



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	INSTITUTE OF MANAGEMENT EDUCATION
Name of the head of the Institution	Dr.SD SHARMA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01202633424
Mobile no.	9871514967
Registered Email	director@ime.in
Alternate Email	ime@ime.in
Address	178,Main G.T. Road, Sahibabad, Between Mohan Nagar & Dilshad Garden Metro Station, Ghaziabad, U.P.
City/Town	Sahibabad, Ghaziabad
State/UT	Uttar pradesh
Pincode	201005

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Ms.Gagandeep Kaur			
Phone no/Alternate Phone no.		01202633424			
Mobile no.		9599706361			
Registered Email		director@ime.in			
Alternate Email		ime@ime.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://imesahibabad.ac.in/igac/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://imesahibabad.ac.in/igac/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.76	2011	30-Nov-2011	29-Nov-2016
2	B++	2.88	2017	22-Feb-2017	21-Feb-2022
6. Date of Establishment of IQAC			20-Apr-2011		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
IQAC MEETING HELD		16-Mar-2016		10	

REGULARLY	2	
DIGITAL MARKETING	15-Nov-2016 5	28
WORKSHOP ON PERSONALITY DEVELOPMENT	13-Aug-2016 1	14
SEMINAR ON COMMUNICATION SKILLS	15-Oct-2016 1	20
WORKSHOP ON CV WRITING	22-Sep-2016 1	28
CAREER COUNSELLING	24-Sep-2016 1	33
View File		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Academic Calendar for the session has more holistic in approach and its successful implementation was monitored by IQAC. Institutional social responsibility activities were given due importance. Academic autonomy was ensured through systematic check points. Many activities were organized by IQAC under Corporate Outreach Programs initiated to bridge the skill gap, Many FDP, workshops and seminars were organized for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner.

[View File](#)

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

Plan of Action	Achievements/Outcomes
Academic Calendar(Holistic Approach)	The academic calendar for the session was more elaborate and was successfully executed
Corporate outreach programs initiated to bridge skill gap	Many activities were organized during the session. Detail report in annexure
Institutional Social Responsibility activities were given due importance.	Many activities were organized during the session.
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

We have partial MIS. • All Systems are networked and linked. • We use Biometric for Attendance Management system. • We have Daily Report Management System. • We have networked CCTV camera installed in class rooms and surrounding areas, to provide a secure arena.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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'. Mission: "To Serve The Society By Creating A Quality Learning Environment Committed To Creative, Innovative And Value Based Learning." Vision: "To Be One Of The Top Global Integrated Colleges Known For

