



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**INSTITUTE OF MANAGEMENT EDUCATION**

**PRAKASH INDUSTRIAL AREA**

**201005**

**<http://imesahibabad.ac.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**June 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**Institute of Management Education is in the forefront of developing ever increasing intellects in interconnected and inter-cultural world. Known for its values and ethics based education, IME's commitment is twofold: delivering excellence in education and developing the inherent talents of those who come here to study the courses. IME believes in preparing its passing out graduates to play their role in peace building, community service, serving and leading in global context.**

**IME was started in 1995 by a group of leading academicians and corporate executives in NCR. Over the past 26 years it got established itself as one of the premier Business Schools of the country. With the mission to serve the society by promoting excellence in education, the institute has diversified in the areas of Management, Commerce and Information Technology.**

### **Vision**

**“To be one of the top global integrated business schools known for commitment towards quality and value based education, research, and corporate leadership.”**

### **Mission**

**“To serve the society by creating a quality learning environment committed to creative, innovative and value based learning”**

Our Institute is affiliated to Chaudhary Charan Singh University Meerut and Dr. A.P.J. Abdul Kalam Technical University Lucknow, so we follow the curriculum designed by them. At the beginning of academic session, the Institute prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. We undertake following measures for effective delivery of the university curriculum at Institute level

- There is a faculty wise timetable committee which prepares the timetable as per workload for the academic session.
- A comprehensive teaching plan is prepared by every department and teacher which includes the delivery of lectures, tutorials and practical.
- The Principal addresses the newly admitted students in “Induction Program”. This program orients the students about: facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities.
- The faculty members take few lectures on the introduction of the curriculum.
- Class Tests are conducted periodically and its results are displayed and discussed with the students in the class

room.

- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Intra-departmental meetings for the review of the teaching, planning of unit tests, seminars etc. are also conducted.
- Assignments, seminars and projects are given to the students under the supervision of the faculty.
- ICT is used for effective teaching by the teachers of various departments.
- The departments organize field projects and industrial visits for students for exposure to practical knowledge.
- The faculty members encourage the students to read the reference books and take use of e- resources available at the library to update and enhance their subject knowledge.
- Short Term Courses and Soft Skill programs are conducted for the overall development of the student.
- Students-Teacher -Guardian Meetings (Mentor-Mentee) is implemented for identifying problems of the students regarding academic, social and financial issues.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Strengths:**

- 1. Competent, dedicated and experienced teaching and non-teaching staff.**
- 2. The Training and Placement cell works tirelessly towards ensuring employment for all students across various industries and helping budding entrepreneurs in establishing successful businesses.**
- 3. IME has been actively involved with social causes since its very inception and has drawn appreciation from one and all for its work in various facets of societal paradigms.**
- 4. State of the art infrastructure facilities with well-furnished laboratories, library & other supporting facilities.**
- 5. Good governance with transparency, accountability, participatory, and benevolent management.**
- 6. Effective use of ICT in teaching learning process.**
- 7. Good number of student's enrolment.**
- 8. Emphasis on learners-centric, teaching-learning approaches and pedagogy innovations.**
- 9. Good ranking by external survey agencies on the B-school of the region.**
- 10. Thrust on discipline & values, Cordial atmosphere and development.**
- 11. Institute provides scholarship to meritorious students at the time of admission.**

### **Institutional Weakness**

1. **Digitization of library**
2. **Involvement of Alumni at Institute level is less.**
3. **Not being a residential campus is one of the weaknesses of the college.**
4. **Less number of sponsored research projects.**
5. **Number of industrial and research collaborations and linkages need to be increased.**

### **Institutional Opportunity**

1. **To start Research Centres for major subjects in all disciplines.**
2. **To arrange specialized Training programs by the faculty.**
3. **To enhance the number of MOUs and linkages for collaborative research.**
4. **To promote extra-curricular activities.**
5. **To promote fitness programmes among students.**

### **Institutional Challenge**

1. **To institutionalize and enhance research culture and output.**
2. **Strengthen Industry-Institute Interaction.**
3. **More placements in core companies.**
4. **Encouraging students for competitive examinations and higher studies.**
5. **More focus on Industrial training for faculty and students.**
6. **Girl students with varied socio- economic background**

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

**IME has well stated vision and mission in accordance with the global requirements. Initiatives are taken up by the Institute to make the curriculum effective and empirical, as per the norms of CCS University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow. The Board of studies meetings are being conducted by the universities to make the relevant changes in course curriculum. The Institute meetings were being held to discuss the implementation of the courses. The vision and mission of Institute of Management Education are corroborated with the objectives of the society and reflects the commitment of the Institute towards holistic development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities.**

**To make the curriculum more effective, the Institute conducts various certification courses, seminars, workshops, conferences, and Industrial Visits. The traditional classroom teaching is supplemented by regular tests, tutorials, group discussions, extensive lab work, projects, case studies seminars and industrial exposure by way of industry visits and summer training are the compulsory part of pedagogy organised to monitor the implementations of the course structure. The courses are modified according to the need and requirement of the Industry.**

**The Institute has active placement Cell, which regularly organizes placement activities including placement drive, training and development of students. Placement Opportunities are provided to**

candidates through Recruitment Drive. Feedback is an introspection of the curriculum implementation. The transparent and accountable feedback is obtained from each student about each faculty. The outcome of the feedback session is communicated to Faculty Members to improve upon the progress, if any.

### **Teaching-learning and Evaluation**

The thrust of education is “Teaching-Learning” necessary for knowledge, societies to flourish. The institute adopts the student-centric and experimental learning edge its corner stones in an academic process.

The Institute follows a transparent admission policy. Admission notice for all the courses in the popular national, regional and local newspapers as per the guidelines provided by the affiliating university/AICTE. The same information regarding admission is also uploaded on the Institution’s website. Admissions of MBA & MCA are done as per AKTU guidelines. Minimum qualifying marks for each course is 45%. Admissions are done purely on merit based list declared by university.

During admission process, admission counselors of various courses offered, handle various admission related queries by interacting with prospective students and parents. They give them a brief summary of the courses offered, fee structure, other facilities provided by the Institution like, Cafeteria, Library, Seminar Hall, Auditorium, Sports Room, IT lab, etc. A campus round is also conducted to give them a complete view about the institution. RADHIKA SCHOLARSHIP SCHEME is applicable for meritorious students. An intensive ORIENTATION PROGRAMME is organized to make new students aware about the institution’s working, rules, classes, syllabus overview, etc.

The course curriculum is divided into the units to be covered in the duration of semester/year. The lesson plan is given well in advance to enable students to be mentally prepared for the topics to be taught in the classes. Regular assessment of students through assignments, tests, preparatory test etc. Class teachers monitor the progress of students and maintain a constant interaction with the students. Students are counselled for their academic improvements and to solve the academic problems.

The result analysis is carried out and remedial measures are adopted. Remedial classes are in institute for academically weaker students. Advance learners are encouraging to put an effort to secure rank at the University Examinations. The Institute has created a board for teaching learning process to ensure implementation of goals of the institute.

### **Research, Innovations and Extension**

The Institute has taken bold initiatives in research area for the promotion, development and support of the research scholars. In order to motivate research scholars, the Institute organizes various events like International Conferences, National Level conferences, State level conferences. The Institute motivates research scholars to present and publish research papers in reputed journals by giving duty leaves and registration fees. Within Institute campus, we have separate Library and Laboratories which consist of facilities required for researchers and research scholars to promote research mentor- mentee atmosphere and culture. IMEJR-IME Journal of Research is published a year, which publishes research papers of eminent scholars and renowned academicians.

The Institute encourages research activities and a research committee headed by Principal is constituted. The research committee gives its recommendations to the management through IQAC. This leads to the impact that many teachers remain busy in carrying out their research work very enthusiastically. A number of teachers present their research papers in national and international conferences. The Institute also publishes its own bi-annual Journal in the name of “IME Journal of Research” in which teachers get their papers published. There is a well-furnished library with reference books, e-journals and DELNET Facility.

The Institute plans systematically for development of Industry-Institute interface. The faculty members provide consultancy in the subjects of their domain expertise to other institutions and industries.

As a social responsibility, we have started Legal Aid Campaign to create awareness about the rights of the weaker section of the society and we are organizing Legal Aid camps in different villages every year and help them to overcome some of the problems. IME Club formed and run by students also helps carrying out social activities. IME Club has been organizing Blood donation camps every year with in the campus.

### **Infrastructure and Learning Resources**

Institute of Management Education, with a campus spread in about 6.1 acres, is second to none with regard to its infrastructure facility. Through its infrastructural augmentation, the institute ensures suitable ambience for the promotion of activities on curricular, extracurricular, research and innovative fronts

At Institute of Management Education, Ghaziabad there are established systems and procedures for maintenance of Infrastructure facilities: physical, academic, Computer Labs, Computer centre, class rooms, projectors, Master class rooms, Library, E library resources, sports facilities, vehicles etc.

### **IT Infrastructure**

**Maintenance of the IT infrastructure:** Maintenance of the IT infrastructure and resources is looked after by a IT infrastructure committee headed by Associate Dean – IT infrastructure. The committee recommends the proposal of all the requirement with regards to the purchase, AMC, maintenance, repairs of IT infrastructure, Bandwidth to the Director for approval.

1. System Executive in respective labs maintains a list of all hardware/software.
2. Suitable backup of software is maintained by laboratory executives on every fortnight.
3. AMC personnel (service engineer) on alternate days perform the maintenance.

4. The laboratory staff checks the functionality of systems. In case of any problem the same is reported to service engineer.
5. The maintenance records are maintained by the service engineer and also by the lab in charge in form of call reports.

