



Yearly Status Report - 2018-2019

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.Atul Mathur
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/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/academiccalendar/																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.76</td> <td>2011</td> <td>30-Nov-2011</td> <td>29-Nov-2016</td> </tr> <tr> <td>2</td> <td>B++</td> <td>2.88</td> <td>2017</td> <td>22-Feb-2017</td> <td>21-Feb-2022</td> </tr> </tbody> </table>						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
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
SEMINAR on Soft Skill Development	18-Sep-2018 1	46
Workshop on teaching learning theory- ICT Tools	24-Dec-2018 1	21
WORKSHOP ON IPR	15-Jan-2019 1	50
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)

The IQAC ensures that the college maintains a strong academic standing. The IQAC evaluates teaching and student performance in order to enhance academic standards. To make the process go more efficiently, feedback is taken on a regular basis. The IQAC, as an advisory council, recommends for intellectual growth. property, linguistic skills, the teachinglearning process, infrastructure, and infrastructural development • The IQAC ensures consistent attendance at the college in a variety of subjects throughout the year. The IQAC examines and attempts to improve infrastructure of a college The IQAC assures that students have a firm grasp on all aspects of the subject. • Teachers are urged to assess the curriculum on a regular basis. Research, Seminars, and other activities are all available to them. Workshops, for example, can be used to

improve ones knowledge base. Every instructor is a professional urged to actively participate in research They are urged to organise Tutorial and special classes on a regular basis to address the special requirements of pupils

No Files Uploaded !!!

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
Conduction of workshop/seminar/FDP	For growth of student and teachers various workshop and short term courses
Preparation & Submission of the AQAR 2018-19.	Faculty sensitization programs about AQAR submission were conducted and criteria champions identified and were briefed on Data collection under various criteria & submission for the same
Radhika Scholarship Scheme	to enhance the participation of meritorious student having financial issues
Feedback analysis	IQAC has been periodically involved in obtaining & analysing the feedback from various stakeholders. Immediate implementations of the suggestions were carried out in various areas.
Creating Eco system	Placing LED lights & solar panels throughout the campus Placing sensor based lights Ban of plastics within the campus
Preparation and Submission of data to AISHE	Submitted data in AISHE web portal
View File	

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 descripton and a list of modules currently operational (maximum 500 words)

We have Partial Management Information System. • All Systems are networked and

linked. • We use Biometric for Attendance Management system.

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

Our institution 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 Institution towards the overall 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 internships and research projects. The institute and Faculty members adopt various 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. Class tests are conducted to evaluate the academic performance of students. Students regularly make power point presentations on the given topic given by their respective faculty members. 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 Meeting. • To develop attitude, competence and core skills, essential to teaching learning process among the student teachers.

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
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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, MARKETING, FINANCE	27/06/2018

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
PHOTOSHOP	28/08/2018	235
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
BBA	MANAGEMENT	80
BCA	IT	78
MBA	MANAGEMENT	19
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 analysed 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: Students felt that library hours should be increased for their self-study. Also suggested that Number of Library books not sufficient. Most of the students strongly agreed that the syllabus is covered by the teachers on time.as well as according to the course content. Most of the student suggested that sports facilities should be increased. **EMPLOYERS FEEDBACK:** Rating on students with respect to being open to new ideas and learning new technologies. The recruiters were positive about the student's ability to learn new things Students need to be aware on the current trends. **FACULTY FEEDBACK:** Enhance the effectiveness of class rooms on teaching and learning. The aspects such as provision of adequate time and resources for framing syllabus, coverage of both theoretical and practical components in the syllabus. Various new technology based workshop and competitions based on the trends **PARENTS FEEDBACK:** Parents want their wards to be trained with leadership and personality development. Parents also rated academic atmosphere good and most parents found college infrastructure adequate. The number of industry based projects need to be more. **ALUMNI FEEDBACK:** The contribution of alumni to the activities of the college is substantial especially in the development of the curriculum. All the students should be motivated towards research. Also more and more projects must be performed as per the requirement.

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	Nill	202
BCA	IT	180	Nill	114
BCom	Commerce	160	Nill	160
MBA	MANAGEMENT	60	Nill	39
MCom	Commerce	60	Nill	28

[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
2018	476	67	15	3	18

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
26	14	2	2	4	2

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

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

This approach was implemented to improve the student-teacher interaction and provide academic guidance to pupils. 1. Every instructor serves as a mentor to the pupils who are assigned to them. Students will be required to meet with their Mentor at least once a month for advice. Students must feel comfortable confiding in their Mentors about their academic issues. 2. When the students are summoned, they must meet with the Mentors. 3. Before missing courses, students should get permission from their Mentor. They must submit to the Mentor a leave letter for a period / day / day of absence. Based on leave records and Mentors advice, the condonation of a lack of attendance will be advised. 4. The Mentor will keep track of the students test and examination results, as well as their behaviour. 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 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. 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 selects, and processes senior students as needed. Advanced students benefit from cutting-edge technology such as a full library with the most recent editions of books, online publications, computer laboratories, internet access, and other resources. Participatory learning is encouraged through both in-school and out-of-school activities. Senior students are also encouraged to participate in internships and industry-related projects as part of their research efforts and to study outside of the classroom. Management festivals, quizzes, debates, seminars, exhibits, colloquiums, and other events are held to assist advanced learners stay motivated and excel in all areas.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
543	26	1 : 21