Commitment Towards Quality, Value Based Education, Research And Social Responsibility." The vision and mission of Institute of Management Education are collaborated with the objectives of the society and reflects the commitment of the Institute towards holistic development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities. IME focuses on student empowerment and developing functioning and performing in the global scenario. Managing business in the globalized scenario is the need of the hour and thus courses are formulated by CCSU Meerut and AKTU Lucknow to equip students to face this challenge. Also, the Institution focuses on developing new paradigms and inculcating national values for holistic development of the students. The teaching, learning and evaluation schedules are strictly as per the Academic calendar notified by the CCS University and AKTU Lucknow. The institute has well qualified, dedicated, and experienced faculty. The Institute aims to achieve and excel as premiere technical/ management institution of the country. The traditional classroom teaching is supplemented by regular tests, tutorials, group discussions, extensive lab work, projects, seminars and industrial exposure by way of industry visits and summer training. While teaching students and keeping pace with the evolving definitions and concepts, a sincere effort is also made to cover the latest. Developments in each subject area. The classroom environment is congenial and makes learning proactive and the students learn a sense of team spirit, responsibility and professional integrity. The institute and Faculty members adopt numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. For well-planned curriculum delivery, lesson plan file is prepared by every Faculty member before commencement of Semester. As per the lesson plan the contents are delivered to the students and it is monitored by respective program coordinators and head of the departments and members of IQAC Committee. Internal tests are conducted to evaluate the performance of students. Students regularly make present power point presentations. Continuous review of the progress of syllabus completion, performance of the students, association activities are done in the department level meetings. OBJECTIVES: • The objective is to equip and empower students with relevant knowledge, competence, and creativity to face global challenges. • To organize social welfare activities in nearby area sanded courage students 'participation in such activities regularly. • These are communicated to all, through Prospectus, Golden Guide, Displays on Board, Website, meetings with parents, meetings with Corporate Representative for placement drive and Alumni Meetings.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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MBA	Marketing, Finance, HR, IT	18/07/2016
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Digital Marketing	15/11/2016	28
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	IT	89
MBA	HR, Finance, Marketing	18
BBA	Management	138
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The feedback is collected at various levels viz. Students, Parents, Employers, Teachers and Alumni. This feedback is analysed at higher level of management and steps are taken to improve the functioning. Students Feedback: The feedback is collected at various levels during the academic session. General feedback is taken on regularly regarding the general facilities including canteen, general hygiene and cleanliness. The other problems which require management decisions are put up before the Vice Chairman and also addressed accordingly. The comments are accumulated at various levels in the course of the academic session the feedback taken from the students of individual class. Employers Feedback: Employer's feedback is sought on the following areas: Employee's acquaintance with technical/ teaching skills and knowledge, adequacy of necessary communication skills to meet the job requirements, ability to find immediate practical solutions for field problems, familiarity with latest technological devices, adjustment to ethos of the organization and maintaining cordial relationship with the co-workers. It was found from their feedback that employers strongly agreed that the candidates from our institution who are employed in their organisation have good employability skills required for them. Faculty Feedback: The academic behaviour feedback from the students are analysed and the essential corrective measures recommended to faculty members. The remarks is likewise shared with department for any corrective measures.</p>

Parents Feedback: The parents' meet performed by our institution in each semester aside from different problems permits mother and father to give tips concerning the curriculum of their wards that is duly cited with the aid of the applicable individuals within the college. Alumni feedback: The alumni of the college whove moved on to industry or for higher studies additionally give a feedback on how their years in the institution have helped them perform of their places of work/study. The alumni additionally supply constructive tips on helping the students gain extra recognition and improving themselves.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	Management	240	Nil	138
BCA	IT	180	Nil	104
BCom	Commerce	160	Nil	160
MCA	IT	30	Nil	7
MCom	Commerce	60	Nil	25
MBA	Management	60	Nil	18

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	402	50	13	2	15

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	10	2	2	Nil	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are supported through orthodontic classes and mentoring. Final year graduates are taken care of by helpless students / graduates to analyze work profiles and career opportunities after completing their studies. Guest teachers also support students with their overall growth and the provision of further post-learning training. The Alumni Committee was established to close the gap between current batch students and improve the employability needs of the industry. Students are encouraged to attend various seminars, workshops and symposiums. Subject-specific support courses are offered for late learners. Mentors provide students with different types of support, including:-

