resources to support students and faculty learning and development. Library is automated using Integrated Library Management System (ILMS).

The I.T.S library has introduced barcode technology for its lending operations and it also has a provision of OPAC (Online Public Access Catalogue) for users to search for the required resource

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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.84

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

5

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

I.T.S - The Education Group adopts policies and strategies for adequate technology deployment and maintenance. Big Data, IOT, Basic Lab, Mobile Application Development Lab as well as Web Development Labs enhance student's employability by providing them with relevant industry interface. Huawei Telecom has established an A.I Lab for students and faculty too. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes.

Institute has upgraded the Leased Line Internet connectivity to 150 Mbps. The Internet Service Provider (ISP) provides connectivity with high fault tolerance. Inferencing facility is available at E-learning resource lab. All of the labs are equipped with LCDs for online demonstration to students.

The institute offers round the clock high-speed internet connectivity throughout the campus through its scalable high-end optical fiber and highly secured Wi-Fi network including Boys and Girls hostels, cafeteria, library, auditoriums, seminar halls, and classrooms. Students from both the courses of BBA and BCA are provided latest laptops/ computers to help them during their academic Programme. Excellent I.T. infrastructure is installed for imparting computational skills to students through latest IT tools and techniques.

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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

390

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

174.37

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute has well placed systems and procedures for maintaining and utilizing of physical, academic and support facilities and equipment's to its optimum. To avoid delicacy and to ensure optimum utilization of infrastructural facilities like Seminar Halls, Auditoriums and other common places, a requisition in prescribed printed format is required to be submitted with booking date and related details well in advance to the Administrative Office (AO) by the concerned person duly signed by Director.

Faculty and staff members are encouraged to register their complaints/ requests for problems related to maintenance, general cleaning or any other related issues of workstation, washrooms,

class rooms etc. through the Almighty help desk, an online portal. Through Almighty portal, complain goes to the concern person with a time bound action required.

With an objective to improve and to maintain transparency leading to trust and confidence among students and staff members, an online feedback/ complaint/ suggestion point is created at ground floor. Students can freely submit their feedback, suggestions, complains. The quick action is taken to resolve any issues reported at appropriate level.

IT Maintenance Cell: All the problems and complaints related to computer/desktops/laptops and projector are taken care by this cell.

Infrastructural Maintenance Cell: All Infrastructural related issues are been taken care by this cell.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

60

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

245

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

319

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

319

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

| File Description | Documents |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

118

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

49

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

I.T.S aims for development of students in all aspects including their physical, mental, social, cultural, and spiritual well-being and discipline behaviour and learnings. With the objective to ensure excellence in academics, the institute appoints two class representatives in every section which help in taking valuable feedback/response of the students.

Students are included in the Placement cell by selecting as Placement coordinators among those students who are interested for placement related activities. These placement coordinators coordinate with the interested students who apply for the companies which are coming to campus for internship or placements.

I.T.S also schedule and arrange a series of various student-driven activities under the supervision of faculty members in different clubs ranging from cultural, academics, sports and yoga. The students are selected as Vice president and Secretary to run these clubs with the help of allotted Faculty members. These clubs are run by students only under the guidance of faculty members. These Clubs are represented by the students and they actively participate in organizing several events at the Intra college or Inter college level.

President and secretary help in coordinating all the events related to academics and other co-curricular, extracurricular activities under the guidance of faculty coordinators. They also motivate other students to participate in the activities conducted by the institute.

Students also undertake various responsibilities in executing almost all the events including Cultural fest, Guest lectures, Academic fest etc.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

| File Description | Documents |
|---|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

I.T.Shas produced more than 8000 Management & IT professional. Our alumni are working in leading corporate at national and international level, both in public and private sector. Many of them have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socio-economic development of the nation and the world at large. We have a strong alumni base, as 25 batches of BBA and 26 batches of BCA have already passed out from this campus. The following mission and strategic priorities are set to move further. Goal: To encourage alumni to participate actively in the I.T.S community, to attend

events, to volunteer, to create new ways for alumni to stay connected to Institute, and to contribute to the pride of the I.T.S family. Strategic Priorities: Strengthen communication between alumni and the Institute Enhance alumni connections with faculty, and students Encourage participation in Alumni related programs Updating the database. Alumni Engagement: -The Institute, in its endeavour to strengthen the link with the alumni, engages them in different types of institutional activities. Alumni are engaged in delivering alumni guest talk regularly, special training sessions of students for placement drives, sessions in induction program of new batches, curriculum review etc. Alumni Association: - The institute is in the process of getting registered its alumni association Annual Alumni Meet & Other cell to spearhead the introduction of alumni involvement in the growth and continued leadership of the institute.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institute derives energy and direction from its well-defined strategic intent.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning processes in

response to changing managerial paradigms.

Objectives:

- Generating new learning techniques
- Improving teaching processes
- Expanding the information technology capacity
- Strengthening the industry interactive network
- Facilitating professional practitioners in searching their potential
- Inculcate team spirit among the learner

For Achieving the above objectives institute has state of art infrastructure including Library, Computer Labs, Auditoriums, and Conference Rooms etc. Also, Academic process is well defined in line with the Vision and Mission of the Institute. Academic process is controlled and monitored through academic program office and pre-defined hierarchy in the system. Achievement of the academic objectives is monitored through Academic daily report, Fortnightly report and Lesson Plan for each course.

Quality policy of the institute:

I.T.S is focused to become a fountain head among academic institutions in India. The Institute is committed to impart professional education of excellent quality for all round development of the students seeking career in Management as well as in IT and to develop capabilities and skills of working executives through EDP's and MDP's.

Perspective Plan:

In coming five years, Institute plans to effectively collaborate with a greater number of foreign Universities to make our students globally competent, developing understanding and application of Outcome-Based Education, and collaborate for higher studies and student placement. Also, institute aspire for more collaborations with industry and training organizations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/vision-and-mission |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Director & Vice Principal. Under Director & Vice principal monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairpersons and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff.
- Finance
- General Administration
- Planning
- IT Services

The academic services are headed by the Chairpersons who are appointed through a statutory process from among the faculty of the college, while finance is headed by the controller of Finance. The IT services are headed by IT Head (System Administrative). The registrar is the administrative head of the Institute. The head of the library is Librarian.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is implementing its strategic policies and plans through well-defined organization structure. The policies are including in academic calendar for each program. These academic calendars are prepared and shared in the beginning of the academic year. The activities under academic or co-curricular are allotted

with estimated budget passed by competent authority.

