# Yearly Status Report - 2017-2018

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **INSTITUTE OF MANAGEMENT EDUCATION** |
| Name of the head of the Institution | **Dr.S.D.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, Uttar Pradesh 201005** |
| 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/iqac/ |

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://imesahibabad.ac.in/iqac/academiccalendar/ |

## 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 |
|---|---|---|
| WORKSHOP ON SOCIAL& EMPLOYEE WELFARE | 06-Jan-2018 1 | 32 |
| WORKSHOP ON STUDENTS PARTICIPATION IN QUALITY ENCHANCEMENT | 03-Feb-2018 1 | 22 |
| FDP BLOOM TAXONOMY FOR QUALITY ENCHANCEMENT IN TEACHING- LEARNING | 26-Dec-2017 3 | 20 |
| FDP ON INNOVATIONS IN TEACHING METHODOLOGY | 16-Sep-2017 4 | 22 |
| SHORT TERM COURSE ON JAVA | 24-Jul-2017 4 | 31 |
| Workshop on Entrepreneurship | 16-Oct-2017 1 | 28 |
| WORKSHOP ON BODY LANGUAGE AND COMMUNICATION SKILLS BY PLACEMENT CELL | 23-Nov-2011 1 | 35 |
| DIGITAL MARKETING | 15-Sep-2017 5 | 50 |
| GREEN MARKETING SEMINAR | 20-Dec-2017 1 | 41 |
| [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)**

Complete support and assistance is provided to the faculty for pursuing higher studies and participate in seminars/workshops/ conferences.

Organization of Industrial visit / seminars/workshops/ conferences by college/ short term courses

Initiation of online Students Satisfaction Survey.

Reduction in the rate of environmental degradation through maintenance of campus discipline Conducted activities related to green campus such as Tree Plantation.

Preparing academic audit to improve the quality of teaching learning and research activities through Research Advisory Committees.

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 | Achivements/Outcomes |
|---|---|
| Extension of the scope of access for e-journals/ Journals through the Central Library. | A number of journals/e-journals are now available. |
| Improvement of teaching-learning methods through ICT-enabled environment in various class room and faculty rooms | ICT-enabled environment in various class rooms and faculty rooms helped improve the teaching-learning methods immensely. |
| Preparation of the Annual Quality Assurance Report (AQAR). | Annual Quality Assurance Report (AQAR) for 2017-18 has been submitted. |
| Arrangement to improve the student's success rate. | various career couselling and competitive exams guidance is provided by the college |
| Regular analysis of the feedback responses from the students. | This improved the quality of teaching-learning process of the University |
| Encouraging faculty members to apply for research and various faculty development programs | Many faculty members has publised paper along with paper presentation and attended various FDPs. |
| Preparation of academic audit to improve the quality of teaching-learning and research activities. | college arranged for periodic academic audit. |
| Arrangement of students' outreach program | college regularly organized student's outreach program. |

| | |
|---|---|
| **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 descripiton and a list of modules currently operational (maximum 500 words) | Yes we have Partial Management Information System • All Systems are networked and linked. • We use Biometric for Attendance Management system. 2 • 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 globalised 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 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. 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/entrepreneurship | 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 |
| --- | --- | --- |
| MBA | HR, IT, FINANCE, MARKETING | 18/07/2016 |

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 |
| --- | --- | --- |
| JAVA | 24/07/2017 | 31 |
| DIGITAL MARKETING | 15/09/2017 | 50 |
| View File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field |
| --- | --- | --- |

| BBA | MANAGEMENT | 113 |
| BCA | IT | 102 |
| MBA | MANAGEMENT | 15 |
| View File | | |

## 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

The feedback is collected at various levels viz. Students, Parents, Employers, Teachers and Alumni. This feedback is analyzed at higher level of management and steps are taken to improve the functioning. A team of faculties takes feedback of internal and external subject experts including feedback. STUDENTS FEEDBACK: The feedback is collected at various levels during the academic session. Majority of the students strongly agreed that the syllabus is covered by the teachers on time.as well as according to the course content. EMPLOYERS FEEDBACK: It was noted that mostly respondents strongly agreed and agreed to the fact that the students are open to innovative ideas and learning new techniques. The recruiters were positive about the student's ability to learn new things Students need to be aware on the current trends. FACULTY FEEDBACK: The aspects such as provision of adequate time and resources for framing syllabus, coverage of both theoretical and practical components in the syllabus, the coherence of the syllabus with Programme Outcomes, PARENTS FEEDBACK: Majority of the parents felt that quality of the teaching and training provided at the institution and its contribution to their wards overall personality development as excellent. Parents also rated academic atmosphere good and most parents found college infrastructure adequate. However, some also reported the infrastructure to be inadequate. ALUMNI FEEDBACK: The contribution of alumni to the activities of the college is substantial especially in the development of the curriculum.