#### **Library:**

**Maintenance of Library and its infrastructure: Librarian in consultation with Faculty Coordinator and other members of the - Library Committee discusses and recommends the details of the maintenance of the library such as binding of the books, requirement of new racks, pest and control, maintenance of copier equipment's, IT resources etc. to the director.**

**The institute has established a main library in IME campus, to enable the students and faculty have better availability of books related to their course.**

- (i) The books and learning material are stored in properly identified shelves in library.**
- (ii) The students and faculty are provided library cards for issue of library books.**
- (iii) Each book is identified by book plate.**
- (iv) The details of the books/learning material are entered in the library register.**

#### **Student Support and Progression**

**IME has always been a student-centric institution as students are primary stakeholders of the Institution and the Institution has been evolving measures like student empowerment, inclusive practices and skilled**

development which are student supportive and student centric. Student mentoring and support has been a primary focus of the Institute. The students are mentored from the time of admission up to the completion of their programme at various levels. Every class has a teacher (Batch Incharge) assigned to counsel and mentor the students. During their stay, students can avail of a number of support systems and services for information, academic and career guidance, financial, co-curricular and extracurricular activities. The Information Desk in the Administrative Block provides necessary information for students on all aspects of campus life. The academic calendar and handbook give information on the academic schedule and curriculum. Students can make use of both the Central and departmental libraries for reference work, and computer and internet services for browsing. The Institute trust provides Radhika Scholarship to the meritorious student at the time of their admission. The Institute also focus on conducting different workshops for preparing students for NET, SLET and other competitive examinations. The Placement Cell arranges for campus recruitment. Other support services include redressal of Students Grievances through emails and complaint box installed inside the campus, Placement Cell, Alumni Associations, and canteen. The Sports club provides avenues for indoor and outdoor sports and games.

### **Governance, Leadership and Management**

The Vision and Mission of the Institute have been mentioned at the very beginning of the Executive Summary. The Institute has been providing excellence in Management and Commerce education, computer science since last two decades. Institute 's Governing Council has a progressive outlook for evolving and sustaining the quality policy and plans for professionally running the institution. The Director executes the policy decisions taken by the Governing Council through its staff to maintain and achieve the goals and objectives as laid down by the Governing body. The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration to deliver value based and advance education which bring significant benefits to the society Leadership of the institution has involved the representatives of various stakeholders at various levels to ensure the interaction with stakeholders, protection of their interests and constructive contribution by the stakeholders and society as a whole proper policy formulations are done after detailed study, analysis, deliberations and consultations with the experts and stakeholders. The practice of decentralization and participatory management is reflected in all the activities of the Institute through a strong and efficient Organogram of Committees/Societies which includes the IQAC, the academic Council, and various Cultural Societies.

The Institute has a defined hierarchy for the successful monitoring and effective implementation of plans and policies. Regular two meetings per year of the Governing body of the Institute are held as per rule

Faculty members to research are encouraged to contribute and write research papers for national and international journals, articles, organize seminars and conferences, prepare Research Proposals and consultancy assignments.

**Industry interaction:** Inviting experts from industry for interaction and organizing industrial visits and by organizing on Job training / Projects.

The Director as the head of the institution acts as a link between the students, faculty members and top



**management.**

**At IME efforts are beings made to enhance the professional development of its teaching and non-teaching staff by organizing faculty development programmes and by sending the faculty members for seminars/conferences/workshops/ orientation programmes in various institutes and universities.**

### **Institutional Values and Best Practices**

- **The Mentor-Mentee system has made a qualitative difference in the academic performance and instilled self-confidence among students. Each faculty member monitors the academic progress of a group of students and guides them to shape their professional career besides dealing with personal issues. The mentors also interact with the parents if necessary.**
- **Maintaining a weekly log of how the lesson plans have been transacted in the classroom.**
- **Annual Research Methodology Workshops to impart training to stress and time management and research ethics. This has provided a platform for faculty to extend their expertise and experience cutting across disciplines.**
- **More Decentralized Governance by Constituting Committees to create a more inclusive ambience. Various committees have been constituted to address different issues in the university including exam reforms, security, anti-ragging, sexual harassment, hygiene and sanitation to name a few. This practice has led to more emotional investment on the job, better governance, quicker redressal and decision making.**
- **A Grievance Redressal Cell is in place. Students can Place their grievances which are addressed immediately based on the veracity. In addition, squads operate to redress grievances of students.**
- **Instilling social responsibility by making participation in blood donation camps, various health camps and socially relevant activities have been undertaken.**

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF MANAGEMENT EDUCATION
Address	Prakash Industrial Area
City	Ghaziabad
State	Uttar pradesh
Pin	201005
Website	<a href="http://imesahibabad.ac.in">http://imesahibabad.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Pushpendra Kumar Verma	965-4150780	9871514967	-	director@ime.in
IQAC / CIQA coordinator	Tanu Gupta	0120-2633424	9953051993	-	tanugupta.ime@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-11-1995

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Uttar pradesh	Choudhary Charan Singh University	<a href="#">View Document</a>
Uttar pradesh	Dr Apj Abdul Kalam Technical University Uttar Pradesh Lucknow	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	30-06-2021	12	

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Prakash Industrial Area	Urban	6.1	0.093

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Management	36	intermediate	English	240	76
UG	BCA,It	36	Intermediate	English	180	76
UG	BA,Arts	36	Intermediate	English	120	45
PG	MBA,Management	24	Graduate	English	60	33
PG	MCom,Commerce	24	Graduate	English	60	23
PG	MCA,It	36	Graduate	English	30	9

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				66			
Recruited	2	0	0	2	0	0	0	0	4	21	0	25
Yet to Recruit	0				0				41			
Sanctioned by the Management/Society or Other Authorized Bodies	2				0				25			
Recruited	2	0	0	2	0	0	0	0	4	21	0	25
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	15	5	0	20
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	1	0	0	0	0	0	0	0	0	1
Ph.D.	1	0	0	0	0	0	0	6	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	15	0	19
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	586	0	0	0	586
	Female	331	0	0	0	331
	Others	0	0	0	0	0
PG	Male	21	0	0	0	21
	Female	21	0	0	0	21
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	4	6	10	8
	Female	3	3	6	5
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	20	40	50	29
	Female	13	12	22	20
	Others	0	0	0	0
General	Male	300	250	355	128
	Female	112	91	100	98
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		452	402	543	288

### Institutional preparedness for NEP



1. Multidisciplinary/interdisciplinary:	The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens A discussion among the faculty members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments.
2. Academic bank of credits (ABC):	Institute of Management Education follows a choice-based credit system for all of its programmes and is now in the process to pass a resolution related to the ABC in the Academic Council. Institute of Management Education will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies.
3. Skill development:	The college has continuously offered opportunities for students to develop their skills in tandem with changing needs. Add-on courses align the curriculum with relevant industries to make them job ready by the time they graduate. Furthermore, students' skills are further augmented by frequent interactions with alumni and industry experts.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Programmes including webinars and seminars are offered to encourage Hindi learners and understand the cultural values permeated by the literary works in Hindi. Further, Indian Ethos and Business Ethics in curriculum of Business Administration, teaches cultural values in Indian tradition so a business students imbibe value orientation while in business.
5. Focus on Outcome based education (OBE):	Institute of Management Education has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that student contribute proactively to economic, environmental and social

	<p>well-being of the nation. The Course Objectives (COs) are also aligned to the PO-PSO philosophy. All course syllabus has been designed with due consideration to macro-economic and social needs at large so as to apply the spirit of NEP.</p>
<p>6. Distance education/online education:</p>	<p>Institute of Management Education offers courses in the regular mode only as sanctioned by UGC. Online tools and blending learning are used to augment and enhance pedagogy. Online classes were held as per the directives of the CCSU and AKTU only during the lockdown necessitated by the pandemic. Due to Covid -19 pandemic, educational institutions in the country has increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. Faculties are encouraged to offer MOOC courses which promotes the blended learning system of learning. However in brief, it is submitted that Institute of Management Education is an affiliated institute to two universities- one , with Chaudhary Charan Singh University, Meerut for BA, BCA, BBA, B.Com and M.Com and to, with Dr. A.P.J. Abdul Kalam Technical University, Lucknow for MCA and MBA courses, whatever salient changes the above universities make, the same are immediately introduced and implemented in Institute of Management Education also.</p>

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
192	98	133	133	162
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	5	5	6

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1080	1142	1273	1195	1405
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
405	320	350	350	365

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
430	347	384	367	554

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	22	26	25	21

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	22	26	25	21

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 57**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
587.24	1022.60	1376.64	361.82	302.057

**4.3**

**Number of Computers**

**Response: 20**

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

IME is committed to provide the distinctive learning environment and skills, for understanding of self and others, to learn to solve personal and social problems and continually improving the overall performance of the 'Quality Management Systems'.

###### VISION

###### Our Vision

**“To Serve the Society by Creating a Quality Learning Environment Committed To Creative, Innovative And Value Based Learning.”**

###### MISSION

###### Our Mission

**“To Be One of the Top Global Integrated Colleges Known for Commitment Towards Quality, Value Based Education, Research and Social Responsibility.”**

Our college is affiliated to CCSU and AKTU, so we follow the curriculum designed by it. At the beginning of academic session, the college prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. We undertake following measures for effective delivery of the university curriculum at college level

- There is a faculty wise timetable committee which prepares the timetable as per workload for the academic session.
- A comprehensive teaching plan is prepared by every department and teacher which includes the delivery of lectures, tutorials and practical.
- The Principal addresses the newly admitted students in “Induction Program”. This program orients the students about: facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities.
- The faculty members take few lectures on the introduction of the curriculum.
- Class Tests are conducted periodically and its results is displayed and discussed with the students in the class room.

- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Intra-departmental meetings for the review of the teaching, planning of unit tests, seminars etc. are also conducted.
- Assignments, seminars and project are given to the students under the supervision of the faculty.
- ICT is used for effective teaching by the teachers of various departments.
- The departments organize, field project and industrial visits for students' exposure to practical knowledge.
- The faculty members encourage the students to read the reference books and take use of e- resources available at the library to update and enhance their subject knowledge.
- Short Term Courses and Soft Skill programs are conducted for the overall development of the student.
- Students-Teacher -Guardian Meetings (Mentor-Mentee) is implemented for identifying problems of the students regarding academic, social and financial issues.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

An academic calendar is prepared by the concerned official at the beginning of each semester consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards and is communicated to students.

It is updated and revised with respect to any changes suggested by the university. All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

#### Continuous Internal Evaluation with Academic Calendar

**1. Classes and Lab time-table** – Academic Incharge of each department prepares the time table as per the guidelines of affiliating university for the number of credit hours for each subject and the academic calendar prior to the start of the semester. Time-table is displayed on notice boards of every department and maintained in the academic file.

**2. Course files and Lecture Plan-** After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed teaching plan. It also contains the assignments to be provided to the students as per the requirement of the course by the faculty members. This course file is duly approved by the Head of the department.

**3. Internal Examinations-** The dates of CT1, CT2 are mentioned in the academic calendar. Detailed Examination schedule is announced in advance, by the principal. To maintain further compliance, exam sheets are checked within three days after the commencement of each examination. In case of labs and projects, internal viva and practical exams are conducted by respective departments.

**4. Question Paper Setting-** The question paper of internal exams is prepared by concerned faculties and is approved by head of the department.

**5. Exam sheets evaluation-** The answer sheets are checked and evaluated in each department to ensure the evaluation of the students.

**6. Assignments and Quiz** - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are provided to students on the scheduled dates mentioned in the academic calendar. Every teacher conducts regular class tests consisting of MCQs on the related topic for practice and revision with the help of Google forms.

**7. University Exams-** The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards.

**8. Student feedback** – At the end of academic session students submit their feedback for each subject through online feedback forms maintaining complete anonymity



**9. Academic Monitoring-** Each Head of the Department maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject. Remedial classes are conducted for weak students in mathematical/conceptual subjects.

**10. Amendments-** In case of unseen conditions, academic calendar is modified and revised as per the instructions of Director of the Institute only

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** E. None of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 57.14

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

**Response:** 4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response: 0****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description****Document**

List of Add on /Certificate programs

[View Document](#)**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response: 0****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum.

Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues.

1. Gender- Numbers of programs are conducted for women and girl students such as organization of folk dance competition, haemoglobin check-up camps. Major gender issues are focused and addressed through the activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc.
2. Environment and Sustainability –We promote environmental protection through tree plantation and other sustainable development programs. Every year, our institution undertakes a host of activities in the nearby slum areas. In these camps, we organize various environment related programs including tree plantation, cleanliness, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns etc. Celebration of various days like World Environment Day, etc. The college has taken initiative in Swachh Bharat Abhiyan and Tree plantation programs which are introduced by the Indian Government.
3. Human Values and Professional Ethics- To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are inculcated into the curriculum. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Guest lectures on value education have been organized for students. National festivals like Independence Day and Republic Day serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check-up camps, Road safety Campaign, Blood donation camps, etc.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 2.09

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 25.28

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 273

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** E. None of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** E. Feedback not collected

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 57.08

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
324	288	543	402	452

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
810	640	700	660	730

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 18.58

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
81	62	88	61	40

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

At the time of the program's start, the institution evaluates the students' learning levels in two ways. Based on their +2 grades, students enrolled in several fields are classified as slow or advanced learners. This allows for the identification of slow learners and the creation of specific coaching or tutorial sessions to bridge the gap between them and advanced learners. Tutors in the relevant UG and PG classes provide valuable assistance in classifying pupils with reports based on observation and class examinations. 1. At both the college and department levels, the institution provides Orientation/Induction programmes for new employees. The college's facilities and the scope of the subjects being studied are described. 2. In addition, there are programmes to instil a good attitude and competitive spirit. This procedure serves as a foundation for tracking pupils' progress in the future. Slow learner strategies include: - 1. Remedial classes are held with the goal of improving the academic performance of slow learners, absentees, and students who participate in sports and other extracurricular activities. 2. The tutor, mentor, and the counselling cell provide academic and personal counselling to the slow learners. 3. Slow learners receive bilingual explanations and conversations outside class hours to help them understand. 4. Simple and conventional lecture notes/course materials are provided. Strategies for the advanced learners: - 1. Students are encouraged to engage in and present papers at various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions conducted by other institutions, as well as in Skill Development Programs such as Communicative English, Aptitude, and Placement. 2. Students who compete for the college in several intercollegiate meets are given the opportunity to retest. 3. Students are encouraged to participate in in-house events such as Debate, Group Discussion, Problem Solving – Decision Making Exercises, and Quiz Programs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 51.43

## 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**

**Response:**

The college employs a teaching methodology that emphasises a studentcentred approach to education. This practise aids in the transformation of students from passive recipients to active and interested stakeholders, as well as enhancing their self-esteem and encouraging independence. In a

teacher-centered class, it is impossible to address the needs and expectations of individual students and expect a uniform learning outcome from them all because students' abilities to comprehend and absorb differ. The teacher supports learning by ensuring that each student comprehends at their own level by assuring their participation in class activities, allowing them to absorb and digest knowledge at their own rate. These are the Student learning Centric Methods adopted by college:-

- 1.1 Project work—Project work is divided into two stages. Mini projects and major projects are an important part of every programme like Industry internships or field projects work.
- 1.2 Competition participation at various levels Students are encouraged to engage in national and international competitions to gain real-world experience.
- 1.3 Industrial Visits - Departments plan and organise industrial visits for students to expose them to the work culture of industry.
- 1.4 Guest Lecture - To enhance the teaching process and provide experience learning, guest lectures by notable professionals from industry and academics from around the world are organised.

2. Participated Learning

- 2.1 Teamwork - Students' activities are organised by all departments to encourage the attitude of teamwork. Tree plantations, Swatch Bharat, and a health awareness camp are among the activities that will help kids learn the art of working together for the greater good of the community.
- 2.2 Debates - Debates are used in various topics where students are needed to present alternative points of view and cognitive processes, resulting in the learning process being justified in an argue mental manner.
- 2.3 Group work- Under the supervision of teachers, practical and workshops in all individual and group work are also done.

3. Problem solving Methodology

- 3.1 Case studies - The case study approach is used in the teaching learning process to help students build logical thinking and practical knowledge in order to improve their problem-solving skills. This is often used in management programmes as well as for teaching business law, labour law, and other related subjects.
- 3.2. Analysis and Reasoning - Analysis and reasoning are used to answer all questions in the exam. The practise of self-learning and conversation is encouraged by free internet access in the library and campus-wide wi-fi.
- 3.4 Quizzes – In all UG and PG programmes, subject professors administer quizzes.

4. PROJECT-BASED LEARNING - Projects are divided into two sections. Mini and Major Projects are an important part of every curriculum, whether it is an internship or field project in industry.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

In order to be corporate ready, today's students must acquire and master the most up-to-date technologies. As a result, to engage pupils in long-term learning, teachers are mixing technology with conventional methods of instruction. The following tools are used by the Institute ICT Tools:

1. Projectors: There are six projectors available in various classes and labs.
2. Desktop and Laptop Computers – Located throughout campus in the Computer Lab and Faculty Cabins.
3. Printers—These can be found in labs, HOD cabins, and other prominent locations.
4. Photocopier machines - Multifunction printers are located throughout the institute in conspicuous locations. On campus, there are two Xerox machines available.
5. Scanners- Multifunction printers can be found in most public places.
6. Seminar Rooms- Three seminar halls are fully equipped with modern



technology. 8. Auditorium- It has a digital mike, projector, cameras, and computer system. 9. Zoom, Google Meet, Microsoft Team, and Google Classroom are all options for online classes. Faculty's Use of ICT:- A. PowerPoint presentations—Using LCDs and projectors, professors are urged to use PowerPoint presentations in their classes. They can also prepare successful presentations with the use of a digital library, online search engines, and websites. B. Industry Connect- A digitally equipped seminar and conference room hosts guest lectures, expert discussions, and various competitions for students on a regular basis. C. Online quiz- Using GOOGLE FORMS, professors create an online quiz for students once each lesson is completed. D. Video Conferencing- Using the Zoom / Google Meet programmes, students are counselled. E. Video lecture- Students have access to video lectures that have been recorded for long-term study and future reference.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 51.43

#### 2.3.3.1 Number of mentors

Response: 21

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 95.56

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 0

### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>

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

**Response:** 1.95

#### 2.4.3.1 Total experience of full-time teachers

Response: 41

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

**Mechanism of internal assessment:-** 1. Schedule of Class Test (CT) & Sessional Examination and assignment as per college norms which is displayed well in advance before commencement of session. 2. The course teachers display question bank in advance for CT-I and CT-II which is conducted for one hour. 3. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student. 4. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit. 5. Model Answers and marking scheme is prepared by every subject teacher before valuation. **Class Assessment Test:-** After Valuation, marks are displayed on dates mentioned in the academic calendar by faculty members. Assessment copies are shown to the students. Some questions have specific remarks of the value for awarding less mark. **Sessional Examination:** - 1. Valuation is done by the respective subject teacher within two days through

centralised valuation system. Sample Answer sheets are moderated by external moderators. 2. Answer sheets are shown to all the students and answers are also discussed with the students. After satisfaction students put their signatures on the answer sheets. Some questions have specific remarks of the value regarding deduction of marks. Practical Examination: - Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and VivaVoce. Assignments:- Assignments questions are discussed with students. The students submit five assignments. Internal Assessment Marks:- Internal Assessment Marks which comprises teacher assessment CT-1, CT-2. Assignments and CT exam marks are conveyed to students.

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

#### **Response:**

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound. The IME College follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. At Institute level:- At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. At University level:- If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure. Re-Evaluation:- Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms. Challenge Evaluation: - If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

File Description	Document
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

Our Institute is affiliated to Chaudhary Charan Singh University Meerut and Abdul Kalam Technical University, Lucknow. We offered Under Graduate, Post Graduate programs and courses under the Faculty of Arts, Commerce, and Management. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

**1. The Program outcomes of Bachelor of Arts are as follows:-** The students acquire knowledge in the field of social sciences, literature and humanities which make them sensitive and sensible enough. The B.A. graduates will be acquainted with the social, economical, historical, geographical, political, ideological and philosophical tradition and thinking.

**1. The Program outcomes of Bachelor of Commerce are as follows:-** Students can get thorough knowledge of finance and commerce and finance with the practical exposure helps the students to stand in organization in the field of finance and commerce.

**1. The Program outcomes of Bachelor of Business Administration are as follows:-** It helps to develop appropriate skills in the students so as to make them competent and provide themselves self-employment. It helps to build the department as a centre of excellence for imparting high quality management education at the undergraduate level.

**1. The Program outcomes of Bachelor of Computer Science are as follows:-** It helps to understanding of professional, ethical, legal, security, and social issues and responsibilities for the computing profession. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computational systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.

**1. The Program outcomes of Master of Commerce are as follows:-** To provide a systematic and rigorous learning and exposure to Banking and Finance related disciplines. To train the student to develop conceptual, applied and research skills as well as competencies required for effective problem solving and right decision making in routine and special activities relevant to financial management and Banking Transactions of a business.

**1. The Program outcomes of Master of Computer Application are as follows:-** It helps to know the knowledge of mathematics and computing fundamentals to various real life applications for any given requirement. To Design and develop applications to analyze and solve all computer science related problems. Design applications for any desired needs with appropriate considerations for any specific need on societal and environmental aspects.

**1. The Program outcomes of Master of Business Administration are as follows:-** It identifies the key issues facing a business or business subdivision. It helps to utilize qualitative and quantitative methods to investigate and solve critical business problems. After MBA student will integrate tools and concepts from multiple functional areas (i.e. finance, marketing, operations, etc.) to solve business problems.

File Description	Document
Past link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**

**Response:**

1. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. 2. The copies of the syllabi are kept in the department. It is distributed beginning the semester /year, and/or write among students. 3. The student can download the syllabus from the website of IME COLLEGE, SAHIBABAD. <https://imesahibabad.ac.in/syllabus-link/> 4. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject. 5. Following are the evaluation process of PO and CO. For post-graduate courses:- (i) Seminar presentation (ii) Short quizzes or objective questions (iii) Home assignments/tutorials Extension Work (iv) Project work provided in syllabus e.g.-MBA, MCA. For under-graduate courses:- (i) Unit test and class test in each month as decided in the syllabus (ii) Black-board and power point presentation (iii) Quizzes or objective questions, if needed. (iv) Quarterly examination (v) Model paper examination (vi) Field/Project work for environment studies. 6. Marks of Unit test and monthly exam are recorded in a register. The marks of model and internal exams are uploaded to the college notice board. 7. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating. 8. Keeping this view in mind, some extra-curricular activities are subject and topic based conducted e.g., Instant lecture in given topic, Lecture competition, Awareness/celebration day etc. From these practices, a student can optimally express their knowledge and this enhances their confidence. 9. The Institutes follows the evaluation process of Chaudhary Charan Singh University Meerut and Abdul Kalam Technical University, Lucknow, as described above. This type of evaluation includes term end internal assessment, concurrent evaluations and External examinations conducted at the end of the course.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years****Response:** 94.69**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
418	328	367	326	539

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
430	347	384	367	554

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.19</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0

**3.1.2.1 Number of teachers recognized as research guides**

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

Institute of Management Education encourages students not only to absorb current knowledge but also to be enterprising and try to create new knowledge, products and ideas. Faculties have written research papers and presented them at various National and International Conferences and also published in reputed journals.. Faculties are also eager to attend qualitative workshops, conferences and symposiums. The college organises many National and International Conferences which provide opportunities for students to learn about recent market trends.

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

#### Response: 0

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years



**Response: 0****3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years****File Description****Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response: 0.13****3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	1

**File Description****Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 0****3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description****Document**

List books and chapters edited volumes/ books published

[View Document](#)

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

Extension activities are carried out in the neighborhood community, sensitizing students to social issues for their holistic development, and impact thereof during the year. A number of activities are organized from time to time in IME college to sensitize the students towards community needs. The students of IME college regularly participate in such social service activities which are organized by college leading to their overall development. The college runs various clubs like TRISHAKTI-The women club, SARGAM- The music club, RHYTHM- The Dance club, EMOTION- The Drama club, SRIJAN-The creative club, VIVEKA-The Academic club, EKLAVYA The sports club, TECHNIC-The IT Club, ECO SOCIAL CLUB various programmes addressing social issues which include Women Empowerment, resource conservation, Nukkad natak , Water conservation, Harmful effects of plastic, Gender neutrality, Swachhta abhiyan ,Girl child education, Equal rights to men and women etc. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure among students. College also organizes various extension activities as tree plantation Swachhta Abhiyan ,National equality awareness. Other than this the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene,Plastic eradication etc. All the activities which are conducted in the college, brings a sense of team spirit, harmony, development of overall personality of the students .

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 0**

**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 2

#### 3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 0

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	00	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 3.5 Collaboration

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 0**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description****Document**

Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship

[View Document](#)

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response:** 4**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	0	0

**File Description****Document**

e-Copies of the MoUs with institution/ industry/corporate houses

[View Document](#)

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)

## Criterion 4 - 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.**

**Response:**

1. Library: The institute has established a main library in IME campus, to enable the students and faculty have better availability of books related to their course. (i) The books and learning material are stored in properly identified shelves in library. (ii) The students and faculty are provided library cards for issue of library books. (iii) Each book is identified by book plate. (iv) The details of the books/learning material are entered in the library register. (v) Students are allotted 2 books at a time against each card for 7 days. (vi) Faculty is given 2 book at a time against each card for 15 days. (vii) Support staff is given 2 books at a time against each card for 15 days. (viii) The books are verified using internal faculty nominated by Director every year. (ix) The library in charge arranges the purchase of books recommended by faculty/support Staff after approval by the CPs, HODs/Director /Committee as applicable.

2. Maintenance of computer Laboratory: (i) System Executive in respective labs maintains a list of all hardware/software. (ii) Suitable backup of software is maintained by laboratory executives on every fortnight. (iii) AMC personnel (service engineer) on alternate days perform the maintenance. (iv) The laboratory staff checks the functionality of systems. In case of any problem the same is reported to service engineer. (v) The maintenance records are maintained by the service engineer and also by the lab in charge in form of call reports. (vi) Maintenance Company carries out preventive maintenance after 6 months in which the systems are thoroughly checked for desired performance and recommendation of manufacturer are taken care of.

3. Maintenance of Class Rooms: (i) The maintenance of class rooms is monitored by Manager (Administration) (ii) The Manager (Administration) executive checks class rooms every week. In case any maintenance is required, she arranges the same. (iii) the faculty/other personnel also report any maintenance requirements to the Manager (Administration) (iv) The person reporting the problem also verifies the rectification of problems. (v) The air conditioners are maintained through AMC contract (vi) The maintenance register is maintained as per the institute format.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

Library: The institute has established a main library in IME campus, to enable the students and faculty have better availability of books related to their course. (i) The books and learning material are stored in properly identified shelves in library. (ii) The students and faculty are provided library cards for issue of library books. (iii) Each book is identified by book plate. (iv) The details of the books/learning material are entered in the library register. (v) Students are allotted 2 books at a time against each card for 7 days. (vi)

Faculty is given 2book at a time against each card for 15 days. (vii) Support staff is given 2 books at a time against each card for 15 days. (viii) The books are verified using internal faculty nominated by Director every year. (ix) The library in charge arranges the purchase of books recommended by faculty/support Staff after approval by the CPs, HODs/Director /Committee as applicable. 2. Maintenance of computer Laboratory: (i) System Executive in respective labs maintains a list of all hardware/software. (ii) Suitable backup of software is maintained by laboratory executives on every fortnight. (iii) AMC personnel (service engineer) on alternate days perform the maintenance. (iv)The laboratory staff checks the functionality of systems. In case of any problem the same s reported to service engineer.(v) The maintenance records are maintained by the service engineer and also by the lab in charge inform of call reports. (vi) Maintenance Company carries out preventive maintenance after 6 months in which the systems are thoroughly checked for desired performance and recommendation of manufacturer are taken care of. 3. Maintenance of Class Rooms: (i) The maintenance of class rooms is monitored by Manager (Administration) (ii) The Manager (Administration) executive checks class rooms every week. In case any maintenance is required, she arranges the same. (iii) the faculty/other personnel also report any maintenance requirements to the Manager (Administration) (iv)The person reporting the problem also verifies the rectification of problems. (v) The air conditioners are maintained through AMC contract (vi)The maintenance register is maintained as per the institute format.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 3.51

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 4.57

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
18.46592	17.56607	49.91714	29.87403	18.45056

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

. Library: The institute has established a main library in IME campus, to enable the students and faculty have better availability of books related to their course. (i) The books and learning material are stored in properly identified shelves in library. (ii) The students and faculty are provided library cards for issue of library books. (iii) Each book is identified by book plate. (iv) The details of the books/learning material are entered in the library register. (v) Students are allotted 2 books at a time against each card for 7 days. (vi) Faculty is given 2book at a time against each card for 15 days. (vii) Support staff is given 2 books at a time against each card for 15 days. (viii) The books are verified using internal faculty nominated by Director every year. (ix) The library in charge arranges the purchase of books recommended by faculty/support Staff after approval by the CPs, HODs/Director /Committee as applicable.