- A refereeing department has been set up to listen to and respond to

student complaints. • Internship cells have been set up to provide internship service information to BBA, BCA, B.COM, M.COM, MCA, and MBA students. • Extracurricular and cultural events are held. • Regular seminars and workshops for BBA, BCA, B.COM, M.COM, MCA and MBA students. The awards ceremony is organized to honor the right students (100 attendance). Students who are slower to understand than their classmates are identified based on class attendance, pass rates, class grades, assignment regularity, punctuality, and personal interaction. The institute is sensitive to this through teachers and pays the learners the necessary attention at various speeds. Educational institutions use the following strategies to encourage and motivate later and better learners identified. For slow learners: • Each department organizes various programs such as remediation classes, trial tests, debates, group discussions, performances, and personal development workshops. • Mentors are appointed to meet the needs of slow learners. They provide them with personal, scientific and social advice. • Mentors help students, especially slow learners, develop and move forward in their personality. A class coordinator is appointed to each class to specially care for, monitor, and guide slow learners and help them improve. Meanwhile, the institute also identifies senior students and processes them as needed. Advanced learners are supported by state-of-the-art equipment in the form of a complete library with the latest editions of books, online magazines, computer labs, internet and other facilities. In-school and out-of-school activities encourage a participatory approach to learning. Senior students are also encouraged to complete internships and industry-related projects in their research activities and learn beyond the prescribed course offerings. Various activities such as management festivals, quizzes, debates, seminars, exhibitions, colloquiums, etc. are conducted to help advanced learners motivate and excel in all areas.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
452	21	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	12	16	12	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCA	14	2017	08/05/2017	30/06/2017
MBA	70	2017	17/05/2017	14/08/2017
MCom	NA	2017	15/05/2017	27/06/2017
BCom	NA	2017	17/04/2017	12/06/2017
BCA	NA	2017	24/05/2017	26/06/2017
BBA	NA	2017	22/05/2017	23/06/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous assessment with a weight of 25 to 50 on internal grades, depending on the purpose of the course, learning outcomes and pedagogy. Various components are defined and used for continuous evaluation. End of Semester Internal Exams-Written exams are held at the end of each semester. Student expertise is assessed by direct and indirect methods of evaluation methodologies / means, such as comprehensive exams. Case studies are determined by considering the parameters / learning outcomes to be measured and the desired priority areas in the implementation of the program. Curriculum specifications that are a little slower to understand than classmates are identified based on class attendance pass rates, class performance, and regularity of assignments, punctuality, and personal interactions. The institute is sensitive to this through teachers and pays the learners the necessary attention at various speeds. Review the lecture so that students can gain insights into previously covered topics and connect to new ones. Information is also provided to parents. The Institute regularly provides academic advice through Parent-Teacher Meetings (PTMs) to improve communication between parents and teachers. Class room Interaction Co-curricular activities:

- Teachers also review students through numerous mechanisms in addition to regular college student interactions, quizzes, assignments, daily attendance, and mid-term exams. Therefore, students will be evaluated and graded according to laboratory / coverage suggestions in sessions with the faculty.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institute adheres to the academic calendar created according to the calendars provided by CCS University and AKT University for their respective courses. Each year, we create an academic calendar for the institute and a department-related activity plan to ensure that everything goes smoothly. This enhances the curriculum with related activities such as guest lectures, expansion series, and industry interaction. An academic calendar was created for the academic session and was followed to conduct exams and other activities. The science calendar will be displayed on the institutes website and shared with the department head for proper implementation. A copy of the 201718 meeting academic calendar is included for reference (Appendix 1). As an affiliate of CCS University and AKT University, we follow the university timetable. We have created academic calendars for various programs based on the schedule guidelines and academic schedules of the universities to which we belong. In general, these are the following guidelines for your academic schedule, along with an annual schedule for cultural and athletic gatherings.

A. Beginning of the academic sessions. B. Last working day of the semester. C. Mid-term examination schedule. D. Annual Sports meet E. Annual cultural Fest F. End term theory and Practical examination schedule. G. Vacation schedule. The same academic calendar will be published on the Institutes website before the beginning of each academic year. Provide school year planning for students, teachers and parents. Considering the academic calendar, each faculty works according to the curriculum created at the faculty level.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://imesahibabad.ac.in/igac/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
NA	BBA	MANAGEMENT	113	110	97
NA	BCA	IT	158	150	94
NA	BCom	COMMERCE	202	198	98
70	MBA	MANAGEMENT	23	23	100
14	MCA	IT	14	14	100
NA	MCom	COMMERCE	44	44	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MANAGEMENT	1	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MANAGEMENT	25
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	8	Nil
Presented papers	Nil	Nil	5	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
GENDER ISSUE	WOMEN ASSISTANCE CELL	15	40
CHILD LABOUR ORGANISED ON	IME STUDENT CLUB/ IME COLLEGE	10	25

25/4/2017

SAHIBABAD

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2000000	1845056

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
ERP	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	40	11667	45	23335	85	35002
Reference Books	10	3038	25	7003	35	10041
Journals	8	20001	13	37293	21	57294
e-Journals	1	182000	Nil	Nil	1	182000
CD & Video	300	12321	100	10230	400	22551
Library Automation	1	75000	75000	75000	75001	150000
Weeding (hard & soft)	300	10039	Nil	Nil	300	10039
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

No Data Entered/Not Applicable !!!