## 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 |
|---|---|---|---|---|
| MBA | Management | 60 | Nill | 30 |
| MCom | Commerce | 60 | Nill | 42 |
| BCom | Commerce | 160 | Nill | 147 |
| BCA | IT | 180 | Nill | 77 |
| BBA | Management | 240 | Nill | 106 |

## 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 |
| --- | --- | --- | --- | --- | --- |
| 2017 | 330 | 72 | 11 | 3 | 14 |

## 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 | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 25 | 14 | 2 | 2 | 3 | 2 |

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

In the mentoring of graduates, faculty mentors are quite important. It is the duty of both students and mentors to ensure that mentoring relationships are constructive and satisfying. For mentorship to be successful, both sides must play a part. A mentor is a person who acts as a guide for graduate students during their institutional training. They can help you move into and out of graduate school by offering both professional and personal assistance. They provide constructive criticism on writing, teaching, and other aspects of professional development. They can assist students in balancing their career and personal objectives, as well as providing emotional support during difficult moments. The objectives of the SMS include- 1. Allowing for positive engagement, counselling, and mentoring of junior pupils by seniors. 2. Providing a dependable and complete support system to encourage students to thrive in both academic and non-academic sectors, as well as to maximize their time at the Institute. 3. Assisting undergraduate freshmen in understanding the Institutes difficulties and possibilities to make a comfortable adjustment to campus life. 4. Advise academically challenged first-year undergraduate students and play a key role in assisting troublesome individuals with academic, extra-academic, and personal issues. 5. To serve as good role models for the institutes first-year undergraduate students. 6. To proactively seek out problems affecting the broader student population and bring them to the attention of the appropriate authorities. 7. Using counselling sessions to ensure student punctuality and regularity. Mentors provide students with different types of support, including:- • To hear and respond to student concerns, a refereeing department has been established. • Internship cells have been established to give BBA, BCA, B.COM, M.COM, MCA, and MBA students with information on internship services. • Cultural and extracurricular activities are offered. • Seminars and workshops for BBA, BCA, B.COM, M.COM, MCA, and MBA students on a regular basis The awards event is held to recognize the most deserving pupils (100 percent attendance). Class attendance, pass rates, class grades, assignment regularity, punctuality, and personal interaction are used to identify students who are slower to grasp than their classmates. Teachers at the academy are aware of this and provide the appropriate attention to the students at varying paces. The following tactics are used by educational institutions to promote and inspire later and better learners.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 402 | 25 | 1:16 |

## 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 |
|---|---|---|---|---|
| 66 | 25 | 41 | 25 | 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 !!!** | | | |
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## 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 |
|---|---|---|---|---|
| MCom | Nill | 2018 | 17/05/2018 | 29/06/2018 |
| BCom | Nill | 2018 | 18/04/2018 | 05/07/2018 |
| BCA | Nill | 2018 | 18/05/2018 | 19/06/2018 |
| BBA | Nill | 2018 | 16/05/2018 | 21/06/2018 |
| View File | | | | |

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

The institution meticulously executed the curriculum created by the affiliating university according to the course curriculum, each department implemented the course according to the rules outlined in the curriculum and each department maintains semester-by-semester continuity. The institutions internal evaluation. According to the guidelines, each department conducts a 20-point internal assessment unit exam, and internal evaluation is based on the results. Similarly, the norms of the affiliating university evaluate project assignments, seminars, theory assignments, and practical assignments. Each semester includes the above-mentioned internal assessment activity. Students were given a test activity course, and the examination department prepared a timetable of internal assessment exams, and students were present to complete the tests according to the timetable. Students are given a project assignment and a seminar subject. They do research on the topic and gather information about the projects, study it, and write a summary in their own language, which they present to the concerned party. Classroom Interaction Co-curricular activities: - In addition to traditional college student interactions, quizzes, assignments, daily attendance, and mid-term examinations, teachers examine students using a variety of approaches. As a result, students will be examined and graded in meetings with the faculty based on laboratory/coverage proposals.