File Description	Document
Paste link for Additional Information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.13

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.97558	5.02236	4.67053	6.62549	5.36838

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

Response: 2.27

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

Response: 25

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

Response:



Maintenance of computer Laboratory: (i) System Executive in respective labs maintains a list of all hardware/software. (ii) Suitable backup of software is maintained by laboratory executives on every fortnight. (iii) AMC personnel (service engineer) on alternate days perform the maintenance. (iv) The laboratory staff checks the functionality of systems. In case of any problem the same is reported to service engineer. (v) The maintenance records are maintained by the service engineer and also by the lab in charge in form of call reports. (vi) Maintenance Company carries out preventive maintenance after 6 months in which the systems are thoroughly checked for desired performance and recommendation of manufacturer are taken care.

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 54

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

**Response:** 4.74

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

2020-21	2019-20	2018-19	2017-18	2016-17
28.64238	37.33854	61.08816	17.18346	18.12185

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

#### 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.

**Response:**

At Institute of Management Education, Ghaziabad there are established systems and procedures for maintenance of Infrastructure facilities: physical, academic, Computer Labs, Computer centre, class rooms, projectors, Master class rooms, Library, E library resources, sports facilities, vehicles etc. • The Institute has maintenance committee under the supervision of Sr. Manager (Administration), Administration (Admin.) Department, that looks after the maintenance of buildings, classrooms, vehicles Electricals etc. • The maintenance committee under guidance / supervision of Associate Dean Infrastructure. Registrar. Associate Dean IT Infrastructure, Librarian, Sr. Manager Administration and other level (jr.) members execute and monitor the work of the Administration Department including outsourced functioning related to department Assistant Admin Officer and Admin Supervisor reports to the Sr. Manager Administration and the Director. The Admin Department efficiently organizes the workforce, maintains duty files, timings, leave etc of Admin staff and outsourced agencies. The Sr. Manager Administration conducts periodic checks to ensure the efficiency / working condition of the infrastructure. • Adequate in-house staff and out-sourced agencies staff are employed to meticulously maintain hygiene, cleanliness, greenery development, security and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls etc are cleaned and maintained regularly by Admin staff and out-sourced staff assigned for each floor. Wash rooms and common rooms, amenities areas, lawns are well maintained. Dustbins are placed in every floor. The Greenery of the campus is well maintained by out sourced full time staff. • Optimum working condition of all electrical equipment's on the campus is ensured through annual maintenance schedule. This includes maintenance of Generator, Air Conditioners, projectors, copier machines, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers and IT staff. • Parking facility is well organized. It is efficiently maintained by annually renewed contract employees. • The campus maintenance and security is monitored through surveillance Cameras. • Every department maintains a stock register for the available equipment's. • Proper inspection is done and verification of stock takes place at the end of every year. • The civil and electrical work is adequately monitored and maintained by the Admin Department. • Sr. Manager Administration and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping amenities etc. The requirements for maintenance are collectively processed in every term break so as to keep things ready for the new terms. Repair work is done immediately. • Pest control of the entire campus including library books, all labs and classes rooms and records is done every year by the admin department. • Sr. Manager Administration also looks after the maintenance of common rooms, approach roads and neatness of the entire premises. Housekeeping services, Security etc. are regularly executed and monitored. • Maintenance of Library and its infrastructure: Librarian in consultation with Faculty Coordinator and other members of the - Library Committee discusses and recommends the details of the maintenance of the library such as binding of the books, requirement of new racks, pest and control, maintenance of copier equipment's, IT resources etc. to the director. • After approval of the Director Sr. Manager Administration execute the related maintenance work with the help of the Administration Department. • Maintenance of the IT infrastructure: Maintenance of the IT infrastructure and resources is looked after by a IT infrastructure committee headed by Associate Dean – IT infrastructure. The committee recommends the proposal of all the requirement with regards to the purchase, AMC, maintenance, repairs of IT infrastructure, Bandwidth to the Director for approval. After approval System Manager executes the maintenance work.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

#### File Description

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 6.11

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
138	89	127	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 3.76

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
50	32	57	54	33

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

**including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years**

**Response:** 0.95

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	11	7	0

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**Response:** 22.33

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 96

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	41

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>

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

**Response:**

Students constitute a major stakeholder in the institutional growth. Utilization of the support and ideas of the students is the paramount requirement for the prosperity and well-being of the institute. IME always strives to build a relation of mutual respect and inculcate a sense of pride amongst the students for their own institute. Institute of Management Education has a Students' Club, which is constituted with the students of all years of the college. The members of the Club participate in brain storming sessions and formal meetings called for formulating strategies for the overall curricular, co-curricular and extra-curricular development of the students. Functions : 1. The Student club (represented by 5-6 students) get the feedback on teaching-learning processes like teaching, course content, study material, practical sessions from the departments, pertaining to quality improvement. 2. Class Representatives (CRs – one male student and another female student) assigned from each programme communicate the same to the faculties who take further necessary actions.

3. promotes and encourages the involvement of students in organizing various sports, social initiatives and community outreach programmes and recreational activities of the college in coordination with faculty mentors like Annual Sports, Cultural Fest, Freshers' Welcome, Farewell, etc.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**



**Response: 7****5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	6	4	5	3

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template))	<a href="#">View Document</a>

**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****Response:**

The college has an Alumni association. Institute takes Alumni Feedback to improve the functioning and services of the organization. Convocation cum Alumni meet is organized in the institute to network and collaborate with the Alumni. Our alumni association works as partners to bridge the gap between the industry and academics. Alumni also support in placement and continue to bring a good name to the organization.

<b>File Description</b>	<b>Document</b>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** E. <1 Lakhs

## Criterion 6 - 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

##### Response:

Vision “To be one of the top global integrated business school known for commitment towards quality and value based education, research and corporate leadership”. Mission “To serve the society by creating a quality learning environment committed to creative, innovative and value based learning. Goals are set to attain the objectives enshrined in national policy for higher education. In the present context, the vision of the College is to be a global leader in education and a valuable partner in the evolution of a just, humane and inclusive society in India. The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration to deliver value based and advance education which bring significant benefits to the society. The governing board comprises of distinguished administrators, academicians and faculty representatives. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and section in-charges play significant role in framing the institutional policies and implementing the same. Institute strike a balance between compliance with regulatory matters and keeping a strong pulse on improving the college’s performance along with long term sustainability by forming a strategic direction towards Centre of excellence. Strategic / Perspective plan: 1. To enrich curriculum 2. To incorporate digital platform to improve teaching-learning process 3. To encourage research and consultancy, industry-institute interaction and entrepreneurship activities. 4. To enhance contribution towards society and the environment. 5. To initiate new courses at PG and UG level. 6. To formulate development plans to improve the overall quality of the institute Participation of Teachers in Decision-Making Bodies: Teachers discharge an important role in implementing the vision and mission of the college and department by being the members of various governing bodies and in implementing the policies. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units. Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, etc. Academic committee determines various innovative teaching-learning practices and pedagogical practices to be adopted. Teachers also discharge driving pervasive role as motivators for cultural and socially conscious activities in the institution. The formal and informal arrangements in the premises to co-ordinate the academic and administrative planning and implementation reflects the Colleges efforts in achieving its vision.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

IME College follows the practice of decentralisation in its true sense, in all the three important pillars of the institution, viz. academics, administration and extra-curricular activities. The practice of decentralisation and participatory management is reflected in all the activities of the College through a strong and efficient Organogram of Committees/Societies which includes the IQAC, the academic Council, and various Cultural Societies. All the major stakeholders of the College including Management, The Governing Body, The Principal, Teaching and Non-Teaching Staff, Parents, Students and Alumni work in a democratic way of governance following the tacit rules of accountability in execution of their duties and responsibilities. The Higher education department gives sufficient freedom to the principal, who is the academic head of the institution to function in order to fulfil the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and curricular activities to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision making ensures total participation of all the people concerned. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. Participative management: The Administration is always open to discussion with the teaching and nonteaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process. Vice-Chairman being Head of the institution plays a crucial role in managing the administrative as well as academic activities of IME and providing necessary directions/guidance. The guidelines/instructions of Government/UGC are implemented scrupulously. As a head of the institution the leadership functions are well defined: Chairman, Vice Chairman, and Board of Management (BOM). The BOM looks after the strategic level issues related to quality education, training and consultancy. BOM also play a vital role in infrastructure development.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Strategic Plan and deployment The institute has prepared a strategic plan which is designed in a way to give the institute some direction in the coming time. It considers the internal strengths and weaknesses plus the external opportunities and threats to the organisation, and details strategies to address or build on these. IME has formulated a comprehensive and progressive strategies in the areas of infrastructure, academic development, beautification of campus, social responsibilities etc. The plans for the same are set after detailed discussion and consultation with stakeholders, management, staff, faculty, and students. The perspective plans of IME for the years are as follows  
 Installation of Lift in campus  
 Ramps for disabled  
 Beautification of campus  
 Launch of Radhika Scholarship Scheme (RSS)  
 Introduction of BA course  
 RADHIKA SCHOLARSHIP SCHEME (RSS)  
 To achieve excellence, IME supports the sincere students by providingscholarshipknown as 'Radhika Scholarship Scheme' at 2 or 3 level in professional