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	145	3	1	3	3	1	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	145	3	1	3	3	1	0	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1500000	961508	2000000	1812185

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Library: The institute has established a main library in IME campus, to enable the students and faculty have better availability of books related to their course. (i) The books and learning material are stored in properly identified shelves in library. (ii) The students and faculty are provided library cards for issue of library books. (iii) Each book is identified by book plate. (iv) The details of the books/learning material are entered in the library register. (v) Students are allotted 2 books at a time against each card for 7 days. (vi) Faculty is given 2 book at a time against each card for 15 days. (vii) Support staff is given 2 books at a time against each card for 15 days. (viii) The books are verified using internal faculty nominated by Director every year. (ix) The library in charge arranges the purchase of books recommended by faculty/support Staff after approval by the CPs, HODs/Director /Committee as applicable. 2. Maintenance of computer Laboratory: (i) System Executive in respective labs maintains a list of all hardware/software. (ii) Suitable backup of software is maintained by laboratory executives on every fortnight. (iii) AMC personnel (service engineer) on alternate days perform the maintenance. (iv) The laboratory staff checks the functionality of systems. In case of any problem the same is reported to service engineer. (v) The maintenance records are maintained by the service engineer and also by the lab in charge 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.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
DIGITAL MARKETING	15/11/2016	28	IME COLLEGE
Skill development Workshops and seminars are conducted to enhance communication skills and personality development of the students	13/08/2016	14	IME COLLEGE
SEMINAR ON COMMUNICATION SKILLS	15/10/2016	20	IME COLLEGE
WORKSHOP ON ART OF CV WRITING	22/09/2016	30	IME COLLEGE
CAREER COUNSELLING	24/09/2016	33	IME COLLEGE
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2016	CAREER COUNSELLING	33	28	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
FinsQ professionals Pvt. Ltd.	34	6	NIL	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	10	BBA	MANAGEMENT	IME	MBA
2016	9	BCA	IT	IME	MCA
2016	9	BCOM	COMMERCE	IME	MCOM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	16
GATE	25
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
AD MAD	INTRA COLLEGE	10
CARD MAKING	INTRA COLLEGE	15
SHORT FILM	INTRA COLLEGE	15
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Yes, the college has a Student Club duly elected every year through a fair, democratic procedure organized by Students Advisory Committee in accordance with college rules. The college administration ensures that free and fair selection of students are done according to general proficiency of students throughout the year. Every department has an exclusive Student Society for organizing various academic and extra-curricular activities of respective departments throughout the year. Academic: Each department has an exclusive society to organize events like seminars, conferences and activities related to the discipline. These activities are managed by students who hold various executive positions in the societies. Extra-curricular Societies: Committees like the Magazine Committee and the Cultural Committee elect students for various positions. Students are delegated with the task of managing and organizing respective activities. The elected editorial board is responsible for editing, designing and collaborating material for the magazine. In the cultural committee, students handle the task of facilitating the organization of events in and across colleges. Societies are managed by student representatives under the guidance of the teachers. Our student representatives are part of the College Complaints Committee (against sexual harassment), the Library Committee and the Students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

The institution networks and collaborates with former faculty and the Alumni through the Alumni Association and Alumni Meets. A cultural meet for the alumni followed by dinner was organized in 2016. An Alumni meet was held on 8th March 2016 in college premises.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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".