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. The academic calendar is a highly handy document that lists all the essential dates for instructors and students to follow. Teaching dates,

assessment dates, extracurricular events, semester-based and annual-based tests are all included in our academic calendars. Each semester, various departments establish a thorough study plan, tasks for specific instructors, and the number of classes given to each subject prior to the start of the semester. The Teachers Committees Routine subcommittee creates a precise timetable and academic calendar for the full semester based on this. The efficiency of the procedure is maintained by the Principal/Vice-effective Principals monitoring. The Vice Principal/Principal ensures that all departments adhere to the academic schedule. Through a variety of activities, the institution fosters a culture of inquisitiveness and scientific temper among its students. 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

## 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://ime.in/docs/learning%20program%20outcomes%20CRETERIA%202.6%20(2016-17).pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| Nill | BBA | MANAGEMENT | 121 | 83 | 68 |
| Nill | BCA | IT | 75 | 73 | 96 |
| Nill | BCom | COMMERCE | 146 | 145 | 99 |
| Nill | MCom | COMMERCE | 25 | 25 | 100 |
| View File | | | | | |

## 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://docs.google.com/forms/d/e/1FAIpQLSfTs613gmoMOIGZ0Mz3Am_nKdt91spFOAmJE3h6p8GSM_StoA/viewform?vc=0&c=0&w=1&flr=0

## 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 |
|---|---|---|

| 14TH NATIONAL CONFERENCE 2018 ON MAKE IN INDIA- A GATEWAY FOR FUTURE GROWTH DEVELOPMENT | Management | 22/04/2018 |
| --- | --- | --- |
| 10TH INTERNATIONAL CONFERENCE ON GLOBAL DIGITILIZATION : RETROSPECTS PROSPECTS | Management | 06/12/2017 |
| 13th National Conference on Perspectives on Semiotics Technology and Business Management | Management | 23/04/2018 |

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 | Nill |
| International | MANAGEMENT | 1 | Nill |
| 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 | 11 |
| IT | 3 |
| 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** | **Nill** | **Nill** | **7** | **Nill** |
| **Presented papers** | **Nill** | **Nill** | **5** | **Nill** |
| [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 |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |
| **No file uploaded.** | | | |

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 activites | Number of students participated in such activites |
|---|---|---|---|---|
| **ECO SOCIAL GROUP ORGANISED ON 9 OCT TO 13 OCT 2017** | **IME COLLEGE SAHIBABAD** | **IME CLEAN CAMPUS CAMPAIGN 1) CAMPUS CLEANING 2) OUTSIDE CAMPUS CLEANING 3) PLANT** | **26** | **150** |

| | | PHOTOGRAPHY 4) NUKKAD NATAK | | |
|---|---|---|---|---|
| SOCIAL ISSUE ORGANIZED ON 21 MARCH 2018 | IME DRAMA CLUB/ IME COLLEGE SAHIBABAD | NUKKAD NATAK | 12 | 55 |
| SOCIAL ISSUE ORGANIZED ON 23 FEB 2018 | IME DRAMA CLUB/ IME COLLEGE SAHIBABAD | NUKKAD NATAK | 15 | 60 |
| View File | | | | |

## 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 |
|---|---|
| 3000000 | 2987403 |

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 |
| Classrooms with Wi-Fi OR LAN | 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 |
| View File | |

## 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 patially) | Version | Year of automation |
|---|---|---|---|
| ERP | Partially | 2.0 | 2016 |

### 4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 627 | 49005 | 1253 | 86137 | 1880 | 135142 |
| Reference Books | 65 | 25132 | 150 | 51479 | 215 | 76611 |
| Journals | 18 | 35175 | 28 | 77300 | 46 | 112475 |
| e-Journals | 1 | 216811 | Nill | Nill | 1 | 216811 |
| CD & Video | 100 | 10000 | 75 | 8902 | 175 | 18902 |
| 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 | 20 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Added** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total** | 145 | 3 | 1 | 3 | 3 | 1 | 0 | 20 | 0 |

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

**20 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 incurredon maintenance of physical facilites |
|---|---|---|---|
| 1600000 | 1370938 | 2000000 | 1718346 |

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 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.**

https://imesahibabad.ac.in/infrastructure/

## 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 | Nill | Nill | Nill |
| Financial Support from Other Sources |  |  |  |
| a) National | Nill | Nill | Nill |
| b)International | Nill | Nill | Nill |