Since year 2020-21 was completely affected by the pandemic situation therefore some processes were not followed as they required personal meetings, but institute has taken care about all the scheduled academic and co-curricular activities through online mode.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Director & Vice Principal. Under Director & Vice principal monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairpersons and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff.
- Finance
- General Administration
- Planning
- IT Services

The academic services are headed by the Chairpersons who are appointed through a statutory process from among the faculty of the college, while finance is headed by the controller of Finance. The IT services are headed by IT Head (System Administrative). The registrar is the administrative head of the Institute. The head of

the library is Librarian.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Institute is having group medical policy for each and every employee including teaching and non-teaching staff. This policy covers the employee for treatment related hospitalizations. The service provider for the policy is Chola MS General Insurance Company.
- The employees are also allowed with Casual leaves, Sick Leaves and Earned Leaves.
- Teaching staff are also having academic leaves for performing academic related work.
- Provident Funds & Gratuity
- Maternity Leaves for 03 months
- Leaves encashment for Faculty and staff.
- Free wi-fi facility is available to all.
- Open Gym for faculty & Staff.

- Provide Soft Loan to the faculty & staff without interest in easy instalments.
- Reimbursement of school tuition fees of the children of employee of I.T.S whose salary is less than Rs. 20,000.
- Institute is also having employee association award scheme. Under this scheme employees associated with the institute for 5 years, 10 years and 15 years are awarded on New year celebration day.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The information on multiple activities is appropriately captured and considered for better appraisal of the faculty through:

- Periodical reviews on classroom teaching by Director, Vice

principal & Course Chairperson: Every semester the faculty teaching is reviewed by the Director, Vice principal & course chairperson and a feedback form is filled. The faculty are also apprised about their teaching.

- Feedback from all the students of the college is taken for faculty.
- University result for both the semesters: The university result of every faculty is reviewed and based on their performance they are awarded for the same.
- Involvement in Conduct of activities, Initiative for self-development.
- Mentorship and bonding with the students.
- Self-appraisal by Faculty: Every year an elaborate appraisal form is filled by faculty members in which they provide details of the work done by them in a particular year.
- All Professors, Associate Professors and Assistant Professors are also evaluated based on their administrative and academic / research contribution to the college and department.

The appraisal of the staff is done on the basis of various parameters which are as follows:

- Job Knowledge, Quality of Work, Productivity, Dependability, Attendance, Relations with Others, Politeness, Punctual, Discipline & Overall Appraisal Rating
- Feedback from all the students of the college is taken for staff members specifically lab attendants.
- Self-appraisal by Staff: Every year an elaborate appraisal form is filled by staff members in which they provide details of the work done by them in a particular year.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute is having well defined responsible finance department.

This department is headed by finance controller and supported by other responsible staff members. Institute carries both internal and external audits of financial records as per the statutory requirements.

Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows:

- Examining the Bank Passbook Examining Grants, sponsorships, deposits, payments.
- The audit team also checks stock reports and conducts Library audits, Institute Works, Department audit, and carries out analyses of the entire Institute's Income and Expenditures.
- If any observation/objections (if any) are reported in the audit report submitted by the internal auditors, such issues are investigated by the account section and corrective action are been taken in timely manner to resolve the objections.

The college is conducting External audit from D.C. Garg and Co., Ghaziabad.

- The auditors visit periodically to conduct statutory audit.
- The observations noted by them are discussed with accounts team and if required with the Director/ Management Members.
- The statutory audit is based on the accounting vouchers / papers / bank statements and other relevant papers which are necessary for conducting statutory audit.
- The objections (if any), raised by them are settled on a real time basis.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Main source for generating funds for the institute is fees from the students. Students are allowed to make the fees in part as per the communicated scheme. These funds are utilized in efficient manner for the development of the students. The funds are allocated to various heads which includes academic and non-academic supporting functional areas. Below are some major heads of the expenses:

1. Payment of Salary of the employees viz. Academic and supporting staff.
2. Maintenance of existing and introduction of new infrastructural facilities as per the requirements.
3. Expenses on Co-curricular Activities of the students including Industrial Visits, Club Activities, Annual Fest etc.
4. Expenses on Guest Talk including Industry lectures and Alumni Talks.
5. Expenses on Seminars, Conclaves and Summits organized by the Institute.

A Budget is prepared for each department and funds are allotted to each activity based on past year expense and estimation. An advance approval is taken from the competent authority before initiating any activity. This request is matched with the pre-approved budget of the same head. After each event request for payment is initiating based on the approval given.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In the pursuit of quality assurance, and up-gradation, the institute has established the Internal Quality Assurance Cell. To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution the IQAC has been a proactive player in this overall benchmarking process.

- Comprehensive feedback system has been institutionalized as a result of IQAC initiative where the feedback regarding the curriculum, teaching-learning and skill development is collected from various stakeholders.
- The feedback is then analysed for the purpose of finding the gaps and corrective measures are taken for fulfilling those gaps effectively.

Following Activities were organised and steps taken during the Year Initiated rigorous online classes immediately the lockdown started:

- Online Orientation programs for BBA and BCA were organised.
- Regular seminars and corporate talks were organised virtually Virtual Industrial visit was also organised for the students.
- Value added modules were also delivered virtually to strengthen the Alumni association, regular alumni talk was organised.
- Rigorous personality development programmes for students to increase employability quotient.
- Focus on value-oriented workshops for student learning. Learning through webinars on the topic of relevance.
- Online teaching, assignments, exams, presentation etc. has also been established as a result of IQAC initiative.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.
- The Academic Calendar is prepared in advance and circulated in the Institute and strictly followed.
- Feedback taken from all the stakeholders is properly analysed and shared.
- Increased usage of ICT tools in the teaching-learning process.

Examples of institutional review and implementation of teaching-learning reforms are:

- The transition from offline to online classes during covid-19 which also involved presentation by students, class assignments, conduct, and evaluation of online sessional examination etc.
- Conduct of online student development academic and non-academic activities at inter-departmental and inter institutional levels.
- Detailed subject-wise & topic wise Video lecture notes are prepared by faculty members.