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	26	40	26	6

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
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				examination
MCom	Nill	2019	15/05/2019	01/07/2019
MBA	Nill	2019	02/05/2019	10/06/2019
BCom	Nill	2019	11/04/2019	06/06/2019
BCA	Nill	2019	14/05/2019	05/07/2019
BBA	Nill	2019	16/05/2019	11/07/2019
View File				

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

The institutes continual internal assessment system has been changed from a faculty-centric to a student-centric method. The Institute Exam cell established criteria for administering the CIE in accordance with the Affiliate Universitys and Institutions calendars. The following reforms have been carried out efficiently during CIE in accordance with the guidelines:

- Internal Test Scheduling, Seating Arrangements, and Hall Invigilators for each examination.
- Using updated Blooms taxonomy, prepare the question paper for the internal examination according to the stipulated pattern.
- To assure the quality of the question paper, the HoD/Subject expert scrutinizes the prepared question paper.
- Keeping track of the pupils examination attendance.
- Internal evaluations must be completed within the time frame allotted.
- After the internal examination is completed, the faculty evaluates the response scripts and distributes them to the students for explanation or re-correction.

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.

1. For the conduct of CIE, the institution follows the academic calendar. The academic calendar is created by the Principal and Dean (Academics) in collaboration with the Head of Department (s).
2. At the start of each academic session, students are informed of the academic calendar, which is posted on the college website and displayed on notice boards and in other prominent areas.
3. Only the president of the institution has the authority to make modest alterations to the academic schedule that he deems necessary due to unforeseen circumstances.
4. The academic calendar contains the schedule for all examinations. 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 examinations schedule.
 - D. Annual Sports meet
 - E. Annual cultural Fest
 - F. End term theory and Practical examinations 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://imesahibabad.ac.in/courses/>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
Nill	BCA	IT	97	96	98.9
Nill	BBA	MANAGEMENT	116	108	93.1
Nill	BCom	COMMERCE	118	116	98.3
Nill	MCom	COMMERCE	37	37	100
Nill	MBA	MANAGEMENT	16	10	62.5
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
WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS	IQAC	15/01/2019

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)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	21
IT	4
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	5	Nil
Presented papers	Nil	Nil	2	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
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 activities	Number of students participated in such activities
GENDER ISSUE ORGANISED	IME DRAMA CLUB/ IME COLLEGE SAHIBABAD	NUKKAD NATAK-GENDER ISSUE	5	30
GENDER ISSUE ORGANISED	IME DRAMA CLUB/ IME COLLEGE SAHIBABAD	SEMINAR ON GIRL CHILD EDUCATION	18	130
GENDER ISSUE ORGANISED	IME COLLEGE SAHIBABAD	WORKSHOP ON EQUAL RIGHTS TO MEN AND WOMEN	16	133
GENDER ISSUE ORGANISED	IME DRAMA CLUB/ IME COLLEGE SAHIBABAD	WORKSHOP ON WORKING ENVIRONMENT-GENDER ISSUE	20	109
GENDER ISSUE ORGANISED	IME DRAMA CLUB/ IME COLLEGE SAHIBABAD	WORKSHOP ON WORK PLACE-GENDER DISCRIMINATION	15	76
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
DSB ENTREPRISE	01/04/2018	Placement and Training	10
CAREER COUSSELLING EDUCATIONAL SERVICE	01/04/2018	Placement and Training	10
CAREER COUSSELLING SERVICES	01/04/2018	Placement and Training	10
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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
5100000	4991714

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
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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	65	17886	136	25004	201	42890

Reference Books	15	8202	49	8755	64	16957
Journals	18	35320	28	77300	46	112620
e-Journals	1	236410	Nil	Nil	1	236410
CD & Video	50	3450	62	5201	112	8651
Library Automation	1	75000	Nil	Nil	1	75000
Weeding (hard & soft)	501	20330	Nil	Nil	501	20330

[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	30	0
Added	0	0	0	0	0	0	0	0	0
Total	145	3	1	3	3	1	0	30	0

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

30 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
1050000	892304	6000000	6108816

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)

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

<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
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Financial Support from institution	RADHIKA SCHOLARSHIP	127	3213000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

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
WORKSHOP ON IPR(IQAC)	15/01/2019	50	INSTITUTE OF MANAGEMENT EDUCATION(IQAC)
Guest Lecture on Stress Management	08/03/2019	25	INSTITUTE OF MANAGEMENT EDUCATION
Business Plan Project	05/03/2019	16	INSTITUTE OF MANAGEMENT EDUCATION
Photoshop	28/08/2018	235	INSTITUTE OF MANAGEMENT EDUCATION
Personal Counselling given by teachers	10/12/2018	175	INSTITUTE OF MANAGEMENT EDUCATION
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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 passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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
32	32	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
AXIS BANK, HDFC MUTUAL FUNDS, ACELEMA, CREDECENCE	68	13	00	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	23	BBA	MANAGEMENT	INSTITUTE OF MANAGEMENT EDUCATION	MBA
2018	12	BCOM	COMMERCE	INSTITUTE OF MANAGEMENT EDUCATION	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
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
THREE LEG RACE	INTRA COLLEGE	46
POSTER MAKING	INTRA COLLEGE	8
NUKKAD NATAK ON GENDER ISSUE	INTRA COLLEGE	30
SOLO DANCE COMPETITION ON NARI SHAKTI	INTRA COLLEGE	13
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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 :

No Data Entered/Not Applicable !!!

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)

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". 6.2 • We at IME have decentralised 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. • For participative management, the Principal, Academic Incharge, