YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Institute of Management Education
• Name of the Head of the institution	Dr.Puspender Kumar Verma
• Designation	Prinicipal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01202633424
• Mobile no	9599706361
• Registered e-mail	director@ime.in
• Alternate e-mail	ime@ime.in
• Address	178,Main G.T.Road, Sahibabad, Between Mohan Nagar & Dilshad Garden, Ghaziabad, Uttar Pradesh-201005
• City/Town	Sahibabad, Ghaziabad
• State/UT	Uttar Pradesh
• Pin Code	201005
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Chaudhary Charan Singh University and Dr. A.P.J. Abdul Kalam Technical University**
• Name of the IQAC Coordinator	**Dr.Jagriti Mathur**
• Phone No.	
• Alternate phone No.	**01202633424**
• Mobile	**9599706361**
• IQAC e-mail address	**NA**
• Alternate Email address	**NA**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://imesahibabad.ac.in/iqac/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://imesahibabad.ac.in/iqac/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.76**	**2011**	**30/11/2011**	**29/11/2016**
Cycle 2	**B++**	**2.88**	**2017**	**22/02/2017**	**21/02/2022**

6.Date of Establishment of IQAC	**20/04/2011**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**00**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**3**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1.Enhancing the academics of the college through the following means: Improvising on teaching methods Inviting guest faculty and experts in fields related with the academics of the college Organizing seminars and workshops Encouraging faculty to participate in development programmes Following the academic calendar given by the University, and accommodating various extracurricular events within the schedule 2. Increasing the number of co-curricular events and activities held in the college 3. Encouraging student participation in planning, managing and organizing events 4. Procuring additional office staff through the consent of the management 5. Involving students in social outreach, nation building, and self-development programmes

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Enhancing research activity.	Institution conducted workshop, seminar and interaction session regularly
To create a synergy of knowledge and skill through network.	The main aim of the institution is to utilize technology to keep pace with the changing educational scenario.
Eco-friendly practices,	Plantation is done regularly. The institution conducted plantation day and plantede various plant.
Enhancing quality.	Session workshop, seminar, quizzes, group discussion and interaction on topics of academic, social and national importance
Awareness Programs	The institution organised various awareness programs like swachh bharat abhiyaan etc
To encourage fitness and outdoor games	Students and Faculty participated in high jump, long jump, athletics and other events.
Workshop on Stress Management	Ihe Institution conducted stress management workshop for faculties and students on the topic of Impact of Mental Health on Academics

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**27/12/2021**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**6**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**315**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**405**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**428**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**21**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**70**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**48**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**55176521**

4.3 Total number of computers on campus for academic purposes	**62**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://imesahibabad.ac.in/syllabus-link/

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

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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://imesahibabad.ac.in/iqac/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the   E. None of the above

affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

4

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

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

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

Nil

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

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

Nil

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

1.3 - Curriculum Enrichment

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

273

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	NA

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

324

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

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

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

81

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

2.2 - Catering to Student Diversity

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

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	Documents
Paste link for additional information	<u>NA</u>
Upload any additional information	<u>View File</u>

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

Number of Students	Number of Teachers
324	**27**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

The college employs a teaching methodology that emphasises a student-centred 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-cantered 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. Experiential Learning

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	Documents
Upload any additional information	<u>View File</u>
Link for additional information	<u>NA</u>

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

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

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

2.3.3.1 - Number of mentors

27

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

2.4 - Teacher Profile and Quality

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

27

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

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

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

nil

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

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

2.4.3.1 - Total experience of full-time teachers

3

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

2.5 - Evaluation Process and Reforms

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

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 Viva-Voce.

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NA

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

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 re-assessed 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	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://imesahibabad.ac.in/

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.

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 humanitieswhich 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:-

Studentscan 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	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://imesahibabad.ac.in/courses/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

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

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	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://imesahibabad.ac.in/iqac/

2.6.3 - Pass percentage of Students during the year

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

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://imesahibabad.ac.in/iqac/

2.7 - Student Satisfaction Survey

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

https://imesahibabad.ac.in/student-zone/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NA

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

NA

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

NA

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

3.2 - Innovation Ecosystem

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

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NA

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

0

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	[NA](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

2

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

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

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 year

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

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 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	Documents
Paste link for additional information	<u>NA</u>
Upload any additional information	<u>View File</u>

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

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

00

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

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

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

00

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

11

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

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

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.