Recruit and retain qualified faculty and staff at various levels: To eliminate the problem of lack of good faculty, college makes special efforts for recruitment and retention of quality faculty. Our new hiring practice demands a candidate to demonstrate strong teaching ability.

Governance: Our Good Governance initiatives ensure that processes and policies are followed throughout the hierarchy. We implement a tight organization structure to monitor, record and ensure compliance with agreed policies. As per UGC guidelines, Governing Body, Academic Council etc., were constituted.

Teaching -Learning process: While some processes such as

admission, formative and summative assessment, teaching and learning process has been enhanced in many ways. Remedial classes for slow learners, case study, learning by doing activities have been inducted into curriculum. Student mentoring system has been implemented.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is an important consideration in the development and a way of looking at how social norms and power structures impact on the lives and opportunities available to different groups of men and women. Since our constitution ensures it, I.T.S has also framed the same guidelines to set the benchmark in

building up a healthy environment. It observes high ethical standards in all its activities. To empower and strengthen gender equity, I.T.S has an Internal Complaints Committee (ICC) to ensure the challenges in an integrated manner and avoid piecemeal effects of the stakeholders. For achieving measurable targets and enhancing accountability to gender equality and women empowerment, this committee outlines and emphasizes women empowerment, gender sensitization, prevention, and prohibition of sexual harassment of women employees/students and redressal of grievances. To summarise the following measures initiated by the Institute for the promotion of gender equity:

1. Formation of Internal Complaints Committee and Women Cell and regular compliance
2. Celebration of International Women's Day
3. Invited lectures on gender sensitization
4. Creation of specific facilities for women
 - Girls' Common Room
 - Ladies Toilets In campus
 - Girl's Hostel
 - Separate Gymnasium for girls
6. Participation of female representatives in many key committees
7. Appointment of Student Counsellor

Hostel warden and the authorities act as guardians and well-wishers of the occupants. To address the issues related to sexual harassment of women employees and students, this committee aims at maintaining the ZERO tolerance policy of the institute against sexual harassment.

| File Description | Documents |
|--|-----------|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/
power efficient equipment

A. 4 or All of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Pollution from waste is aesthetically unpleasing and results in large amounts of litter in our communities which can cause health problems. Solid waste can be categorized into three types: biodegradable, non-biodegradable and hazardous waste. Bio-degradable wastes include food wastes, canteen waste, wastes from toilets etc. Non-biodegradable wastes include plastic, tins and glass bottles etc. Hazardous waste is waste that is likely to be a threat to health or the environment like cleaning chemicals, acids and laboratory chemicals.

I.T.S produces a considerable amount of paper waste. Paper wastes from Academic Blocks, Library, Examination cell, administrative office and Hostels are disposed through vendors.

The College has contracted KOSCOVE E- WASTE PRIVATE LIMITED for E-Waste collection, Recycling and disposal.

Liquid waste management: Liquid waste generated from canteen, laundry, and toilet is segregated as well as disinfected and let out as effluent into a common drainage facility.

I.T.S makes environmental improvement efforts to make this world a better place to live in, have brought a lot of positive significance while bringing a paradigm shift and sustainable development. Such kind of working models and projects should be implemented at every local and large area as an eco- friendly solution to waste utilization practices.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institute is taking admissions from different parts of the country. There is a mix of every culture in the institute, for

this reason institute take cares about creating respect for each and every culture by giving equal opportunities to all the students. Also, institute celebrates the festivals related to different religion and culture. Subject related to the ethics is taught as a part of university syllabus. This syllabus includes how to deal with other human beings in ethical manner.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators

and other staff **4. Annual awareness programmes on Code of Conduct are organized**

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Institute celebrates important days such as Independence Day, Republic Day with patriotic fervour to make the dream of a new tomorrow come true. Various competitions are conducted as part of Independence Day such as essay writing and poster making competition.

2. Various festivals such as Holi, Diwali etc., are celebrated on the campus.

3. Students organize and participate in competitions, cultural events and Institutional fests through various departmental Clubs.

4. As directed by the University, the institution held 'New India Pledge' taking ceremony in commemoration of the 75th year of Quit India Movement. The students, staff and faculty pledged to build a new and clean India.

5. Teachers Day is celebrated to mark birth anniversary in of Dr. Sarvepalli Radhakrishnan.

| File Description | Documents |
|---|------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Improving Teaching - learning processes:

- Encouraging student participation in activities organised by other institutions.
- Student feedback is collected in each course twice in semester to measure the level of teaching and understanding at the part of students.
- Learner centric pedagogy with focus on student involvement & participation.
- Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance and arrangements of extra classes, as required.
- Monitoring through Academic daily Report and Weekly reports.

1. Strengthening virtual learning resources and integration of ICT in Teaching - learning process:

- Uninterrupted online classes during Covid period.
- Use of Video conferencing, online platforms (Zoom/ Google meet) for lectures of the industry experts and hosting the academic events.
- Live telecast of Union Budget for the students and post budget discussion with the experts.
- Smart classrooms with projectors and Audio facilities.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As a flagship institution of I.T.S The Education Group, we are deeply conscious of our role in society. Sincere efforts are being put for specific segment of kids and people those who yet not have even basic health facility and access to quality education. The Group is extending the Healthcare facilities in rural areas through weekly Camps in Villages through Mobile Clinics, Satellite Clinics, Dental Clinic in District Jail of Ghaziabad through its other institute. Education to the kids in Slum Areas, Free Education with all basic facilities including stay, Food, Books, Note Books etc. for Girls of deprived section of society. In addition, for the meritorious students of poor families, dependent of Defense Services, Single Parent and Girl child, Institute has provision of subsidized education in all the courses. As an institute we will continue expand our reach to make sure the availability and access to basic healthcare and education to needy people.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institution has taken a professional approach in every possible way for effective delivery of the curriculum. Academic processes are streamlined with timetables, workloads and other supporting administrative tasks prepared well in advance of teaching session. Academic Daily Report and Weekly Reports are collated at regular interval, documenting the academic and extracurricular work undertaken in class.

