

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

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

**Institute of Technology & Science**

1.2 Address Line 1

Mohan Nagar

Address Line 2

G T Road

City/Town

Ghaziabad

State

U P

Pin Code

201 007

Institution e-mail address

dir.ug.mn@its.edu.in

Contact Nos.

0120- 2811000, 2811111

Name of the Head of the Institution:

Dr. Vidya Sekhri

Tel. No. with STD Code:

0120 - 2811110

Mobile:

08447744076

Name of the IQAC Co-ordinator:

Dr. S. Bhattacharya

Mobile:

+91-8447744064

IQAC e-mail address:

vprin.ug.mn@its.edu.in

1.3 NAAC Track ID

UPCOGN21821

1.4 Website address:

www.ug.its.edu.in

Web-link of the AQAR:

www.ug.its.edu.in/NAAC\_IQAC.html

1.5 Accreditation Details

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

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

20/07/2012

1.7 AQAR for the year

2015-16

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

i. NIL

1.9 Institutional Status

University State yes Central  Deemed  Private Affiliated College Yes  No Constituent College Yes  No Autonomous college of UGC Yes  No Regulatory Agency approved Institution Yes  No 

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

Type of Institution Co-education Yes  Men  Women

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

## 1.10 Type of Faculty/Programme

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

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

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

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

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	Students <input type="text" value="2"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>

## 2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Organised 5 days Faculty Facilitation Program on “Learning Process, methods and skills”
2. Organised 2 days Faculty Development Programme on “Education Lab and Learning”
3. Organised 1 day Faculty Development programme on “Cross cultural Engagement and Changing Educational Paradigm”
4. Staff Development program on “Service Orientation and Professional Excellence”.

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

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

Some of the achievements are as follows:

- Providing quality education resulted in more numbers of students have secured rank in the university merit list.
- Students are being exposed through industry academia interface by participating in workshops, guest lectures and seminars.
- A full fledged Personality Development Cell caters the need of the students.
- Regular feedback response is taken from students, parents and other stakeholder. Efforts are being made to mitigate gaps.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of action	Achievements
<ul style="list-style-type: none"> <li>• Strengthening academic delivery to students and more focus on its outcome through achieving excellent University result.</li> <li>• Developing roadmap, action plan and monitoring mechanism for the year 2015-16.</li> <li>• Organising one international conference in Maths and Information Technology.</li> <li>• Focus on learning outcome on the part of students through delivery based Faculty Development Programmes</li> <li>• Focus on conducting FDPs for different level.</li> <li>• Strengthening learning outcome based on Industry interaction through Guest lectures, CEO talks, Conferences, industry visits etc.</li> <li>• Enlarging activities and support from the alumni association</li> <li>• Promoting research culture among faculty members through writing research papers.</li> <li>• International exposure to the students</li> </ul>	<ul style="list-style-type: none"> <li>• 1 student of BCA has secured 1st position and 1 secured 10<sup>th</sup> position in the University merit list</li> <li>• 2 students of BBA secured 3<sup>rd</sup> and 4<sup>th</sup> position in the top ten University merit list</li> <li>• Faculty Development Programme conducted: 03</li> <li>• Faculty participation in FDPs outside the Institute: : 05</li> <li>• Training to Air force staff : 01</li> <li>• Research Contribution of the faculty               <ul style="list-style-type: none"> <li>○ Research papers in International Journals: 04</li> <li>○ Research papers in National Journals: 03</li> <li>○ Research papers in International conference proceedings : 04</li> <li>○ Research papers in National conference proceedings : 03</li> </ul> </li> <li>• Industry/ Academia Interaction               <ul style="list-style-type: none"> <li>○ Guest Lecture Organised : 08</li> <li>○ Guest Lecture by Foreign Faculty/ experts : 05</li> <li>○ Live projects: 05</li> </ul> </li> </ul>

<p>through foreign visit, lectures of International speakers etc.</p> <ul style="list-style-type: none"> <li>• Extending community services</li> </ul>	<ul style="list-style-type: none"> <li>○ Industry visits: 07</li> <li>○ Seminar and workshops organised: 10</li> <li>• Alumni meet on 05 December, 2015</li> <li>• Book Chapters: 02</li> <li>• Faculty participation in other academic activities outside : 10 <ul style="list-style-type: none"> <li>• “Entrepreneurship Cell”</li> <li>• Career counselling by senior alumni members.</li> </ul> </li> </ul> <p>50+Community service activities undertaken</p>
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\* Attach the Academic Calendar of the year as Annexure. **Annexure: 01**