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(vi) The maintenance register is maintained as per the institute format.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

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

62

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://imesahibabad.ac.in/seminars-conferences/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2864238

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

4.2 - Library as a Learning Resource

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

. Library: 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

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(v) Students are allotted 2 books at a time against each card for 7 days.

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(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	Documents
Upload any additional information	View File
Paste link for Additional Information	https://imesahibabad.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   C. Any 2 of the above

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

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

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

2566234

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

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

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

9587

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File]()

4.3 - IT Infrastructure

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

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.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>https://imesahibabad.ac.in/computer-lab/</u>

4.3.2 - Number of Computers

194

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 – 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

2949640

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

354

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://imesahibabad.ac.in/gallery/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

50

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

50

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

during the year

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

0

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

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/student-club/
Upload any additional information	**No File Uploaded**

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

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

16

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

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	https://imesahibabad.ac.in/alumni/
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/our-mission/
Upload any additional information	No File Uploaded

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/board-of-governors/ https://imesahibabad.ac.in/academic-council/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 atentry level only. The scheme was started by HP Gupta Trust in 2018.

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 Padao" Abhiyan.

2019

IME entered in 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.

2020

In 2020, the management decided to continue the Radhika Scholarship Scheme for MBA, MCA, BBA, and BCA courses.

2021

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. arecrucial 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	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>NA</u>
Upload any additional information	**No File Uploaded**

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

The 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	Documents
Paste link for additional information	https://imesahibabad.ac.in/iqac/
Link to Organogram of the institution webpage	https://imesahibabad.ac.in/iqac/
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

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

0

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

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

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

11

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

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

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

44

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

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

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

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

the year (INR in Lakhs)

0

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

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

The 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.,schloarship 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	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

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

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 teaching-learning experience.**

File Description	Documents
Paste link for additional information	https://imesahibabad.ac.in/iqac/
Upload any additional information	**No File Uploaded**

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, 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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://imesahibabad.ac.in/iqac/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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 harrassment 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 Security- Women Safety from Cyber Bullying, Cyber Stalking & Pornography was conducted to spread awareness on various cyber bullying issues and harrassment 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	Documents
Annual gender sensitization action plan	https://imesahibabad.ac.in/iqac/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://imesahibabad.ac.in/iqac/

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management 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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

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

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

E. None of the above

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

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

B. Any 3 of the above

reading material, screen   reading

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

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

IME College has always remain considerate about maintaining tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our students come from diversed background which claerly 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 occassion 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 occassions. 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

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 senitized 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 Grienvance Cell, Redressal of Greivances against harrassment against women staff and students, placement cell, student welfare, etc. Further, being an academic institute our main focus in on sensitizing our students to become mature and responsible citizens of India. IME College celebrated plathora 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Sr. No Date Name of the activity
Any other relevant information	**Nil**

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

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.

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

7.2 - Best Practices

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

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	Documents
Best practices in the Institutional website	https://imesahibabad.ac.in/iqac/
Any other relevant information	NA

7.3 - Institutional Distinctiveness

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

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 Padao' 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. Il 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/compartment) 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 bought 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.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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	Documents
Upload relevant supporting document	View File
Link for Additional information	https://imesahibabad.ac.in/syllabus-link/

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

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	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://imesahibabad.ac.in/iqac/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development	E. None of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

4

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

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

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

Nil

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

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

Nil

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

1.3 - Curriculum Enrichment

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

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

273

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	NA

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

324

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

81

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

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	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
324	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college employs a teaching methodology that emphasises a

student-centred 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-cantered 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. Experiential Learning

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	Documents
Upload any additional information	[View File]
Link for additional information	NA

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

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	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

27

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

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

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

nil

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

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

2.4.3.1 - Total experience of full-time teachers

3

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

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

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 Viva-Voce.

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.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NA](NA)

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

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 re-assessed 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	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://imesahibabad.ac.in/

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.