**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 implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| SHORT TERM COURSE ON JAVA | 24/07/2017 | 31 | INSTITUTE OF MANAGEMENT EDUCATION |
| DIGITAL MARKETING | 15/09/2017 | 50 | INSTITUTE OF MANAGEMENT EDUCATION(IQAC) |
| WORKSHOP ON ENTREPRENEURSHIP | 16/10/2017 | 28 | INSTITUTE OF MANAGEMENT EDUCATION |
| WORKSHOP ON BODY LANGUAGE | 23/11/2017 | 35 | INSTITUTE OF MANAGEMENT EDUCATION |
| SEMINAR ON GREEN MARKETING | 20/12/2017 | 37 | INSTITUTE OF MANAGEMENT EDUCATION(IQAC) |
| WORKSHOP ON INTERVIEW SKILLS | 26/07/2017 | 130 | INSTITUTE OF MANAGEMENT EDUCATION(IQAC) |

[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 students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2017 | CAREER COUNSELLING | 54 | 54 | Nill | Nill |

[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 |
| --- | --- | --- |
| 12 | 12 | 7 |

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| --- | --- | --- | --- | --- | --- |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| PATANJALI AYURVEDA, BRITANNIA, VODAFONE | 46 | 5 | Nill | Nill | Nill |

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 | Depratment graduated from | Name of institution joined | Name of programme admitted to |
| --- | --- | --- | --- | --- | --- |
| 2017 | 18 | BBA | MANAGEMENT | INSTITUTE OF MANAGEMENT EDUCATION | MBA |

View File

### 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 |
| --- | --- |
| No Data Entered/Not Applicable !!! | |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
| --- | --- | --- |
| SPORTS MEET | INTRA COLLEGE | 36 |
| TUG OF WAR | INTRA COLLEGE | 21 |
| WOMENS DAY(NUKKAD NATAK) | INTRA COLLEGE | 22 |
| YOGA DAY | INTRA COLLEGE | 37 |
| POSTER MAKING COMPETITION | INTRA COLLEGE | 20 |

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 Union duly selected 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 women assistance committee.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

|  |
| --- |

5.4.2 – No. of enrolled Alumni:

| 0 |
| --- |

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

| 0 |
| --- |

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni association is there but it is not registered. The association includes the following members: Mr. Mohit Dwivedi (Student President), Mr. Jitendra Kumar (Student Vice President), Mr Rajeev Sharma (Student Secretary), Mr. Joginder Kumar, Mr. Shivank, Mr. Anurag Sharma, Mr. Amit Sharma, Mr. Rahul Tiwari. The Alumni Association was headed by the following faculty members: Ms. Amita Chaudhary (IT Head) and Ms. Leena Sharma (Management).

## 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)

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 "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 decentralized style of working. We have open door policy, where anyone can talk to Director or Management by taking permission. The organizational structure of the Institute supports in conducting the operation in a decentralized and transparent manner with due clarity of duties and responsibilities of concerned academicians, administrators, decision makers and faculty members at various levels. The faculty members holding appointments of PRINCIPAL, ACADEMIC INCHARGE and functional Heads are administrators at their respective level for smooth functioning of various activities of the Institute. Department heads are authorized to take decision in the department level with full academic autonomy within the overall guidelines of senior management of the institute. Participative management culture is promoted in the organization which enables faculty, staff, and students to express their opinions and give their suggestions including constructive opinion in day-to-day functioning of the institute. 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 ACADEMIC INCHARGE, Class Coordinator and faculty representative.

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 |
| --- | --- |
| Library, ICT and Physical Infrastructure / Instrumentation | • 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 46 Journals 1 E-Journal. • We have 175 CDs Videos in our college library. |
| Human Resource Management | • 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 Leave to its faculty members and Non-Teaching staff gets Medical, Causal and Earned Leave as per the norms of University. . • 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. |
| 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 which visited the campus in the last academic session are: Visited for campus placement of BCA courses- SPA,AVISHKAR,CREDENC Visited for campus placement of BBA courses- Muthoot finance ltd., Paytm,Dabur India ltd, Some of the major industries in which students visited through campus visit for practical exposure a. Visit organized for BBA Students to Mother Dairy b. Visit organized for BBA,BCA,MBA Students to Yakult. |
| Admission of Students | IME is an affiliate College of Chaudhary Charan Singh University and DR.A.P.J ABDUL KALAM TECHNICAL UNIVERSITY. 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. |
| Curriculum Development | Institute of Management Education (IME) is affiliated to CCS University, MEERUT (UP) and DR.A.P.J ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW (UP) follows the curriculum and syllabus prescribed by the University for all |