- Institute laid emphasis on building academic culture inside and outside the classroom by taking various measures like students involvement through case studies, presentations, live examples and current news articles.
- LOLP/ course module is prepared by faculty members for their respective subject that contains detailed lecture plan, pedagogy, assignments, topic to be covered, case & other activities, etc.
- PDP helps in improving transferable skills of the students, including - body language, communication skills, English conversation, presentation skills, attitude and many more which directly or indirectly enhance the employability.
- In order to make students industry ready, job oriented value added courses are offered to the students.
- Students undertake Summer Training as part of their classroom exercise and work with industry to gain real time exposure. Institute organised various guest lectures, industry visits, workshops, seminars, summer Internship, etc. to strengthen the Institute-Industry interaction.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

Being an affiliated institution of the Chaudhary Charan Singh University, Meerut, I.T.S. follows the Academic Calendar issued by the University at the beginning of the academic year. It clearly delineates a schedule for teaching, examination, semester break and vacations that is strictly followed by the institute to ensure smooth and efficient functioning of its teaching and administrative processes.

Within the same framework, the institute also prepares its own calendar of events and activities before the commencement of the Academic Session and the same is communicated to all. For transparency of functioning, both the University and the institute academic calendars are placed on the notice board.

All the aforementioned information is reinforced during the orientation of new students at the beginning of academic session.

The Director & Vice Principal also conducts meetings with the Programme Chairpersons and Coordinators, faculty from individual Departments, and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled.

For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted timetable keeping the academic calendar and planned co-curricular activities of the institute in mind.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG

E. None of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

| File Description | Documents |
|--|------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total

number of students during the year

36

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

36

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institute adheres to the University's recommended Curriculum. Crosscutting topics pertaining to gender, the environment and sustainability incorporated into the curriculum by the university.

Activities like Yoga Day, Workplace Harmony and workshop on woman safety & health was conducted.

The selected few Courses that incorporate crosscutting concerns into the curriculum are listed below.

Programme Name: - BBA

Course Title: - Environmental Studies, Business Organization & Ethics, Business Communication.

Programme Name: - BCA

Course Title: - Environmental Studies, Business Communication.

Apart from these Courses, the Institute also has conducted various activities on crosscutting issues from time to time to supplement the University Curriculum, some of them are.

- Tree plantation.
- Online International Yoga Day Celebration.

- Mask distribution & Covid-19 safety awareness program in slum areas.
- Special Session of Female students.
- Motivational Talk.
- Institute has set up Rainwater Harvesting Plant, Installed Solar Panel.
- Meal Distribution, Contribute in PMRF & CMRF during Lockdown due to Covid-19.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

574

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

A. All of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

840

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

112

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

It is important as an institution to understand and analyse the weaker students and in which area or subject they are lacking. To assesses the learning levels of students institutes compile overall university result, conduct internal examination, various class test and quizzes (Document attached herewith) to know where are they lacking.

Remedial teaching Policy for Slow Learner:

1. Doubt sessions with individual monitoring (Supporting documents attached)
2. Slow learners are asked to sit in the front row of the class in order to receive extra attention from college instructors.
3. The department allows the slow learners extra time to ask questions and get answers.
4. Slow learners receive tutorials tailored to their needs (Supporting document attached) .
5. Advanced students are urged to visit the library or look up relevant websites for a deeper understanding of the subjects.
6. They're inspired to attend the workshops.

7. Tasks and projects requiring them to solve problems are offered to them to improve their abilities. In addition, the teacher gains a general understanding of the students' IQ level through the question-and-answer method and class unit assessments.

Advanced learners Policy :

1. We conduct meritorious award ceremony to motivate them (Supporting documents attached)
2. Encouraging students to compete in or enter competitions (Clubs Activity).
3. Internet/library research is encouraged for advanced students.
4. Giving advanced students access to scholarly journals.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1751 | 51 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The students are given a lot of experiential learning through industry-oriented value-added modules like digital marketing, wealth management, business analytics, HR analytics, etc. They get to interact with industry leaders who regularly come to the campus to deliver sessions on latest trends and developments in the industry. Regular guest lectures, industry visits and workshops are conducted in each semester to upskill and upgrade the students. The students are made to attend seminars and conferences for their knowledge enhancement on the latest and

pressing issues faced by the industry/nation.

The students are also required to undergo a 6-8 weeks summer internship to gain practical exposure related to working environment in the corporate sector. They are also required to prepare a Project Report in their final year which is evaluated by external examiners through a viva-voce examination. The institute has an active NSS Cell that undertakes regular social service activities like slum education, cleanliness drive, tree plantation drive, etc for their holistic development and also inculcate in them the sense of giving back to the society to bridge the gap between haves and have nots.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute makes use of Online teaching platform for effective teaching-learning process. The institute makes use of the following for engaging teaching sessions as well as national & international guest sessions:

- Zoom
- Microsoft Teams
- Skype
- Cisco Webex
- Google Meet

Google classroom is created for each subject to share notes, videos, quiz, assignments and other subject related information. A virtual class too can be scheduled using google meet which is embedded in Google Classroom. The classrooms are fitted with audio-visual aids like LCD Projector for effective lecture delivery. E-books, video links and useful website detail are also provided to the students for gaining overall knowledge about the subject.

The institute has ICT enabled auditoriums, seminar halls and board room for smooth conduct of all activities like Seminar, Conferences, Panel Discussions, Placement Drive, etc

Digital Learning is the need of the hour and the students are encouraged to update their knowledge base through MOOCs using free/paid government and private platforms as per below details:

SWAYAM Online Courses

Vskills

SWAYAM Prabha DTH Platform

CEC-UGC YouTube Channel

NCFM

NSE Academy

Coursera

Udemy

Edx.org

TCS iON

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

49

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

51

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

362

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute follows a fair and transparent internal assessment process and robust mechanism to enhance the quality of education. The continuous internal assessment components include Class Tests, Quizzes, Assignments, Presentations, Workshops, Case Studies, Seminars, and Group Discussion etc.

There is an efficient examination and evaluation process. The examination cell is fully dedicated to conduct the exams in the most efficient and transparent manner and ensures effective exam conduct. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar two internal examinations are conducted. Evaluation pattern of 30 marks for first internal exam and 50 marks for second internal exam is followed. All internal question papers are set as per the university paper pattern by the concerned faculty members. CCTV cameras with sound recording devices are installed inside each exam room for the purpose of monitoring.

The Institute also offers various Industry oriented certificate courses in collaboration with renowned agencies which are also assessed.