- We at IME have decentralised style of working.
- We have open door policy, where anyone can talk to Director or Management by taking permission.
- For participative management, the Director, HODs, Faculty and student representatives form the core part of the IQAC team.
- We have flexibility at departmental level also as class coordinator or faculty members can suggest and implement curriculum enrichment and enhancement. Faculty members prepare their subject notes and Lecture plan, which are upgraded every semester. Subject notes prepared by faculty are available at the college website for reference.
- Every department prepares a roadmap for the upcoming semester in terms of infrastructural and academic growth. Departmental budget is prepared by taking suggestions from Head of Department, Class Coordinator and faculty representative.
- It is the endeavor of the IME society to work for providing best quality of technical and professional education to younger generation so as to enable and equip them to play global role. Courses offered by IME make the students self-disciplined and self-reliant.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Admission of Students- IME is an affiliate College of CCS University and AKTU. The admission is done on Merit basis as prescribed by the University and based on their online admission procedure, students are admitted to Colleges based on their preferences and ranks.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Industry Interaction /Collaboration- Efforts are made to build and maintain excellent rapport with the Top Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute is in process of initiating Memoranda of Understanding with major companies, where the component of learning that focuses on the application of theory in an authentic industrial context. Some of the major companies in which campus visited in the last academic session are: ? Visit organised for BBA Students to Mother Dairy ? Special Visit of BBA, BCom Student's to Parle-G ? Educational visit to Yamuna Biodiversity Park. ?

	<p>Visit organised for BBA Students to Yakult</p>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Human Resource Management- We strictly believe in the motto of team building and collective decision making. • The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology. • Salary, pay-scale and increments are given to staff members consolidately as per UP Government norms which leads to employee satisfaction. • The management contributes for EPF for non-teaching staff and insurance for teaching staff. • Institute grants Medical, Casual, On Duty and Special Leave to its faculty members and Non-Teaching staff gets Medical, Casual and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its female members. • IME provide Special Leave for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties. • The faculty and staff members are entitled to avail summer and winter vacations as per guidelines of the University. • IME has Biometric, CCTV facility which are used for human resource management.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • Library, ICT and Physical Infrastructure / Instrumentation- The library materials via ERP Software library has also subscribed for online databases that can be browsed from 9 AM to 5.00 PM. • College Library has internet facility. • For security of library materials, we are having fire extinguishers within the library. • Library is having 1 server and 4 computers. • Library also maintains the CD's received along with the books. • We have subscribed to 21 Journals 1 E-Journal. • We have 1269 CDs Videos in our college library.
<p>Research and Development</p>	<ul style="list-style-type: none"> • Research and Development- • All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out their research projects. • For promoting research IME has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members.

The Institute Central library facilitates research-oriented books, journals e- journals for researchreference. • Almost all faculty members are provided with personal computer which helps them carry out their researchwork. • The institute has Wi-Fi enabled internet facilities for the fast access toonline resources. • The faculty members are encouraged to publish their research contributions in various National International Journals andconferences. • The Institute encourages the research scholars by providing on-duty leave to focus on theirresearch. • The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special dutyleave. • The Institute encourages faculty members to pursue Ph.Dprogrammes in reputed universities. • The institute supports the researchers by providing high end computing facility with necessary software and with modernequipments

Examination and Evaluation

• Examination andEvaluation- As per University rules, there is class test examination to be conducted twice in a semester by the institution and at the end of semester End Term Examination is conducted by University, which isa centralized process managed byUniversity. COURSE TOTAL MARKS INTERNAL MARKS EXTERNAL MARKS BBA ,BCA 100 25 75 M.COM 100 50 50 MBA,MCA 150 50 100 The basis for Internal Assessment of BBA, BCA. CT-1(5 marks) CT-2 (5 marks) ACTIVITY(5 marks) Discipline(5marks) ATTENDANCE(5marks) TOTAL(25) The basis for Internal Assessment of MBA, MCA, M.COM. CT-1(10 marks) CT-2 (10 marks) ACTIVITY(10 marks) Discipline(10 marks) ATTENDANCE(5marks) TOTAL(25) We at IME follows a disciplined strategy for evaluating our students, which includes

- Continuous evaluation is done through class tests, assignments, vivaand presentations.
- For comprehensive evaluation: Students are evaluated on all parameters of personality. Some of the activities:- a) Quiz Competition b) Extempore c) Group discussion d) Debate competition e) Business plan project etc.