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

<p>Some of the recommendations given by the peer team for NAAC accreditation related to quality enhancement of the Institution have been implemented during the year 2015-16 and some are under implementation stage. Following efforts have been made in the year 2015-16 to ensure implementation of such recommendations:</p> <ul style="list-style-type: none"> <li>• Focus on learning based pedagogy and monitoring on the basis of learning outcomes.</li> <li>• Faculty &amp; staff members who have completed their 10 years and 5 years continuous service with ITS have been awarded with outstanding association certificate and cash incentives.</li> <li>• Free subscription of magazine and newspaper for the faculty</li> <li>• Cash incentive for the faculty to encourage writing text books, case studies, research papers.</li> <li>• Conducting Staff Development Programme(SDP)</li> <li>• Throughout the year, as an ongoing process, alumni members have been invited to take part in various institutional activities like <ul style="list-style-type: none"> <li>• Interaction with fresher’s during orientation programme,</li> <li>• Guest lectures by alumni members,</li> <li>• Mentors for Summer Internship.</li> <li>• Career counselling sessions for students are being taken by senior alumni.</li> </ul> </li> <li>• Lecture through video conferencing</li> <li>• Annual Alumni Meet</li> <li>• Navtarang</li> <li>• TRIVIA- A quiz competition among the corporate houses (in 2015-16, 52 corporate houses participated in that event)</li> <li>• DISHA – A Social Service Club - Education to the deprived children in slum areas of Ghaziabad.</li> </ul>
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## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2		02	7
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02	00	02	07

Interdisciplinary				
Innovative				

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

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

##### (ii) Pattern of programmes:

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

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

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

*\*Please provide an analysis of the feedback in the Annexure*

**Annexure: 02**

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

The curriculum for BBA & BCA programmes are decided by the Chaudhary Charan Singh University, Meerut. The syllabus was last updated in the year 2011.

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

**Entrepreneurship Cell**

Entrepreneurship Cell “Lakshay”, the E- Cell of the Institute is a student driven cell which takes care of the entrepreneurship related activities of the campus.

Objective: The objective of the cell is to foster the entrepreneurial spirit among the students.

The Cell serves as a platform to develop leadership traits, provide necessary knowledge and skills so that students can transform their ideas into vibrant business proposal. The event calendar comprises of competitions geared to test the innovative ability and rigor of the participant’s thought process.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	39	37	1	1	0

2.2 No. of permanent faculty with Ph.D.

9
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4		-	--	1	1	-	-	5	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
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12
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-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	06	02
Presented papers	04	03	
Resource Persons	00	02	

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

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

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

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

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

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

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

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

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

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

2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCA (2015-16)	224	4.45	29.21	58.42		92.08
BBA (2015-16)	278	0.76	41.00	54.02		95.78

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

IQAC plays a key role in improving the teaching – learning processes through the following measures:

1. Encourages student's participation in co-curricular and extra curricular activities organised by other institutions.
2. Online student's feedback system is there (feedback is collected in each subject, twice in a semester) for evaluation about the level of teaching and understanding.
3. Learner centric pedagogy with focus on student involvement and participation.
4. Internal/External marks are analysed and measures are being taken to improve the performance of the students by providing special guidance and arrangements of extra classes, if required.
5. Monitoring through academic daily report(ADR) and weekly reports.
6. Extra curricular and co curricular activities are conducted with the help of various active

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	5
Others	Faculty Development Programmes and MDPs organised by the Institute : 03
	Faculty Participation in FDPs and other events organised by other Institutions : 10
	Staff Development programmes Organised by the Institute : 01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	-	1	-
Technical Staff	4	-	-	-

**Criterion – III****3. Research, Consultancy and Extension**

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

1. Encourages students to carry out Summer Internship and projects under the guidance of faculty mentor and Industry mentor.
2. Special classes for students for handling research related issues/ analysis.
3. Publication of e-magazines TATVA.
4. Motivating teachers for research work, publishing articles in the reputed International & National Journals.
5. Encouraging faculty members and students to participate in seminar & conferences.
6. Encouraging peer to peer discussion and learning through a faculty forum "Research Discussion"
7. Research incentive scheme for faculty.
8. Free subscription of magazine and daily newspaper for the faculty.
9. Leave for research work.
10. Online database like EBESCO, Capital line and software like SPSS and MS Excel

## 3.2 Details regarding major projects

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

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	-	14	-
Outlay in Rs. Lakhs	1,00,000/-	-	11,50,000/-	-

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	01	-
Non-Peer Review Journals	03	-	-
e-Journals	00	-	-
Conference proceedings	04	03	
News Letter			Institute publishes quarterly newsletter and monthly e-newsletter- TATVA.