Mechanism of assessment not only tests the skills of the student but also motivates them to prepare for the entire syllabus and discourages selective study. Practical examinations are also conducted every semester.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has empowered examination cell to deal with internal examination related grievances. The mechanism is very transparent, time bound and effective. Any student with a genuine grievance may approach the cell in person. In case the student is unwilling to appear in self, grievances may be registered through kiosk placed at strategic locations in the institute.

The cases are attended promptly on receipt of grievance from the students. The cell formally reviews the case and acts accordingly as per the policy. The cell submits progress report to the Director of the institution about the cases attended. The cell also discusses the cases which require direction and guidance from the Director.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Institute organized workshop on POs and Cos to create self-awareness among the teachers and during the orientation program, the students are made aware about the program POs and Cos. In the beginning of the lectures each teacher share COs of their respective class students. POs and COs are also displayed in each department to develop awareness among students and faculty.

Program Outcome

Program outcomes of all the Programs are available on the website to make teachers and students aware about the Program Outcome and Course Outcomes. The Program outcomes are helpful in developing the framework of teaching and learning.

Course Outcome

The course outcomes are well defined for each course. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course. While fulfilling the syllabus the scope, methodology and outcomes are taken into consideration.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As an affiliated Institute under CCS University Meerut, Institute follows the broad framework of the curriculum of all programs, which framed, by the university.

Procedure of Evaluation of programme outcomes and course outcomes Attainment

STEP-1 PO & CO MAPPING

PO & CO mapped on 3-Point Rating Scale (1-Slight/Low, 2-Moderate & 3-Substantial/High)

STEP-2 PO & CO MATRIX

Average of PO & CO Mapping computed in the form of PO & CO Matrix

STEP-3 CO- ATTAINMENT

Analysis of CO- Attainment done based on student's performance outcome in the internal & external evaluation. Co Attainment

recorded as per the following description

STEP-4 PO ATTAINMENT

Analysis of CO Attainment done under two parameters -: Direct & Indirect

Direct Method

- Internal Exam
- University theory and Projects Exam & Viva
- Assignments
- Pre University Internship & Test Projects

Indirect Method

It done based on Qualitative parameters. Such are:

- Attendance
- Participation in different activities
- Discipline
- Internship

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

559

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://ug.its.edu.in/AOAR/AOAR/pdf/QuestionnaireforSSS\(1\).pdf](https://ug.its.edu.in/AOAR/AOAR/pdf/QuestionnaireforSSS(1).pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out in the neighbourhood community are:-

The masks & sanitizers were distributed to the Corona warriors to protect them from COVID-19.

Institute also organize mask & food distribution activity for the persons of slum area near vasundhara, Ghaziabad.

COVID Vaccination Camp was organized to protect Faculty, Staff, etc from covid 19. It was organized inside the campus.

I.T.S organized International Yoga Day on 21 June 2021 in Virtual mode to spread awareness about physical fitness, benefits of Yoga and to boost the immunity specially to defeat COVID-19.

I.T.S organized an awareness camp regarding the Clean and Green environment in our society. Students gave messages to the village people about the cleanliness and importance of trees in our life.

I.T.S. took the initiative to provide food packets to the needy people during the lockdown; approximately 1000 packets were distributed to help the poor people daily.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

82

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

05

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

I.T.S - The Education Group ensures adequate availability and utilization of physical infrastructure.

Academic facilities comprise of good acoustic conditioned, air-conditioned, well-equipped classrooms with modern teaching aids.

To access the web, the institute has latest Configuration Desktops installed in the computer labs. The computer labs are well equipped and are at par with the best in the country.

There are 2 Auditoriums with seating capacity of 200 and 600 each, 2 Seminar Halls with seating capacity of 150 each and 3 Boardrooms with seating capacity of 35 chairs each.

There is a well-stocked library equipped with digital library facility and adequate sitting capacity.

All the faculty cabins are air-conditioned and well equipped with Wi-Fi connectivity.

There is a dedicated Language/ Communication Lab for the students.

The institute has procured licenses of online platforms such as Zoom & WebEx to conduct online classes, events & meetings. The institute also has NPTEL Swayam Prabha facility for the students.

The institute has disabled friendly infrastructures. With the growth of users, the institute has scaled up the switching capabilities and implemented latest managed wired and Wi-Fi access.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

I.T.S is having a well-maintained campus spread over 2.89 acres of serene green land. We have a spacious and well-equipped Sports Complex, where students can play games like badminton, table tennis, chess, caroms, basketball, volleyball, Cricket, etc., Yoga sessions for students are conducted regularly.

The institute has well equipped gymnasiums separate for boys and girls with qualified gym trainers. Institute teams are formed to take part in State level and University level competitions and other intercollegiate competitions.

Sports event competitions are conducted in the interdepartmental level and the winners are awarded and rewarded accordingly. The outdoor games such as badminton, volley ball, cricket, football, etc., are well practiced and played by the students.

Students are very much encouraged to participate in the cultural events held in the institute like Navtarang, Biz-Fiesta, Technovation, Fresher's Party, Sports Day, etc., to exhibit cultural talents. Students were also sent to other colleges for intercollegiate competitions.

We have 15 clubs to enhance the hidden talent of the students and who play an excellent role in the overall development of the student's community.

Students are motivated to participate and unveil their talents on special occasions like Republic Day, Independence Day, Gandhi Jayanti, and Swami Vivekananda Jayanti etc.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

42

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

42

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

210.57

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Institute System (ILMS)

Learning Resources are strategic to fulfill objectives. I.T.S has sufficient academic and infrastructure resources to support students and faculty learning and development. Library is automated using Integrated Library Management System (ILMS).

The I.T.S library has introduced barcode technology for its lending operations and it also has a provision of OPAC (Online Public Access Catalogue) for users to search for the required resource

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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.84

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

5

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

I.T.S - The Education Group adopts policies and strategies for adequate technology deployment and maintenance. Big Data, IOT, Basic Lab, Mobile Application Development Lab as well as Web Development Labs enhance student's employability by providing them with relevant industry interface. Huawei Telecom has

established an A.I Lab for students and faculty too. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes.

Institute has upgraded the Leased Line Internet connectivity to 150 Mbps. The Internet Service Provider (ISP) provides connectivity with high fault tolerance. Inferencing facility is available at E-learning resource lab. All of the labs are equipped with LCDs for online demonstration to students.