Teaching and Learning

• Teaching andLearning- At IME we

follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on activities, case studies etc. • We provide adequate infrastructural facilities for teachinglearning. • We have well qualified and experienced facultymembers. • We provide Computer Laboratories with latest configuration hardware andlicenced software. • We have concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 15-20 students whose overall growth and development are continuously monitored to faculty and their problems arediscussed. • We at IME believes that Education is a never-ending process, hence we motivate our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs touprgrade their skills and constantly be in the process of learning so that they can percolate the benefitsof their updated knowledge and skills tostudents. • We motivate our faculty members to pursue higherstudies. • We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teachingmethodologies. • IME is WI-Fi enabled campus and provides facility for students to use internet as a resource in theirstudies. • At IME we have centralized Library where student can utilisevariousresources for their knowledgebuilding. • IME Library has huge library with over 36thousand titles and various journals,magazines, newspapers etc. all available forstudents. • We take special care for students with special needs by providing remedial classes, and give them permission to record classroomlectures.

Curriculum Development

• Curriculum Development- Developed at UniversityLevel Institute of Management Education (IME) is affiliated to CCS University, MEERUT (UP) and DR. A.P.J AKTU, LUCKNOW follows the curriculum and syllabus prescribed by the University for all its courses. Affiliated Institutions are not allowed to design their own

curriculum. Rather, after every 5 to 6 years, University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development. For each course different college become Central authority, which gathers revised syllabus and suggestion for the subjects

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>To use ICT in the process of planning college-events and activities, institute uses personal e-mails .Important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. To facilitate the same college is using Microsoft open value software with Student, Examination, Finance Account, Employee, and Library Modules. The details of software vendor are as follows:- Name of the Vendor :- Kamtron System Pvt.Ltd Contact Details :- salesit@kamtrononline.com</p>
<p>Administration</p>	<ul style="list-style-type: none"> • Administration The college has Biometric attendance(Savior) for teaching and non-teaching staff • The college campus is equipped with 3-4 analogue installed at various places of need. • To surveillance on mobile by Principal , and software is available for surveillance on computer for college Authorities. • ICT has been introduced in the Administrative work • College staff uses smartphone with inbuilt social app like Gmail to communicate. • WhatsApp Group helps to provide the brief notices of any event to be happened on college. • WhatsApp Groups are also used for awareness and of smooth functioning of the same
<p>Finance and Accounts</p>	<p>With the aim to produce immediate information in finance and Accounts i.e. "Single Click Accounting", this section of College is partially e-governed. The college uses the Microsoft open value software and ,Tally ERP 9.0 for the transparent</p>

	functioning of Accounts department. The same software is used to generate various reports like Consolidated Day Book General Day Book Daily Cash Collection report.
Student Admission and Support	IME provides updated information related to Student Admission process and help. Admissions process is done online by Chaudhary Charan Singh University, Meerut and DR.A.P.J Abdul Kalam Technical University, Lucknow.
Examination	IME provides updated information related to Student examination process and help. Examination process is done online by Chaudhary Charan Singh University, Meerut and DR.A.P.J Abdul Kalam Technical University, Lucknow.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	FDP PROGRAMME BY DR S.D SHARMA/DR JC VARSHNEY on Research Methodology	Nil	16/05/2016	17/05/2016	21	Nil
2016	12TH NATIONAL CONFERENCE ON GLOBAL OUTSOURCING- SPECTRUM OF OPPORTUNITIES	Nil	24/04/2016	24/04/2016	200	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
IME Group of Colleges 10th International Conference on Global Digitalization Retrospect's Prospects	1	06/12/2017	07/12/2018	2
Session of training Academic development programme organized by The Institute of Company Secretaries of India Meerut	1	18/03/2016	18/03/2016	1
Enhancing Employability Skills, Developing Interpersonal Organizational Harmonization for greater productivity Effectiveness, organized by Sunrise University	1	21/10/2016	22/10/2016	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
21	21	19	19