## 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2015-2016	DST-NIMAT	1,00,000/-	1,00,000/-
Interdisciplinary Projects	2015-2016	DST-NIMAT	11,50,000/-	8,05,000/-
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			12,50,000/-	9,05,000/-

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

ii) Without ISBN No.

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

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy - NIL

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year 2015-2016 Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1	-	<i>Rastriya Siksha Gaurav Purushar-2016,</i> by CEGR to Dr. Vidya Sekhri	-	-	-	-
	-	-	-	-	-	-
04	-	-		-	-	Star Performer Award at Institute level
06						Research Paper Recognition

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

and students registered under them

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:	<input type="text" value="Nil"/>			
	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	International level	<input type="text" value="-"/>	<input type="text" value="-"/>
3.23 No. of Awards won in NSS:				
	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	International level	<input type="text" value="-"/>	<input type="text" value="-"/>
3.24 No. of Awards won in NCC:				
	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	International level	<input type="text" value="-"/>	<input type="text" value="-"/>
3.25 No. of Extension activities organized				
	University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
	NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
			Any other	<input type="text" value="-"/>

\*3.26 Major Activities during the year 2015-2016 in the sphere of extension activities and Institutional Social Responsibility

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

Educating students of the socially underprivileged class (Disha)

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

Facilitating Meritorious Students from financially deserving class (Disha Lab)

- 10+Activities/classes conducted in the ITS, Ghaziabad campus.

**Other CSR Activities:**

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

**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area ( in acres)	2.04	-	Internal	2.04
Class rooms	36	-	Internal	36
Laboratories	03 Computer Labs (04 PG Labs are also shared upon special requirement )	-	Internal	03
Seminar Halls	02	-	Internal	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year 2015-2016 (Rs. in Lakhs)	876 Lakhs (875,50,892.00)	190 Lakhs (189,24,348.00)	Internal	1064 Lakhs (10,64,75,240.00)
Others	1 Board room  1 Common Room.	01 (Auditorium with 600 capacity)	Internal	

## 4.2 Computerization of administration and library

**Computerisation of Administration:**

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

In BBA & BCA programmes, the details related to attendance, internal assessment and examination form of students are uploaded on university website through Institute login. Examinations are conducted as per the university pattern and guidelines. Results of each semester are announced by the University on its website. The marksheet of students are being made available to the Institute by the University for issue to the students. Degree is being conferred at University Convocation function.

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



**Computerisation of Library:**

- Access to online Journals
- Subscription of online databases like Capitaline, Ebesco.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 200 students.
- Computerized title / book search facility
- Computerized access, issue and return facility
- Separate computerized research section
- Publication of e-newsletter

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41535	-	531	-	42066	-
Reference Books	2156	-	11	-	2167	-
e-Books	0	-	-	-	-	-
Journals	90	-	-	-	90	-
e-Journals	1102	-	-	-	1102	-
Digital Database	02	345318	-	-	02	366089
CD & Video	3265	-	39	-	3304	-
Others (Old Bound Journals)	1552	-	40	-	1592	-

## 4.4 Technology up- gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	03	(50+10+10) MBPS	03	-	12	-	9 Library
Added	NIL	0	0 MBPS	0	-	-	-	-
Total	163	03	(50+10+10) MBPS	03	-	12	-	9

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

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

The Institute offers round the clock high speed Internet connectivity throughout the campus through its scalable high end optical fibre and highly secured Wi-Fi network including Boys and Girls hostels, cafeteria, library, auditoriums, seminar halls, and class rooms. Students from all the courses are provided latest laptop/ computers to help them during their academic programme

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

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

i) ICT	Rs.1693889.00
ii) Campus Infrastructure and facilities	Rs.6306678.00
iii) Equipments	Rs.158485.00
iv) Others	Rs.5194948.00
<b>Total :</b>	Rs.13354000.00

**Criterion – V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Ensuring proper display and sending information through mails to the students about student support services.
- Monitoring the activities of various cells like career guidance, counselling cell and grievance cell.
- Individual attention to the students by faculty mentorship programme.