| | |
|---|---|
| | its courses. Affiliated Institutions are not allowed to design their own curriculum. For each course different college become Central authority, which gathers revised syllabus and suggestion for the subjects. |
| Teaching and Learning | • Teaching and Learning- 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 teaching learning. • We have well qualified and experienced faculty members. • We provide Computer Laboratories with latest configuration hardware and licenced software. • We have concept of mentoring to provide special care for students who are considered as slow learners. • 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 to upgrade their skills and constantly be in the process of learning so that they can percolate the benefits of their updated knowledge and skills to students. • We motivate our faculty members to pursue higher studies. • We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teaching methodologies. • IME is WI-Fi enabled campus and provides facility for students to use internet as a resource in their studies. • At IME we have centralized Library where student can utilise various resources for their knowledge building. • IME Library has huge library with over 38 thousand titles and various journals, magazines, newspapers etc. all available for students. • We take special care for students with special needs by providing remedial classes, and give them permission to record classroom lectures. |
| Examination and Evaluation | • Examination and Evaluation- 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 is a centralized process managed by University. COURSE TOTAL MARKS INTERNAL MARKS EXTERNAL MARKS BBA ,BCA 100 25 75 M.COM 100 50 50 MBA 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, 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, viva and presentations. • For comprehensive evaluation: Students are evaluated on all parameters of personality. • Quiz Competition • Extempore • Group discussion • Debate competition • Business plan project • Dance competition • Singing competition • Nukkad natak etc. |
| Research and Development | • All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the 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 research reference. • The institute has Wi-Fi enabled internet facilities for the fast access to online resources. • The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. • The Institute encourages the research scholars by providing on-duty leave to focus on their research. • The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave. • The Institute encourages faculty members to pursue Ph.D programmes in reputed universities. |

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

| E-governace area | Details |
|---|---|
| | |

| | |
|---|---|
| **Finance and Accounts** | The college uses the Microsoft open value software and, Tally ERP 9.0 (gold) for the transparent functioning of Accounts department. We upgraded tally version from silver to gold in 2017 .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. |
| **Planning and Development** | 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 |
| **Administration** | • Administration The college has Biometric attendance(Advent surveillance and security solutions) for teaching and non-teaching staff • The college campus is equipped 14 analogue and NVR with Hicvision 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 |

## 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) |
| --- | --- | --- | --- | --- | --- | --- |
| 2017 | IME Group of Colleges 10th International Conference on Global Digitalization Retrospect's Prospects (6-7 December 2017 | Nill | 06/12/2017 | 07/12/2017 | 200 | Nill |
| 2017 | 13th National Conference on Perspectives on Semiotics Technology and Business Management | Nill | 23/04/2017 | 23/04/2017 | 100 | Nill |
| View File | | | | | | |

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 (6-7 December 2017) | 1 | 06/12/2017 | 07/12/2017 | 2 |
| 14th National Conference on Make in India (28/4/2018) | 1 | 28/04/2018 | 28/04/2018 | 1 |
| Workshop on "financial literacy and awareness among youth of India " organised at amity university | 1 | 25/08/2018 | 25/08/2018 | 1 |
| Classroom communication National institute of technical teachers and training research chandigarh | 1 | 15/05/2018 | 19/05/2018 | 5 |
| SEMINAR ON CONTEMPORARY ISSUES IN HIGHER EDUCATION | 1 | 27/10/2017 | 27/10/2017 | 1 |
| WORKSHOP ON – RESEARCH AND PUBLICATION, | 1 | 03/04/2017 | 03/04/2017 | 1 |
| WORKSHOP ON TRADE DEVELOPMENT | 1 | 23/10/2017 | 23/10/2017 | 1 |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 25 | 25 | 20 | 20 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Insurance Schemes, 12 Academic Leave per year and the institute | EPF, Earned Leave are provided. | Gold medals and cash prizes are awarded to merit holders in sports |

| sponsors the research publications and registrations to academic conferences. Institute organises workshops, FDPs, seminars and conferences. Best faculty award has been initiated comprising hefty cash prize. Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place. Also, on festive occasions, lunches are organised. Parking Facility Internet Complete support and assistance is provided to the faculty for pursuing higher studies | | and academics. Industrial trips are organised and several workshops, 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)