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Insurance Schemes, 12 Academic Leave per year and the institute sponsors the research publications and registrations to academic	EPF, Earned Leave are provided	Gold medals and cash prizes are awarded to merit holders in sports and academics. Industrial trips are organised and several workshops,

conferences. Institute organises workshops, FDPs, seminars and conferences. Best faculty award has been initiated comprising hefty cash prize. Also, on festive occasions, lunches are organised

training sessions are conducted for their overall improvement. Book banks are given to students to help in their studies.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCS UNIVERSITY	Yes	IQAC IME College
Administrative	Yes	CCS UNIVERSITY	Yes	IQAC IME College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• In the Current Session Parent Teacher Meeting was held on 09.09.2016 and 20.02.18. • Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year. • We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration. • Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual Day.

6.5.3 – Development programmes for support staff (at least three)

• Workshop on work- Life balance and Stress Management • Workshop on Stress Management • Workshop on memory enhancement techniques

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Regular health check-up camps in college to ensure the well-being of the employees • 'Holistic' approach towards all the stakeholders • More open interactive and progress oriented organisational culture

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	WORKSHOP ON HOW TO PUBLISH IN SCOPUS	11/01/2016	11/01/2016	11/01/2016	21
2016	Faculty Development Programmes on E-Content Development	03/06/2016	03/06/2016	03/06/2016	22
2016	Seminar on IPR	17/11/2016	17/11/2016	17/11/2018	35

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
IT Quiz	03/05/2016	03/05/2016	12	68
DANCE COMPETITION	07/04/2016	07/04/2016	7	1
PANEL DISCUSSION	06/05/2016	06/05/2016	5	5
YOGA DAY	21/06/2016	21/06/2016	60	60

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Percentage of power requirement of the College met by the renewable energy sources. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has LED Bulbs considered GREEN (environmental friendly).

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	01/01/2016	365	Scenic Beauty	Maintenance of natural geography	100
2016	1	1	01/06/2016	1	Pollution free environment-	Maintenance of Flora and Fauna of the Green area	120
2016	1	1	02/10/2016	2	Sawachata Abhiyan	Maintenance of Clean Environment	143
2016	1	1	25/08/2018	1	Best Out of Waste	Creating Awareness in staff and student for making the use of Waste material	127

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
1. Ragging	13/04/2016	Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
2. Dress Code	13/04/2016	Students shall compulsorily wear the prescribed institute

		<p>uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.</p>
3. Examination Rule	13/04/2016	<p>If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.</p>
4. Regulation for Institutional Property	13/04/2016	<p>Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.</p>
5. Prohibited Items	13/04/2016	<p>The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.</p>

Activity	Duration From	Duration To	Number of participants
International Women day celebration	08/03/2016	08/03/2016	26
Tree Plantation drive (On the Occasion of World Environment Day)	01/06/2016	01/06/2016	120
International Yoga Day	21/06/2016	21/06/2016	100
Swachata Abhiyan	02/10/2016	03/10/2016	143
Awareness for Traffic Rules	25/10/2016	25/10/2016	60
Say No to Polythene-Nukkad Natak	02/11/2016	02/11/2016	20
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The campus has green landscaping of plants and trees, through various activities like: • Plantation Drive • Poster Making Competition-Environment and Society • Debate Competition • Say No to Polythene-Nukkad Natak