**5.2 Efforts made by the institution for tracking the progression**

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

**1. Student feedback**

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

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

**2. Feedback from stakeholder**

- Feedback from the visitors of the Institute during Guest Lectures, seminars, FDPs and other events is taken in the form of writing of their comments in Visitors' Diary.
- Feedback and suggestions about the alumni participation related event is collected informally and through mail.
- Parents of the students are invited in some of the Institute activity like Convocation, Merit and Performance Improvement Award etc. Institute collects the feedback and suggestions of parents of the students.
- Feedback is collected from the Industry mentors where students of BBA and BCA programme undergo Summer Internship.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
1472	-	-	-

(b) No. of students outside the state

493

(c) No. of international students

Nil

No	%
-	-

Women

No	%
-	-

	Last Year (2014-17)						This Year (2015-16)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
BCA	201	9	0	47	0	201	202	12	0	51	0	202
BBA	199	09	00	67	0	275	234	16	1	73	0	324

Demand ratio 1:1.68

Dropout 7.2%

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

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

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

No. of students beneficiaries

Nil
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## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

## 5.6 Details of student counselling and career guidance

- Institute has full fledge Personality Development Programme Cell monitored by faculty members and counsellors.
- Institute offers counselling and personal & professional guidance to the students through its faculty mentors. As mentors, faculty guide mentees in their personal and academic matters, and maintain a record of their academic and personal profile and progress through monitoring.
- Faculty members conduct preparatory sessions and workshops for students before appearing in the interview process related to placement. Number of students benefitted are more than 250.

## 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>	
	Number of Students Participated	Number of Students Placed	Number of Students Placed	Number of Students Placed
9	205	40	22	

## 5.8 Details of gender sensitization programmes

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

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

## 5.9 Students Activities

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

State/ University level	13	National level	1	International level	NIL
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## No. of students participated in cultural events

State/ University level	12	National level	4	International level	-
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## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	3	National level	1	International level	-
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Cultural: State/ University level		National level	-	International level	-
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## 5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution (Year 2015-16)	91	40,30,000/-
Financial support from government	38	The amount is paid direct to student's bank a/c by DSWO so no calculation could be given on this part.
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

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

## 5.12 No. of social initiatives undertaken by the students

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

NIL

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision: Creating a Thinking Professional Order

Mission: To make incessant endeavour 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 learners

#### 6.2 Does the Institution has a management Information System

Yes.

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

##### 6.3.1 Curriculum Development

The curriculum for BBA & BCA programmes is decided by the affiliating University. The syllabus was last updated on 2011.

##### 6.3.2 Teaching and Learning

To make the inputs relevant and practical to the industry case based method of teaching is adopted. In the classrooms, the internal faculty inputs are supplemented with inputs from faculty of top most business schools of the country and industry executives through guest lecturers/special lectures. Participation of students in seminar, soft skills and skill based training are other means of learning.

##### 6.3.3 Examination and Evaluation

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

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

### 6.3.4 Research and Development

We encourage faculty to conduct research, write articles in journals and magazines, submit papers in workshop and conferences. Towards this end, we have various schemes for faculty through financial incentives, awards, provision of study leave etc. Some of the key facilities are as follows:

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

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library Services:**

Institute has a well stacked library facility with the following salient features for its students and faculty members.

- Access to online Journals
- Subscription of online databases like Capitaline, Ebsco, Delnet.
- Library Automation
- Separate reference section
- Separate reading section with seating capacity of 75 students.
- Computerized title / book search facility
- Computerized access, issue and return facility
- Hard bound copies of old newspapers and periodicals

#### **Use of ICT:**

- Use of Video Conferencing for lectures from the industry and academic experts
- 2 Smart classrooms
- Wi-fi campus
- Web casting of seminars/ conferences
- Email Group Id creation
- Use of LCD projectors in classrooms

#### **Infrastructure Facilities**

- 2 Auditorium with seating capacity 250 and 600 each, 2 Seminar Halls with seating capacity 150
- Girls’ common room
- 1 Board room with seating capacity of 25
- Centralised RO for supply of clean drinking water
- ATM facility of PNB, Syndicate Bank and ICICI Bank.
- Spacious sports complex for indoor games like badminton, table Tennis, Carom, Chess, basket ball etc.
- Separate well equipped Gymnasium for boys and girls
- Well stocked canteen
- Canteen/Cafeteria managed by ‘BIKANO’
- In-campus Clinic with qualified Doctor and support staff
- In-house kitchen & boarding facility for hostel students (both boys and girls).
- Solar System in hostel



### 6.3.6 Human Resource Management

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

Faculty performance appraisal and promotion policy

- Pay scale prescribed by UGC.