The institute offers round the clock high-speed internet connectivity throughout the campus through its scalable high-end optical fiber and highly secured Wi-Fi network including Boys and Girls hostels, cafeteria, library, auditoriums, seminar halls, and classrooms. Students from both the courses of BBA and BCA are provided latest laptops/ computers to help them during their academic Programme. Excellent I.T. infrastructure is installed for imparting computational skills to students through latest IT tools and techniques.

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

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

390

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

174.37

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute has well placed systems and procedures for maintaining and utilizing of physical, academic and support facilities and equipment's to its optimum. To avoid delicacy and to ensure optimum utilization of infrastructural facilities like Seminar Halls, Auditoriums and other common places, a requisition in prescribed printed format is required to be submitted with booking date and related details well in advance to the Administrative Office (AO) by the concerned person duly signed by Director.

Faculty and staff members are encouraged to register their complaints/ requests for problems related to maintenance, general cleaning or any other related issues of workstation, washrooms, class rooms etc. through the Almighty help desk, an

online portal. Through Almighty portal, complain goes to the concern person with a time bound action required.

With an objective to improve and to maintain transparency leading to trust and confidence among students and staff members, an online feedback/ complaint/ suggestion point is created at ground floor. Students can freely submit their feedback, suggestions, complains. The quick action is taken to resolve any issues reported at appropriate level.

IT Maintenance Cell: All the problems and complaints related to computer/desktops/laptops and projector are taken care by this cell.

Infrastructural Maintenance Cell: All Infrastructural related issues are been taken care by this cell.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

60

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

245

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

319

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

319

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

| File Description | Documents |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

118

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

49

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

I.T.S aims for development of students in all aspects including their physical, mental, social, cultural, and spiritual well-being and discipline behaviour and learnings. With the objective to ensure excellence in academics, the institute appoints two class representatives in every section which help in taking valuable feedback/response of the students.

Students are included in the Placement cell by selecting as Placement coordinators among those students who are interested for placement related activities. These placement coordinators coordinate with the interested students who apply for the companies which are coming to campus for internship or placements.

I.T.S also schedule and arrange a series of various student-driven activities under the supervision of faculty members in different clubs ranging from cultural, academics, sports and yoga. The students are selected as Vice president and Secretary to run these clubs with the help of allotted Faculty members. These clubs are run by students only under the guidance of faculty members. These Clubs are represented by the students and they actively participate in organizing several events at the Intra college or Inter college level.

President and secretary help in coordinating all the events related to academics and other co-curricular, extracurricular activities under the guidance of faculty coordinators. They also motivate other students to participate in the activities

conducted by the institute.

Students also undertake various responsibilities in executing almost all the events including Cultural fest, Guest lectures, Academic fest etc.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

I.T.Shas produced more than 8000 Management & IT professional. Our alumni are working in leading corporate at national and international level, both in public and private sector. Many of them have distinguished themselves globally and made their Alma Mater proud by achieving great heights of excellence in their respective fields and contribution to the socio-economic development of the nation and the world at large. We have a strong alumni base, as 25 batches of BBA and 26 batches of BCA have already passed out from this campus. The following mission

and strategic priorities are set to move further. Goal: To encourage alumni to participate actively in the I.T.S community, to attend events, to volunteer, to create new ways for alumni to stay connected to Institute, and to contribute to the pride of the I.T.S family. Strategic Priorities: Strengthen communication between alumni and the Institute Enhance alumni connections with faculty, and students Encourage participation in Alumni related programs Updating the database. Alumni Engagement: -The Institute, in its endeavour to strengthen the link with the alumni, engages them in different types of institutional activities. Alumni are engaged in delivering alumni guest talk regularly, special training sessions of students for placement drives, sessions in induction program of new batches, curriculum review etc. Alumni Association: - The institute is in the process of getting registered its alumni association Annual Alumni Meet & Other cell to spearhead the introduction of alumni involvement in the growth and continued leadership of the institute.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institute derives energy and direction from its well-defined strategic intent.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

Objectives:

- Generating new learning techniques
- Improving teaching processes
- Expanding the information technology capacity
- Strengthening the industry interactive network
- Facilitating professional practitioners in searching their potential
- Inculcate team spirit among the learner

For Achieving the above objectives institute has state of art infrastructure including Library, Computer Labs, Auditoriums, and Conference Rooms etc. Also, Academic process is well defined in line with the Vision and Mission of the Institute. Academic process is controlled and monitored through academic program office and pre-defined hierarchy in the system. Achievement of the academic objectives is monitored through Academic daily report, Fortnightly report and Lesson Plan for each course.

Quality policy of the institute:

I.T.S is focused to become a fountain head among academic institutions in India. The Institute is committed to impart professional education of excellent quality for all round development of the students seeking career in Management as well as in IT and to develop capabilities and skills of working executives through EDP's and MDP's.

Perspective Plan:

In coming five years, Institute plans to effectively collaborate with a greater number of foreign Universities to make our students globally competent, developing understanding and application of Outcome-Based Education, and collaborate for higher studies and student placement. Also, institute aspire for more collaborations with industry and training organizations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/vision-and-mission |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Director & Vice Principal. Under Director & Vice principal monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairpersons and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff.
- Finance
- General Administration
- Planning
- IT Services

The academic services are headed by the Chairpersons who are appointed through a statutory process from among the faculty of the college, while finance is headed by the controller of Finance. The IT services are headed by IT Head (System Administrative). The registrar is the administrative head of the Institute. The head of the library is Librarian.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute is implementing its strategic policies and plans through well-defined organization structure. The policies are including in academic calendar for each program. These academic calendars are prepared and shared in the beginning of the academic year. The activities under academic or co -curricular are allotted with estimated budget passed by competent authority.

Since year 2020-21 was completely affected by the pandemic situation therefore some processes were not followed as they required personal meetings, but institute has taken care about all the scheduled academic and co -curricular activities through online mode.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization structure is followed for effective implementation of the strategies and policies. The institute structure with Managing committee comprises of Chairman, Vice Chairman and Secretary supported by Chief Administrator. The Program is headed by Director & Vice Principal. Under Director & Vice principal monitoring and controlling of the academic program is coordinated by Chairpersons of the respective programs with Faculty Coordinators of the programs. The role of chairpersons and coordinators is to plan for the academic calendar and effective implementation of the same.