courses at entry level only. The scheme was started by HP Gupta Trust in 2018. In 2018, the management has decided to introduce Radhika Scholarship Scheme only for Girls from 2018 to promote girl child in higher education inspired by Govt. "Beti Bachao Beti Pado" Abhiyan. In 2019, IME entered its Silver Jubilee Year. In 2019-20, the Executive Body of IME Society decided to extend the existing Radhika Scholarship Scheme for both Girls and Boys, on its 50% seats. In 2020, the management decided to continue the Radhika Scholarship Scheme for MBA, MCA, BBA, and BCA courses. In 2021, the management decided to continue the Radhika Scholarship Scheme for MBA, MCA, BBA, and BCA courses. No other fee concession will be available to student admitted under this scheme of "Radhika Scholarship". Admission, Examination fee and procedure of university will be followed and completed by the scholar only. BEAUTIFICATION OF CAMPUS Infrastructure plays an important role in education sector. Classroom design, auditoriums, laboratories, campus area etc. are crucial elements of a learning environment. Classroom and interior design of Higher Educational Institutions have a major impact on a student's learning and thus the outcome. IME college has been working on the beautification and maintenance of campus area over the years. In the silver jubilee year college has done the beautification of campus to create a beautiful and clean environment for all students and staff attending the college by initiating activities such as cleaning up areas, planting flowers and trees, and beautification of main building, construction of ramp on entrance gate etc.

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The Organizational Structure of the College consists of the Management, Governing body, the Principal, The Teaching staff, The Non-Teaching Staff and The students. The Management of the College constitutes of the IME Society. It is the highest decision-making body which is in constant touch with the President, Secretary on all matters pertaining to the smooth functioning of the institution. This is followed by the Governing Body of the College Constituting Board of Governor, managing committee and Executive Body of Society to discuss issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of College. IME Group of Colleges is administered under Executive Body of Society. This is followed by Vice Chairman who looks up the matters related to Academic (Teaching), Finance, Accounts, Taxation, Purchase, Management, Estate Department and Non-Teaching. Non-Teaching Staff is administered by Deputy Secretary who solve matters related to HR department, Records and Stores, Publicity matters, Admission, VC office, Computer Centre, Central Library. Executive Director of IME college is followed by Principal. The Principal is assisted by the Academic-in-Charge of the Departments, IQAC and various committee such as sexual harassment committee, proctorial/discipline committee, grievance redressal cell etc. The Principal oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. The Academic Incharge is assisted by Batch-In Charge and Class

Representative. The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members. The Proctorial/ Discipline Committee, Grievance Redressal Committee, and the Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances if any.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** C. 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

Teaching staff Insurance Schemes, 12 Academic leave per year and the institute sponsors the research publications and registrations to academic conferences. Institute organizes workshops, FDPs, seminars and conferences. Best faculty award has been initiated comprising hefty cash prize. Also, on festive occasions, lunches are organized. Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place. Parking Facility Internet Complete support and assistance is provided to the faculty for

pursuing higher studies. Non-teaching staff EPF, Earned Leave are provided. Faculty Development Programmes Faculty Enhancement programmes for skill up-gradation and training are organized for both teaching and non-teaching staff. Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ Short- Term Courses to the teaching staff for professional development. Computer Training Courses are provided for teachers to help them hone their e-skills and the non-teaching staff is sent to attend computer training courses organized by the University. Support Facilities Canteen Grievance Redressal cell. Internal Complaints Committee Parking facilities for both teaching and non-teaching staff. Clean drinking water facilities. Facilities such as lifts, ramps ICT Facilities The College is fully Wi-Fi enabled. Three full-fledged Computer labs for both students and faculty.

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

#### File Description

#### Document

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	2	2	2

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 9.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	1	1	0

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

IME strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows: Teaching Staff a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment e) The PBAS proforma filled by the Faculty Member is checked and verified by the Academic In charge and Principal. Non-teaching staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff). Each one of them is graded

on a 4 point scale, i.e., Excellent, Good, Satisfactory and Poor. The overall assessment is based on the cumulative grade by the Administrative, which is then forwarded to the HR by the forwarding officer. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analysing their strengths and weaknesses and ensuring better performance.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

Yes. The accounts are audited by the Internal Auditors as per laid down procedures and guidelines of the society. The society follows and adheres to all statutory provisions of the government of India, State Government of U.P There is an External Auditor firm appointed by IME Society. The scanned copy of the audited accounts for the last three years is attached herewith.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

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

**Response: 0**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>



### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The institute being a private Un-Aided college or self-financed and not getting any financial aid/grant from the state or central government, fee collection is the only major source of revenue/income generation for the institute. Audited income and expenditure statement is available. The Institution has well set mechanism to monitor efficiently the available resource. Purchases are made with the recommendations of duly constituted purchase committee. The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting. The following are the overheads of the institute are as follows:

- Administrative Expenses: Property Tax, Electricity Bills, Water bills, Maintenance expenditure, technical, salary and other infrastructural expenses ,donation and welfare expenses.,training and development expenses.,scholarship to students.
- Academics Expenses: Printing and Stationery expenses, remuneration to the guests' speakers. Etc.
- Library Expenses: Stock take discrepancies expense, purchases of new books etc.

For each academic year a budget is prepared and approved by the authority. The financial statement, Income and Expenditure details are available with the institute through Profit and Loss Account, Balance Sheet and Ledgers.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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

#### Response:

IME attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The IQAC at IME was constituted on 20 April,2011. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Box located in the ganesha block

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every six month. The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute

1. Annual Quality Assurance Report (AQAR)
2. Performance Based Appraisal System (PBAS) for Career Advancement
3. Stakeholder's feedback
4. Action Taken Reports

1. The IQAC led efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT and alternative. IQAC have significantly contributed to an enhanced quality of teachinglearning experience.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and class test schedule are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. All students are provided with the rule book that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Important announcements are made in the morning . Attendance and conduct of classes are monitored by the Academic incharge, Principal. The Chief Proctor and the Discipline Committee members make random visits to ensure smooth functioning of classes. Feedback from students is also taken individually by teachers for their respective courses, by Proctors, Students are also free to approach the principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the principal,academic incharge individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following 1.Green initiatives in Campus – tree plantation 2. INTRODUCTION OF Radhika scholarship scheme for both meritorious girls,boys . 3.Regular seminar and workshop for various programmes. 4 Conducted various activities under radhika foundation such as blood donation camp ,road safety programme etc. 5 Organize a national conference in the management department “make in india”: a gateway for future growth and development. In addition to IQAC . The Institute also considers the recommendations of the Advisory Committee on Education , which regularly reviews the progress and makes necessary recommendations in an advisory capacity.

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO**

**Certification, NBA)****Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.

**Response:**

Women Safety has always remained as one of the prime important topic by IME Management. Special Initiatives have been taken in order to deal with any kind of inconvenience caused to women during work. We have created an environment at IME College where women feel free to share their perspective, keep forward their opinions on important issues and take active participation in the higher management decisions. With majority women in teaching and non-teaching, IME College always had a foot forward when it comes on Women Empowerment. Special care has been taken that Women Security remains an utmost priority for the management at IME College. Strict Actions are taken against any harrasment or inconvenience caused to women staff at work. This boost the morale of the women staff at the college and helps them to work in thwe environment that is free from any kind of insecurity both mentally and physically. IME College have a Women Grievance Cell where we have a neutral unbiased members who work towards providing justice for any kind of inconvenience caused to the women within the College premises. Same kind of facility is provided to the women students at the college. In case any inconvenience is caused to the women student by male staff or male student/ classmate, a strict redressal of such grievance is initiated. We have separate clean washroom with all facilities available in order to ensure women safety and hygiene. Not only this, we have separate Girls Common Room for the women students. Time to time various extra curricular activities are conducted to spread awareness among the students about various Gender Sensitive issues prevailing in the society. In covid time, various webinars were conducted for spreading awareness among the students on various Women Safety and Security issues and, about various famous women personalities. A webinar on Cyber SecurityWomen Safety from Cyber Bullying, Cyber Stalking & Pornography was conducted to spread awareness on various cyber bullying issues and harrasment caused to the women on various social media platforms. On occassion of International Women's Day, a Webinar on "Gender Sensitisation" was conducted. Also, quiz to celebrate International Women's Day focused on women – Strong Women Personalities in Business World was conducted. Time to time Nukkad Natak are conducted to spread awareness among students on recent issues. This time, a Nukkad Natak n Naari Shakti was conducted. Also, a webinar on Equitable Treatment at Workplace was conducted ton make aware about various issues faced by women at workplace. On the occassion of International Cancer Awareness Day, a Webinar on Cancer Awareness in Women was conducted in order to create awareness among Women Staff and students about increasing cases of cancer among women and how it can be prevented. Thus, women safety has always remain an utmost priority for IME College management and time to time various initiatives are taken to spread more awareness about this sensitive issue among its students and staff.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Solid waste management For collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the parks, play field after use of lawn mower and bush cutter is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure. The University facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R's – "Reduce, Recycle, Reuse" and incorporating "No Plastic Zone". Both at the University level and Departmental level different dustbins (green and blue) is identified and setup for solid and liquid waste disposal, which is then disposed off at identified place for recycle and

manure conversion. E- Waste management The college has minimum e-waste. The waste if any is sold to vendors for recycling. They can further sell the refurbished product ahead.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any

**awards received for such green campus initiatives:**

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

**Response:** E. None of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for 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**

**Response:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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 500 words).**

**Response:**

IME College has always remain considerate about maintaining tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our students come from diversified background which clearly reflects the diversity in the campus. The senior professors of IME College take up special interactive sessions for the incoming MBA students of every batch in their initial days of campus life about the values of an inclusive environment, and the role of cross-cultural communications.