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

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

Earned leave, Casual leave, Sick leave, Duty leave, Maternity leave, Compensatory leave, Study leave, summer and winter vacation

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

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration

A number of steps have been taken in this direction.

- Guest Lectures by Industry Experts Organised : 12
- Company/ Industry Visit for the students : 08
- Expert talk panel discussion during seminar/ conferences :04

### 6.3.9 Admission of Students

Students of BBA & BCA Programmes are admitted through the admission guidelines of Chaudhary Charan Singh University, Meerut. Computerized records of related aspects of students are developed and maintained for different uses.

## 6.4 Welfare schemes for

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

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

## 6.5 Total corpus fund generated

Amount Collected through fees:	Rs. 230692960.00
Corpus fund generates through MDPs & Training:	Rs. NIL
Income from conduction of examination:	Rs. 1253610.00

6.6 Whether annual financial audit has been done    Yes     No

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

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

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

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

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

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

NA

6.11 Activities and support from the Alumni Association

- Alumni mentorship programme
- Alumni meet of BBA & BCA was organised on 05<sup>th</sup> December, 2015
- Alumni interaction with the students during Orientation programme
- Guest Lectures by Alumni .
- Participation of Alumni as Judge at various institutional events
- Mock Interviews of students by Alumni.
- Career counselling by senior Alumni.
- News letter is sent to Alumni to keep them updated about the Institute activities
- Daily morning mailer containing links to important news.
- Alumni Reunion

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

Initiatives taken to make the campus eco-friendly are as follows:

- Use of plastic is discouraged inside the campus.
- Save electricity campaign
- Massive plantation drive inside and outside the campus
- Eco friendly infrastructure to make use of natural light
- Solar panel
- Rain water harvesting
- Minimizing paper printing work.
- Communication through group email-ids

## Criterion – VII

### **7. Innovations and Best Practices**

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

- Pedagogy to enhance learning and teaching experience
- Value added programs for skill development
- Industry Institute interface for practical exposure
- Rich student experience
- Staff development programs for increasing efficiency.
- Faculty Development Programmes.
- Career Counselling Centre for providing career guidance
- Faculty incentives for nurture growth.
- Mentoring for giving individual guidance to students
- Placement Cell for providing placement opportunities
- Alumni association and network
- Educational Social Responsibility
- Use of eco friendly plants for welcoming the guest instead bouquet.
- Merit and Performance Improvement Award to the students in every semester/ trimester
- Orientation and reorientation programme before beginning of the programme

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

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

- A grand alumni meet was organised on 05<sup>th</sup> December, 2015.
- During the year 12 guest lecturers / industry interaction were organised.
- Training programme for Airforce staff was conducted.
- Special classes were conducted for the weaker students.
- Throughout the year, as an ongoing process, Alumni are invited to take part in various activities of the institute.
- Students were a part of live projects.
- Students' participation in various events organised by Professional Bodies

7.3 Give two Best Practices of the institution.

- Star Performer Award for faculty and staff
- Research incentive scheme for faculty
- Free subscription of magazine and news paper for the faculty
- Merit and Performance Improvement Award to the students in every semester.

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?    Yes     No

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

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

- 21 years of excellence
- Affiliated to Chaudhary Charan Singh University, Meerut, U.P
- NAAC accredited BBA & BCA programmes
- An ISO certified Institute
- Conducive learning environment
- Proximity to National Capital
- Qualified and experienced faculty
- International study tour for Global learning and exposure
- Industry interface through regular guest lectures by industry practitioners
- Strong Alumni Network
- Resident doctor at campus attends medical / dental problems
- In campus ATM facility of Syndicate, PNB and ICICI banks.
- In- campus hostel & mess
- Power back up
- Centralised RO & water treatment facility
- Wi-fi connectivity
- Separate Gym facility for boys and girls.

### 7.7 Plans of institution for next year

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

- Developing Performance review and monitoring mechanism as per the roadmap for all the courses.
- Strengthening Entrepreneurship Development cell in campus and tie ups with known and established institutions in this area.
- Organising a CEO meet with best of experts on the board.
- National level seminar and one International level conference.
- Strengthening relationship with alumni through batch wise alumni reunions.
- Focus on Institute – Industry interaction through Guest lectures, MDPs, CEO Talks etc.
- To promote delivery based Faculty Development Programmes
- Improving the employability of the students by imparting value added modules and training on MS Excel, SPSS etc.
- To promote student research.
- To promote collaborative research through MoU with academic bodies / industries
- Representation of students in various activities organised by Professional bodies