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)- YES 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 | Chaudhary Charan Singh University( Meerut) and Dr.A.P.J Abdul Kalam Technical University (Lucknow) | Yes | Academic Incharge |

| Administrative | Yes | Chaudhary Charan Singh University( Meerut) and Dr.A.P.J Abdul Kalam Technical University (Lucknow) | Yes | Academic Incharge |
|----------------|-----|-------------------------------------------------------------------------------------------------------|-----|-------------------|

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

• In the Current Session Parent Teacher Meeting was held on 20.10.2017 and 15.02.18. • 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 • 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 stake holders • More open interactive and progress oriented organizational 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 |
|------|-------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2017 | SHORT TERM COURSE ON JAVA | 24/07/2017 | 24/07/2017 | 10/08/2017 | 31 |
| 2017 | SHORT TERM COURSE ON DIGITAL MARKETING | 15/09/2017 | 15/09/2017 | 30/09/2017 | 50 |
| 2017 | SEMINAR ON GREEN MARKETING | 20/12/2017 | 20/12/2017 | 20/12/2017 | 37 |
| | | View File | | | |

# 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 | Period from | Period To | Number of Participants |
|--------------|-------------|-----------|------------------------|

| programme | | | Female | Male |
|---|---|---|---|---|
| WOMEN EMPOWERMENT-NUKKAD NATAK | 08/03/2017 | 08/03/2017 | 20 | 25 |
| CHILD LABOUR AWARENESS PROGRAMME | 12/06/2017 | 12/06/2017 | 7 | 8 |
| IT QUIZ-INNOVATIONS BY WOMEN IN IT SECTOR | 14/09/2017 | 14/09/2017 | 20 | 9 |
| SOLO DANCE COMPETITION-NAARI SHAKTI | 23/11/2017 | 23/11/2017 | 10 | 4 |
| SOCIAL ISSUE – NUKKAD NATAK | 23/02/2018 | 23/02/2018 | 42 | 18 |

**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 |
|---|
| Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: 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 | Nill |
| Ramp/Rails | Yes | Nill |
| Rest Rooms | Yes | Nill |
| Scribes for examination | Yes | Nill |

**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 |
|---|---|---|---|---|---|---|---|
| 2018 | 1 | 1 | 24/01/2018 | 1 | Beti Bachao Beti Padhao | Importance of Education for girl child | 100 |
| 2017 | 1 | 1 | 02/10/2017 | 1 | swachh bharat abhiyan | One step towards cleanliness | 132 |

| 2017 | 1 | 1 | 18/09/2017 | 8 | AntiPlastic Awareness Week | Environmental Conservation | 140 |
| 2018 | 1 | 1 | 08/02/2018 | 1 | Best out of Waste | One step towards cleanliness | 50 |

[View File](#)

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 | 01/06/2017 | 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 | 01/06/2017 | Students shall compulsorily wear the prescribed institute 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. |
| 3. Examination Rule | 01/06/2017 | 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 |
|---|---|---|
| 4. Regulation for Institutional Property | 01/06/2017 | 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. |
| 5. Prohibited Items | 01/06/2017 | 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. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Workshop on Interview Skills | 26/07/2017 | 26/07/2017 | 130 |
| Plantation Drive | 11/10/2017 | 11/10/2017 | 110 |
| Cancer Awareness Campaign | 13/11/2017 | 13/11/2017 | 80 |
| View File | | | |

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: • Tree Plantation Programme • Poster Making Competition-Environment and Society • Solid Waste Management • Say No to Polythene- Nukkad Natak • Celebration of Earth DayBest Practice: Title of The Practice: Comprehensive Continuous Student Feedback System Goals Aims and Objectives: IME College believes that, quality higher education is possible only where there is greater and enhanced teacher-learner interaction. Also, continuous student feedback enables active student participation in the implementation of quality enhancement strategies. The Context: ? To provide feedback to the teaching faculty members. ? To enhance the quality of teaching across the college ? To build an atmosphere wherein, the teachers and students interact and engage in a system of mutual learning. The Practice: ? Students can write their feedback/grievances 24/7 to a designated Email ID. ? A systematic Student