The administrative structure is designed around the following categories:

- Academic Services (AS) which takes care of the establishment functions related to the Academic Staff.
- Finance
- General Administration

- Planning
- IT Services

The academic services are headed by the Chairpersons who are appointed through a statutory process from among the faculty of the college, while finance is headed by the controller of Finance. The IT services are headed by IT Head (System Administrative). The registrar is the administrative head of the Institute. The head of the library is Librarian.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Institute is having group medical policy for each and every employee including teaching and non-teaching staff. This policy covers the employee for treatment related hospitalizations. The service provider for the policy is Chola MS General Insurance Company.
- The employees are also allowed with Casual leaves, Sick

Leaves and Earned Leaves.

- Teaching staff are also having academic leaves for performing academic related work.
- Provident Funds & Gratuity
- Maternity Leaves for 03 months
- Leaves encashment for Faculty and staff.
- Free wi-fi facility is available to all.
- Open Gym for faculty & Staff.
- Provide Soft Loan to the faculty & staff without interest in easy instalments.
- Reimbursement of school tuition fees of the children of employee of I.T.S whose salary is less than Rs. 20,000.
- Institute is also having employee association award scheme. Under this scheme employees associated with the institute for 5 years, 10 years and 15 years are awarded on New year celebration day.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://ug.its.edu.in/ |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The information on multiple activities is appropriately

captured and considered for better appraisal of the faculty through:

- Periodical reviews on classroom teaching by Director, Vice principal & Course Chairperson: Every semester the faculty teaching is reviewed by the Director, Vice principal & course chairperson and a feedback form is filled. The faculty are also apprised about their teaching.
- Feedback from all the students of the college is taken for faculty.
- University result for both the semesters: The university result of every faculty is reviewed and based on their performance they are awarded for the same.
- Involvement in Conduct of activities, Initiative for self-development.
- Mentorship and bonding with the students.
- Self-appraisal by Faculty: Every year an elaborate appraisal form is filled by faculty members in which they provide details of the work done by them in a particular year.
- All Professors, Associate Professors and Assistant Professors are also evaluated based on their administrative and academic / research contribution to the college and department.

The appraisal of the staff is done on the basis of various parameters which are as follows:

- Job Knowledge, Quality of Work, Productivity, Dependability, Attendance, Relations with Others, Politeness, Punctual, Discipline & Overall Appraisal Rating
- Feedback from all the students of the college is taken for staff members specifically lab attendants.
- Self-appraisal by Staff: Every year an elaborate appraisal form is filled by staff members in which they provide details of the work done by them in a particular year.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute is having well defined responsible finance department. This department is headed by finance controller and supported by other responsible staff members. Institute carries both internal and external audits of financial records as per the statutory requirements.

Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows:

- Examining the Bank Passbook Examining Grants, sponsorships, deposits, payments.
- The audit team also checks stock reports and conducts Library audits, Institute Works, Department audit, and carries out analyses of the entire Institute's Income and Expenditures.
- If any observation/objections (if any) are reported in the audit report submitted by the internal auditors, such issues are investigated by the account section and corrective action are been taken in timely manner to resolve the objections.

The college is conducting External audit from D.C. Garg and Co., Ghaziabad.

- The auditors visit periodically to conduct statutory audit.
- The observations noted by them are discussed with accounts team and if required with the Director/ Management Members.
- The statutory audit is based on the accounting vouchers / papers / bank statements and other relevant papers which are necessary for conducting statutory audit.

- The objections (if any), raised by them are settled on a real time basis.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Main source for generating funds for the institute is fees from the students. Students are allowed to make the fees in part as per the communicated scheme. These funds are utilized in efficient manner for the development of the students. The funds are allocated to various heads which includes academic and non-academic supporting functional areas. Below are some major heads of the expenses:

1. Payment of Salary of the employees viz. Academic and supporting staff.
2. Maintenance of existing and introduction of new infrastructural facilities as per the requirements.
3. Expenses on Co-curricular Activities of the students including Industrial Visits, Club Activities, Annual Fest etc.

4. Expenses on Guest Talk including Industry lectures and Alumni Talks.

5. Expenses on Seminars, Conclaves and Summits organized by the Institute.

A Budget is prepared for each department and funds are allotted to each activity based on past year expense and estimation. An advance approval is taken from the competent authority before initiating any activity. This request is matched with the pre-approved budget of the same head. After each event request for payment is initiating based on the approval given.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In the pursuit of quality assurance, and up-gradation, the institute has established the Internal Quality Assurance Cell. To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution the IQAC has been a proactive player in this overall benchmarking process.

- Comprehensive feedback system has been institutionalized as a result of IQAC initiative where the feedback regarding the curriculum, teaching-learning and skill development is collected from various stakeholders.
- The feedback is then analysed for the purpose of finding the gaps and corrective measures are taken for fulfilling those gaps effectively.

Following Activities were organised and steps taken during the Year Initiated rigorous online classes immediately the lockdown started:

- Online Orientation programs for BBA and BCA were organised.
- Regular seminars and corporate talks were organised

virtually Virtual Industrial visit was also organised for the students.

- Value added modules were also delivered virtually to strengthen the Alumni association, regular alumni talk was organised.
- Rigorous personality development programmes for students to increase employability quotient.
- Focus on value-oriented workshops for student learning. Learning through webinars on the topic of relevance.
- Online teaching, assignments, exams, presentation etc. has also been established as a result of IQAC initiative.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.
- The Academic Calendar is prepared in advance and circulated in the Institute and strictly followed.
- Feedback taken from all the stakeholders is properly analysed and shared.
- Increased usage of ICT tools in the teaching-learning process.

Examples of institutional review and implementation of teaching-learning reforms are:

- The transition from offline to online classes during covid-19 which also involved presentation by students, class assignments, conduct, and evaluation of online sessional examination etc.
- Conduct of online student development academic and non-academic activities at inter-departmental and inter institutional levels.
- Detailed subject-wise & topic wise Video lecture notes are prepared by faculty members.

Recruit and retain qualified faculty and staff at various

levels: To eliminate the problem of lack of good faculty, college makes special efforts for recruitment and retention of quality faculty. Our new hiring practice demands a candidate to demonstrate strong teaching ability.

Governance: Our Good Governance initiatives ensure that processes and policies are followed throughout the hierarchy. We implement a tight organization structure to monitor, record and ensure compliance with agreed policies. As per UGC guidelines, Governing Body, Academic Council etc., were constituted.