IME College believes in promoting student diversity in all Degree and Diploma programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Not only this, the college celebrated World Environment Day and Plantation Drive on the occasion of Van Mahotsav for making students more conscious about the environment. A role play competition was conducted where students enacted different famous personalities like Mahatma Gandhi, Indira Gandhi, and many more. IME College keeps on performing celebrating various events like Lohri Festival, Basant Panchami, Makar Sakranti, etc., to make students more sensitive towards our culture and values. Vice Chancellor sir also distribute parshads and set up bhandhara's for both students and faculties regularly on different occasions. Classical Dance was also conducted. Also, Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

The orientation programme at the start of the first semester orients students about the constitutional obligations: values, rights, duties and responsibilities of citizens. The students and employees are sensitized about the constitutional obligations. Some of the regularly conducted activities are Swachhata Abhiyan, Fitness activities, Yoga and games, tree plantation, blood donations drives, etc. Also, as mandated by various statutes and laws, IME College have various committees like Grievance Cell, Redressal of Grievances against harassment against women staff and students, placement cell, student welfare, etc. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. IME College celebrated plethora of activities like Constitution Day, Legal Aid Camp, Debate on Ekta Diwas, constitutional Knowledge Quiz, Legal Essay Writing Competition and also took students on a Parliament Visit to make them more connected to the heritage of the country.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>



**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

IME College regularly celebrate national and international commemorative days, events, festivals like Republic Day, Independence Day, Saraswati Puja, Holi, Dipawali, International Yoga Day, Swachh Abhiyan Day, International Women Day, International Cancer Awareness Day, IME College Foundation Day, Vishwakarma Puja, Makar Sakaranti Pooja, Lohri Celebration, etc. In addition, various other activities and drives are conducted for the welfare of students, faculties and employees. In few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and manage the activities in a smooth way. Prasad, sweets and free lunch is provided to all the students, faculties and staff. The respective budget is appropriated for each activity and the bills/vouchers are accounted and audited properly. Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honour and the national anthem is sung by all the attendees. In addition, students celebrate Fresher's Welcome and Farewell party under the guidance and supervision of faculty and staff. Due to the covid pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. IME College takes pride in organising all the important national events irrespective of any bias towards caste, creed or religion.

<b>File Description</b>	<b>Document</b>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

Best Practices 2020-21 Title of The Practice: Students development and engagement to reach beyond academics during the Covid-19 lockdown. Goals Aims and Objectives: • Online co-curricular activities engaged students in education during the Covid-19 blackout. • Providing pupils with a feeling of normalcy and social connection during the epidemic by devoting time to co-curricular activities. • To instil in the educational process a culture of collaborative learning. • To realise the multidimensional principles of the teaching/learning process. • Extracurricular activities are a great opportunity for pupils to learn new skills: Creativity Persuasion Collaboration Adaptability Organize your time. The Context: • While institutions are closed because to the Covid-19 outbreak, students should take advantage of their free time to do more than simply study. • The institute places a high value on the teaching/learning process. Students are clutching to their mobile phones and computer displays while faculty tries to figure out new methods to manage this abrupt shift to online education. • Providing online lectures alone is insufficient to pique learners' interest in education. To keep the student involved in the learning process, the facilitator must employ a range of techniques. • Having a diverse set of skills and devoting time to extracurricular activities keeps students engaged, and they like studying even at home. The Practice: • These activities provide a holistic approach to learning. • Rather of being a bystander, the learner is an active participant in the learning process. • These exercises provide learners with the opportunity to apply what they've learned. • Learners are given the freedom to express their opinions and thoughts. • Discussions and questions are encouraged during these sessions. • These exercises inspire learners to be more creative. Evidence of Success: • A large number of people participated in co-curricular activities and webinar sessions. • Holistic growth of learners, rather than only academic accomplishment, adds to the educational institute's fundamental goal of developing socially sensitive persons. • Learners have a more optimistic attitude about life and a feeling of normalcy. • Rather than studying conceptually, learners now have a broad perspective to grasp things. • When learners are guided in the correct path and given the right support, they may attain their goals. For example, individuals who want to study writing can now begin producing poetry and articles. • Co-curricular activities are a fantastic chance to pick up new skills and have fun. Problems Encountered & Resources Required: • In order to maintain learners' enthusiasm in learning, facilitators must now play the role of both an educator and a student, rather than just an educator. • The time constraint is a key limitation to co-curricular activities. • The facilitators have a variety of ideas that they would want to apply in their class, but owing to a lack of time, they are unable to do so. • There are occasions when technical difficulties arise.

Title of The Practice: Student Support Goals Aims and Objectives: Conducting student orientation events providing assistance in the form of mentorship and counselling to help students acclimate to their new environment conducting industry-relevant workshops and guest lectures conducting Bridge Courses and Remedial Classes The Context: Student support programmes are intended to assist students and their families in adjusting to the academic, cultural, and social environments of the institution, as well as to begin the process of higher education. The Practice: Throughout the academic year, the university offers Holistic Development Programs to guarantee that students grow both personally and professionally. Mentorship Programs, Parent Teacher Associations, Staff Performance, Evaluation Reports, an effective Campus Ministry, Bridge Course and Remedial Classes Training & Placement Cell, Career Counseling, Sexual Harassment Prevention & Redressed Cell, Equal Opportunity Cell, Grievance Cell, Scholarships, Mid-Day Meal Schemes, and the Anti-Ragging Cell are all used to help with this. Evidence

of Success: Over the last five years, student feedback has improved the placement cell has increased the number of student placements and the student mentoring and counselling system has become quite efficient. Problems Encountered & Resources Required: Using extreme prudence while dealing with very sensitive issues. For the same, a subject matter expert is necessary. Keeping the meetings with students private in order to establish a safe environment for them to express their feelings.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

The Management came up with Radhika Scholarship Scheme only for Girls in 2018 to promote Girl Child in Higher Education inspired by Govt. 'Beti Bachao Beti Pado' Abhiyan. The major emphasis was to promote the girls' education by providing them financial aid so that more parents shall be encouraged and motivated to send their daughters to the colleges for acquiring higher education. This scheme is applicable for all courses with the 50% (rounded) of academic fee subject to the following terms and conditions: 1. On admission confirmed by the University.. 2. Fees payment yearly-latest by July. 3. I year: On 60% marks on entry level exam, in fees of admission year. 4. II year: On 65% + marks obtained in I year exam of the University, in fees of 2nd year.. 5. III year: On 70% + marks obtained in 2nd year exam of the University, in fees of 3rd year. 6. IV year: On 75% + marks in 3rd year exam of the University, in fees of 4th year. 7. V year: On 75% + marks in 4th year exam of the University, in fees of 5th year. 8. No other any FREE facility or benefit, in any course will be available/given to the Girl-student admitted under this Scheme of "Radhika Scholarship". 9. Admission procedure of University will be followed and completed by the candidate herself like on-line registration, online examination form & fee etc. etc. on guidance of the college. Good Discipline & good conduct throughout the year. The Scheme is applicable to Entry level only: 60%+ marks (without any back/compartments) in X/Graduation -50% of academic fees, in fees of admission year. Please note that Vocational Subjects or 6th Subject will not be included in calculation of % for scholarship. Admission, Examination fee and procedure of University will be followed and completed by the scholar only. More enrolment via RSS can be observed in IME College which have improved the gender ratio of the college students. Though RSS has provided support in bringing more girl child to college but still there is a scope of taking this scheme to more households so that more girl students who aspire to attain higher education can get advantage through this scheme. The scheme was later extended for male students as well as it was assessed that male students were also not able to take admission in the various courses offered by the IME College due to financial crunch in their respective families. Also, it was observed that covid 19 brought miserable financial health for any household, irrespective to the gender. So, it was decided that male students shall also be given the advantage of this scheme.

<b>File Description</b>	<b>Document</b>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

IME College is striving hard to prove its excellence in terms of academics, co-curricular activities and extra-curricular activities. It provides variety of Undergraduate Courses in Commerce, Management and Information Technology fields. In commerce, it includes B.COM and M.COM; whereas in Management, it includes BBA and MBA. Information Technology has BCA and MCA to offer. The Undergraduate Courses are affiliated to Chaudhary Charan Singh University, Meerut and Postgraduate Courses are affiliated to Dr. A.P.J Abdul Kalam University, Lucknow.

Remedial classes are conducted for improving upon the academic performance of slow learners, absentees and for those engaged in sports and extra-curricular activities. Students are encouraged to engage in and present papers at various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions conducted by other institutions.

Not only this, IME brings out the bi-annual IME JOURNAL which is a Peered Review and Referred Journal.

The college runs various clubs like TRISHAKTI-The women club, SARGAM- The music club, RHYTHM-The Dance club, EMOTION- The Drama club, SRIJAN-The creative club, VIVEKA-The Academic club, EKLAVYA- The sports club, TECHNIC-The IT Club and ECO SOCIAL CLUB.