Feedback / Survey are conducted once every semester. ? The students are asked to rate the instructor of their concerned subjects on various vital parameters. ? The students' responses are automatically analysed on a 10- point scale by the system and it is monitored by a mechanism under the control of Principal. Evidence of Success: ? The quality of teaching has improved drastically, bettering the institution's national ranking. ? There has been a consistent improvement in the rating of teachers over time reflecting the quality of teaching Problems Encountered Resources Required: ? Maintaining confidentiality of the feedback provided by each individual student is a big challenge ? Misuse of the feedback mechanism implemented by the institution

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

BEST PRACTICE- I Title of The Practice: Comprehensive Continuous Student Feedback System Goals Aims and Objectives: IME College believes that, quality higher education is possible only where there is greater and enhanced teacher-learner interaction. Also, continuous student feedback enables active student participation in the implementation of quality enhancement strategies. The Context: ? To provide feedback to the teaching faculty members. ? To enhance the quality of teaching across the college ? To build an atmosphere wherein, the teachers and students interact and engage in a system of mutual learning. The Practice: ? Students can write their feedback/grievances 24/7 to a designated Email ID. ? A systematic Student Feedback / Survey are conducted once every semester. ? The students are asked to rate the instructor of their concerned subjects on various vital parameters. ? The students' responses are automatically analysed on a 10- point scale by the system and it is monitored by a mechanism under the control of Principal. Evidence of Success: ? The quality of teaching has improved drastically, bettering the institution's national ranking. ? There has been a consistent improvement in the rating of teachers over time reflecting the quality of teaching Problems Encountered Resources Required: ? Maintaining confidentiality of the feedback provided by each individual student is a big challenge ? Misuse of the feedback mechanism implemented by the institution Best Practice II Title of The Practice: Bridge Courses for Slow Learners Goals Aims and Objectives: ? Working on the requirements of the students after identifying the problems. ? Prepare the slow learners to take up the commencing degree classes properly. ? Bridging the gap between slow learners and the usual learners. ? Monitor and enhance performance towards excellence The Context: Slow Learners have difficulty in keeping up with the classroom as their IQ is low. In all likelihood, these children do not have a learning disability and hence are mostly overlooked. Many of such students tend to drop out of college because the classroom is hard for them. But Learning is a lifelong Endeavour and each child should be given an opportunity for a consistent growth in his or her life. IME College provides a separate platform for all such learners, who due to certain unavoidable circumstances could not come into the main force. A separate session is provided to these learners by the subject specialists and the outcome has been overwhelming success till now. The Practice: The Bridge course is a three weeks' program and at times exceed to four weeks depending on the requirement of the students, conducted before the commencement of regular undergraduate classes. The success ratio of the improved quality is verified with the feedback collected from the students all these years. Evidence of Success: Students are able to excel in exams as evident from their assessment marks and their performance in the subsequent exams. Their improved confidence allows them to participate in various curricular as well as co-curricular activities and excel in those with good results. The results of the students have been a continuous hallmark of their capabilities as well the success of the programme. The written feedback of the slow learners has given positive input to conduct

such programs on regular basis. Problems Encountered Resources Required: Difficulty in getting the personal contacts with the students once admission is done as they tend to change their location and contact numbers. ? Clashing of Bridge course with other competitive entrance examination dates. ? Students' varied personal commitments during the session of the course. ? Lack of seriousness among students.

| 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/iqac/ |

## 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

In line with institute's vision, the entire working is based on an indigenously designed Institute Development Philosophy, which reflects priorities as Academic Excellence, Research and Innovation, Professional Competence and Social Commitment and Industry Institute Interaction commonly termed as four pillars of IME. Academic Excellence: IME has always considered 'Academic Excellence' as the first and foremost pillar of Institutional growth. The institute is recognized for the excellent academic environment strengthened by it's clearly defined Teaching Learning Process well executed through Plan-Do-Check-Act (P-D-C-A) based approach. Co-curricular and Extension Activities: IME believes in holistic education that addresses intellectual, physical, emotional, spiritual, and social needs of students that help them to bring their best self in the service of society at large. Outcomes: • Improved students understanding in domain knowledge • Improved results and pass percentage • Reduced backlogs and detention • Improved placements and opting for higher studies

| Provide the weblink of the institution |
|---|
| https://imesahibabad.ac.in/iqac/ |

## 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 organised 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. Industry Interface 2. Increase Alumni Engagement 3. Plantation Drive