Teaching -Learning process: While some processes such as admission, formative and summative assessment, teaching and learning process has been enhanced in many ways. Remedial classes for slow learners, case study, learning by doing activities have been inducted into curriculum. Student mentoring system has been implemented.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is an important consideration in the development and a way of looking at how social norms and power structures impact on the lives and opportunities available to different groups of men and women. Since our constitution ensures it, I.T.S has also framed the same guidelines to set the benchmark in building up a healthy environment. It observes high ethical standards in all its activities. To empower and strengthen gender equity, I.T.S has an Internal Complaints Committee (ICC) to ensure the challenges in an integrated manner and avoid piecemeal effects of the stakeholders. For achieving measurable targets and enhancing accountability to gender equality and women empowerment, this committee outlines and emphasizes women empowerment, gender sensitization, prevention, and prohibition of sexual harassment of women employees/students and redressal of grievances. To summarise the following measures initiated by the Institute for the promotion of gender equity:

1. Formation of Internal Complaints Committee and Women Cell and regular compliance
2. Celebration of International Women's Day
3. Invited lectures on gender sensitization
4. Creation of specific facilities for women

- Girls' Common Room
- Ladies Toilets In campus
- Girl's Hostel
- Separate Gymnasium for girls

6. Participation of female representatives in many key committees

7. Appointment of Student Counsellor

Hostel warden and the authorities act as guardians and well-wishers of the occupants. To address the issues related to sexual harassment of women employees and students, this committee aims at maintaining the ZERO tolerance policy of the institute against sexual harassment.

| File Description | Documents |
|--|-----------|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Pollution from waste is aesthetically

unpleasing and results in large amounts of litter in our communities which can cause health problems. Solid waste can be categorized into three types: biodegradable, non-biodegradable and hazardous waste. Bio-degradable wastes include food wastes, canteen waste, wastes from toilets etc. Non-biodegradable wastes include plastic, tins and glass bottles etc. Hazardous waste is waste that is likely to be a threat to health or the environment like cleaning chemicals, acids and laboratory chemicals.

I.T.S produces a considerable amount of paper waste. Paper wastes from Academic Blocks, Library, Examination cell, administrative office and Hostels are disposed through vendors.

The College has contracted KOSCOVE E- WASTE PRIVATE LIMITED for E- Waste collection, Recycling and disposal.

Liquid waste management: Liquid waste generated from canteen, laundry, and toilet is segregated as well as disinfected and let out as effluent into a common drainage facility.

I.T.S makes environmental improvement efforts to make this world a better place to live in, have brought a lot of positive significance while bringing a paradigm shift and sustainable development. Such kind of working models and projects should be implemented at every local and large area as an eco- friendly solution to waste utilization practices.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

| | |
|---|-------------------------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | A. Any 4 or all of the above |
|---|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institute is taking admissions from different parts of the country. There is a mix of every culture in the institute, for this reason institute take cares about creating respect for each and every culture by giving equal opportunities to all the students. Also, institute celebrates the festivals related to different religion and culture. Subject related to the ethics is taught as a part of university syllabus. This syllabus includes how to deal with other human beings in ethical manner.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institute celebrates all the national festivals like Independence Day, Republic Day, Teachers Day, Etc. On these days several activities are organized. All the arrangement is to be made by students from planning to execution of the event. Through various activities and competitions, institute tries to inculcate the feeling of belongingness with national integrity, society and unity in diversity. Students and employees are invited to join the functions with their families, which in turn not only sensitize the students and employees about the importance Nation value, Constitutional values etc.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Institute celebrates important days such as Independence Day, Republic Day with patriotic fervour to make the dream of a new tomorrow come true. Various competitions are conducted as part of Independence Day such as essay writing and poster making competition.

2. Various festivals such as Holi, Diwali etc., are celebrated on the campus.

3. Students organize and participate in competitions, cultural events and Institutional fests through various departmental Clubs.

4. As directed by the University, the institution held 'New India Pledge' taking ceremony in commemoration of the 75th year of Quit India Movement. The students, staff and faculty pledged to build a new and clean India.

5. Teachers Day is celebrated to mark birth anniversary in of Dr. Sarvepalli Radhakrishnan.

| File Description | Documents |
|---|------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Improving Teaching - learning processes:

- Encouraging student participation in activities organised by other institutions.
- Student feedback is collected in each course twice in semester to measure the level of teaching and understanding at the part of students.
- Learner centric pedagogy with focus on student involvement & participation.
- Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance and arrangements of extra classes, as required.
- Monitoring through Academic daily Report and Weekly reports.

1. Strengthening virtual learning resources and integration of ICT in Teaching - learning process:

- Uninterrupted online classes during Covid period.
- Use of Video conferencing, online platforms (Zoom/ Google meet) for lectures of the industry experts and hosting the academic events.
- Live telecast of Union Budget for the students and post budget discussion with the experts.
- Smart classrooms with projectors and Audio facilities.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As a flagship institution of I.T.S The Education Group, we are deeply conscious of our role in society. Sincere efforts are being put for specific segment of kids and people those who yet not have even basic health facility and access to quality

education. The Group is extending the Healthcare facilities in rural areas through weekly Camps in Villages through Mobile Clinics, Satellite Clinics, Dental Clinic in District Jail of Ghaziabad through its other institute. Education to the kids in Slum Areas, Free Education with all basic facilities including stay, Food, Books, Note Books etc. for Girls of deprived section of society. In addition, for the meritorious students of poor families, dependent of Defense Services, Single Parent and Girl child, Institute has provision of subsidized education in all the courses. As an institute we will continue expand our reach to make sure the availability and access to basic healthcare and education to needy people.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

ACTION PLAN FOR THE ACADEMIC YEAR 2021-22

1. Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related collaborations for the upcoming session
2. Plan and Execute upcoming National and International Academic events
3. Extension, Outreach and Career oriented Activity
4. Initiatives for syllabus revision/ inclusion of any paper with the affiliating University for Curricular Updating.
5. Increasing paper publication in UGC Care enlisted journal, Edited book or individual book publication.
6. Increasing Student's Participation in Sports/cultural activities at university/state/national / international level.
7. Frequency of IQAC meetings to be increased.
8. Registration of Alumni Association.
9. Awareness towards Saving water.

10. Increasing Awareness for Single girl child scholarship.

11. Substantial Increase in Placements and Entrepreneurship Activities.