IME College regularly celebrates national and international commemorative days, events, festivals like Republic Day, Independence Day, Saraswati Puja, Holi, Dipawali, International Yoga Day, Swachh Abhiyan Day, International Women Day, International Cancer Awareness Day and many more!

The college has adopted various Energy and Environmental Policies to protect and conserve ecological systems and resources. The solid waste is collected from every nook and corner of the campus dumped into the compost pit in backyard of college and substantial number of dustbins are installed in campus.

Special Initiatives have been taken in order to deal with any kind of inconvenience caused to women during work. We have created an environment at IME College where women feel free to share their perspectives, keep forward their opinions on important issues and take active participation in the higher management decisions. College has also constituted Women Grievance Cell to ensure the safety of the female staff, faculty and students.

The institute also believes in inclusion of disabled students and staff. We have built ramps, lifts and washroom for their assistance.

### **Concluding Remarks :**

In summation, all the courses offered by IME College are running successfully in Commerce, Management and

IT fields. The students here are receiving world class skill based education that helps them surpassing any challenges that the industry poses before them. Not only this, the Placement Cell ensures that every student gets an equal opportunity to enter the industry.

IME College regularly conducts various Skill Development Programmes such as Communicative English, Aptitude and Placement. Academic committee determines various innovative teaching-learning practices and pedagogical practices to be adopted. Regular Faculty Development Programmes are conducted to ensure the faculty are up-to-date with the recent developments in the disciplines.

Online co-curricular activities engaged students in education during the Covid-19 blackout. IME College worked hard in providing pupils with a feeling of normalcy and social connection during the epidemic by devoting time to co-curricular activities. Several online webinars were conducted during Covid-19 in order to maintain the vibrant culture of IME College. These webinars were conducted on various international and national commemorative days such as International Women's Day, International Yoga Day, International Tobacco Cessation Day, Republic Day, Independence Day, Gandhi Jayanti (Swacchta Pakwada) and many more.

Students are regularly taken for Industrial Visits in order to ensure that practical and theoretical learning go hand in hand. Students are also taken for Parliament Visit in order to connect them to the cultural heritage of the country.

The Management came up with Radhika Scholarship Scheme only for Girls in 2018 to promote Girl Child in Higher Education inspired by Govt. 'Beti Bachao Beti Pado' Abhiyan. Also, it was observed that Covid-19 brought miserable financial health for any household, irrespective to the gender. So, it was decided that male students shall also be given the advantage of this scheme.

The college strives to fulfil its vision of imparting transformative education for the empowerment of young women and promotion of a more just and humane society. This further helps in ensuring the significant contribution of IME College towards creating a better tomorrow for the country as a whole.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b><i>1) Students</i></b></p> <p><b><i>2)Teachers</i></b></p> <p><b><i>3)Employers</i></b></p> <p><b><i>4)Alumni</i></b></p> <p>Answer before DVV Verification : B. Any 3 of the above            Answer After DVV Verification: E. None of the above            Remark : HEI not provided any filled feedback forms</p>
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>1. Feedback collected, analysed and action taken and feedback available on website</b></li> <li><b>2. Feedback collected, analysed and action has been taken</b></li> <li><b>3. Feedback collected and analysed</b></li> <li><b>4. Feedback collected</b></li> <li><b>5. Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken            Answer After DVV Verification: E. Feedback not collected            Remark : HEI not provided any filled feedback forms</p>
2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. Number of mentors            Answer before DVV Verification : 27            Answer after DVV Verification: 21</p> <p>Remark : Input edited as per given list of teachers, considering only the teachers having more than 1 year of experience in the same institute.</p>
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. Total experience of full-time teachers</p>

Answer before DVV Verification : 3

Answer after DVV Verification: 41

Remark : Input edited as per given list of teachers, considering only the teachers having more than 1 years of his experience in the same institute.

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

#### 3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	3	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI not provided any certified report of workshops/seminars

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

#### 3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	2	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	1	1

Remark : Input edited as per given link, some link are not working.

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

#### 3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
1	12	25	14	25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited as HEI not provided a Cover page, content page and first page of the selected publication.

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
401	566	478	446	275

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	00	0	0	0

Remark : As HEI says in the above 3.4.3 metric, there is no extension activities conducted by the institute. And HEI not provided any reports of program conducted.

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI not provided any supporting documents.

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	0	0

Remark : Input edited as per given E-copies of MoUs, excluding the MoUs of 2022 and HEI provided only the 2 copies of MoUs as; 1)DSB ENTREPRISE 2)CAREER COUSSELLING SERVICES

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 10

Answer after DVV Verification: 2

Remark : Input edited as per given Geo-tagged photos.

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1846592	1756607	4991714	2987403	1845056

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18.46592	17.56607	49.91714	29.87403	18.45056

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
397558	502236	467053	662549	536838

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3.97558	5.02236	4.67053	6.62549	5.36838

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

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

Answer before DVV Verification : 300

Answer after DVV Verification: 25

Remark : Input edited as per given observation response.

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2864238	3733854	6108816	1718346	1812185

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
28.64238	37.33854	61.08816	17.18346	18.12185

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : B. 3 of the above  
 Answer After DVV Verification: C. 2 of the above  
 Remark : Input edited as per given documents

### 5.2.1 Average percentage of placement of outgoing students during the last five years

#### 5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	17	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	11	7	0

Remark : Input edited as per given offer letters and appointment letters. The students which are go to further studies not consider here,

### 5.2.2 Average percentage of students progressing to higher education during the last five years

#### 5.2.2.1. Number of outgoing student progression to higher education during last five years

Answer before DVV Verification : 106

Answer after DVV Verification: 96

Remark : Input edited as per given list of students , HEI not provided any proof of students progression to higher education.

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	9	7	7	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	1	1	0

Remark : Input edited as per given data template, Programs of duration less than one week will not

	be considered.
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. Rain water harvesting</li> <li>2. Borewell /Open well recharge</li> <li>3. Construction of tanks and bunds</li> <li>4. Waste water recycling</li> <li>5. Maintenance of water bodies and distribution system in the campus</li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol> <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. Built environment with ramps/lifts for easy access to classrooms.</li> <li>2. Divyangjan friendly washrooms</li> <li>3. Signage including tactile path, lights, display boards and signposts</li> <li>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment</li> <li>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above Remark : Input edited as per given Geo-tagged photos.</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on Code of Conduct are organized</li> </ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. 1 of the above</p>

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4</td> <td>5</td> <td>5</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>192</td> <td>98</td> <td>133</td> <td>133</td> <td>162</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	7	4	5	5	6	2020-21	2019-20	2018-19	2017-18	2016-17	192	98	133	133	162
2020-21	2019-20	2018-19	2017-18	2016-17																	
7	4	5	5	6																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
192	98	133	133	162																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4</td> <td>5</td> <td>5</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4</td> <td>5</td> <td>5</td> <td>6</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	7	4	5	5	6	2020-21	2019-20	2018-19	2017-18	2016-17	7	4	5	5	6
2020-21	2019-20	2018-19	2017-18	2016-17																	
7	4	5	5	6																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
7	4	5	5	6																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>324</td> <td>288</td> <td>543</td> <td>402</td> <td>452</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1080</td> <td>1142</td> <td>1273</td> <td>1195</td> <td>1405</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	324	288	543	402	452	2020-21	2019-20	2018-19	2017-18	2016-17	1080	1142	1273	1195	1405
2020-21	2019-20	2018-19	2017-18	2016-17																	
324	288	543	402	452																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1080	1142	1273	1195	1405																	
2.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>500</td> <td>397</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>430</td> <td>347</td> <td>384</td> <td>367</td> <td>554</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	500	397	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	430	347	384	367	554
2020-21	2019-20	2018-19	2017-18	2016-17																	
500	397	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
430	347	384	367	554																	

3.1	<p><b>Number of full time teachers year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 271 986 383"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>22</td> <td>26</td> <td>25</td> <td>21</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 461 986 573"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>22</td> <td>26</td> <td>25</td> <td>21</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	27	22	26	25	21	2020-21	2019-20	2018-19	2017-18	2016-17	21	22	26	25	21
2020-21	2019-20	2018-19	2017-18	2016-17																	
27	22	26	25	21																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
21	22	26	25	21																	
3.2	<p><b>Number of sanctioned posts year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 734 986 846"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>70</td> <td>66</td> <td>66</td> <td>66</td> <td>66</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 925 986 1037"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>22</td> <td>26</td> <td>25</td> <td>21</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	70	66	66	66	66	2020-21	2019-20	2018-19	2017-18	2016-17	27	22	26	25	21
2020-21	2019-20	2018-19	2017-18	2016-17																	
70	66	66	66	66																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
27	22	26	25	21																	
4.1	<p><b>Total number of classrooms and seminar halls</b></p> <p>Answer before DVV Verification : 62</p> <p>Answer after DVV Verification : 57</p>																				
4.2	<p><b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1361 986 1507"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>55176521</td> <td>10764506 7</td> <td>13760677 7</td> <td>36195233</td> <td>31615555</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1597 986 1709"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>587.24</td> <td>1022.60</td> <td>1376.64</td> <td>361.82</td> <td>302.057</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	55176521	10764506 7	13760677 7	36195233	31615555	2020-21	2019-20	2018-19	2017-18	2016-17	587.24	1022.60	1376.64	361.82	302.057
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2020-21	2019-20	2018-19	2017-18	2016-17																	
587.24	1022.60	1376.64	361.82	302.057																	
4.3	<p><b>Number of Computers</b></p> <p>Answer before DVV Verification : 194</p> <p>Answer after DVV Verification : 20</p>																				