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 humanitieswhich 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:–

Studentscan 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	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://imesahibabad.ac.in/courses/
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

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

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	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://imesahibabad.ac.in/iqac/

2.6.3 - Pass percentage of Students during the year

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

426

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://imesahibabad.ac.in/iqac/

2.7 - Student Satisfaction Survey

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

https://imesahibabad.ac.in/student-zone/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NA

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

NA

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

NA

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

3.2 - Innovation Ecosystem

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

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NA](NA)

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

0

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	[NA](NA)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

2

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

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

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 year

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

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 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	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

00

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

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

YRC etc., during the year

`00`

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

`11`

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

`1`

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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 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	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

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

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.

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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

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

62

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://imesahibabad.ac.in/seminars-conferences/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2864238

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

4.2 - Library as a Learning Resource

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

. Library: 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.

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(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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://imesahibabad.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

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

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

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

2566234

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

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

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

9587

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://imesahibabad.ac.in/computer-lab/

4.3.2 - Number of Computers

194

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 – 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the year (INR in Lakhs)

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

2949640

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

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

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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://imesahibabad.ac.in/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

354

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://imesahibabad.ac.in/gallery/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

50

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

50

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	*View File*
Upload any additional information	*View File*
Details of student placement during the year (Data Template)	*View File*

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

5.2.2.1 - Number of outgoing student progression to higher education

10

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

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/student-club/
Upload any additional information	No File Uploaded

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

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

16

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

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	https://imesahibabad.ac.in/alumni/
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/our-mission/
Upload any additional information	**No File Uploaded**

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

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	Documents
Paste link for additional information	https://imesahibabad.ac.in/board-of-governors/ https://imesahibabad.ac.in/academic-council/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 atentry level only. The scheme was started by HP Gupta Trust in 2018.

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 Padao" Abhiyan.

2019

IME entered in 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.

2020

In 2020, the management decided to continue the Radhika Scholarship Scheme for MBA, MCA, BBA, and BCA courses.

2021

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. arecrucial 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	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	[NA](#)
Upload any additional information	No File Uploaded

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

The 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	Documents
Paste link for additional information	https://imesahibabad.ac.in/iqac/
Link to Organogram of the institution webpage	https://imesahibabad.ac.in/iqac/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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.**

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

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

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

0

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

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

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

11

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

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

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

44

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

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

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

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

0

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

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

The 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.,schloarship 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	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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 teaching-learning experience.**

File Description	Documents
Paste link for additional information	https://imesahibabad.ac.in/iqac/
Upload any additional information	**No File Uploaded**

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, 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.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://imesahibabad.ac.in/iqac/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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 harrassment 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 Security-Women Safety from Cyber Bullying, Cyber Stalking & Pornography was conducted to spread awareness on various cyber bullying issues and harrassment 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	Documents
Annual gender sensitization action plan	https://imesahibabad.ac.in/iqac/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://imesahibabad.ac.in/iqac/

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management 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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology	B. Any 3 of the above

and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

IME College has always remain considerate about maintaining tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our students come from diversed background which claerly 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 occassion 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 occassions. 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

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 senitized 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 Grienvance Cell, Redressal of Greivances against harrassment against women staff and students, placement cell, student welfare, etc. Further, being an academic institute our main focus in on sensitizing our students to become mature and responsible citizens of India. IME College celebrated plathora 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Sr. No Date Name of the activity
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

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.

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

7.2 - Best Practices

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

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	Documents
Best practices in the Institutional website	https://imesahibabad.ac.in/iqac/
Any other relevant information	NA

7.3 - Institutional Distinctiveness

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

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 Padao' 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. Il 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/compartment) 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 bought 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.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at IME plan to do the following additional things in the next academic session.

- Industry Interface
- Organizing ICT enabling workshops for teaching and non-teaching staff
- Increase Alumni Engagement
- Plantation Drive
- To provide guidance to the students for competitive exams and higher studies.
- To conduct remedial classes for the weak students.
- To motivate faculty members for research and refresher courses.
- To enhance academic environment by conducting more workshop/seminar/conferences/skill development activities.
- Improving classroom hygiene.
- Upgradation of College website