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

INSTITUTE OF MANAGEMENT EDUCATION 7.2 Best Practices Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link BEST PRACTICE- I Title of the Practice: Keeping faculty abreast with contemporary areas of the discipline so as to impart quality education. Goal Aims and Objectives: The Institute organizes Faculty Development Programs (FDP's), seminars, workshops etc. for enhancing and upgrading knowledge of faculty members. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. The Institution conducts the FDP's/seminars/workshops/Guest Lectures with the following objectives: • To upgrade their knowledge and skills • To improve their effectiveness as teachers and mentors • To promote research work in their field of specialize • To inculcate values and ethics • To bring innovation and creativity in teaching-learning process • To develop sensitization towards environment and other social issues The Context: These talks acquaint the teachers with best practices across the world, helps in developing right research attitude, building professional ethics and becoming an effective teacher. The practice: Various programs to enhance knowledge of faculty are conducted on timely basis. These includes FDP's/seminars/workshops, interactive sessions and motivational lectures from eminent persons on topics related to research, management, interpersonal communication, values and ethics etc. Evidence of Success: It positively impacts the academic functioning of the Institute and facilitates the role of teacher as educators and mentors. Problems encountered and resources required: There are chances of overlapping of content of different courses due to numerous courses available. There can be a situation where teachers don't practically imply the knowledge gain by them. Sometimes the courses are way short and teachers are not able to cope up with the content and require some additional add-on that can complement the existing knowledge. Best Practice-II Title of The Practice: Inclusive environment for

everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Goals Aims and Objectives: 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. 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. The Context: • Create environments for students, where barriers are minimised and learning supports and flexibility are built in to the environment at the outset. • Bring your community into the classroom and take your classroom out to the community. • It helps in development of an evidence-base for policy and practice in schooling. It covers quality teaching, pedagogical practices and creating effective links between schools and other cultural contexts in which students are socialized, to facilitate learning. The Practice: • Hold networking events for faculty and historically underrepresented communities to encourage interaction and discussion on diversity issues. • Develop relationships with diverse, local populations and communities to provide work and volunteer experiences that connect to coursework. • Supply coaching services to applicants that need assistance during the application and interview process. Evidence of Success: • The college enrollment, retention, and completion gaps between "socially disadvantaged" and "socially advantaged" students are relatively well-known and lamented by most who value higher education. • Students are more culturally sensitive now which shows higher level of value. Problems Encountered Resources Required: Unawareness among parents, irregular plans and improper execution of policies at times are creating hurdles for extending the concept of inclusive education. Sometimes the prospective students are also not aware about this feature of the college that restricts them to reach such students who are in need of such facilities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://imesahibabad.ac.in/igac/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3 Institutional Distinctiveness Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web link of the institution in not more than 500 words. Institute of Management Education (IME) is a self-financing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The IME is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. IME facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals. In terms of placement, IME boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our students. Every year, students of IME bag Gold Medals, receive merit certificates and achieve excellent results in exams. The vision and mission statement highlighting its distinctness are place prominently on the institute website.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. 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 organized like donation camps, blood donations, 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.

1. Pre-Placement Activities: We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilize the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders.
2. Shibui Talk Series: The biggest issue today is stress among youngsters. It is visible in ever increasing rates of suicide, drug abuse, depression etc among the college students. In order to help them understand life, healthy competition and beauty of 'everydayness' without stress, we plan to start a talk series, called Shibui Talks (Japanese word meaning beauty in Simplicity).
3. Alumni Registration: In this academic session, we also plan to expedite the process of registration for the alumni. Currently more than one thousand alumni are regularly in touch with the institution, contributing towards making the institute a center for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organizations globally.
4. Course Management: To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also progression of each student will be tracked to cater to individual differences.
5. Recycle-Reuse-Reduce: Keeping in mind the environment being harmed unnecessarily because of use of paper for reporting and record keeping, we at IME would like to initiate the triple R solution for various processes. The aim is to move towards paperless office, for which we would identify various processes which can be made completely paperless in the first stage. Adding more processes to have a seamless system with minimum use of paper and hence contribute towards protecting tress and saving the earth.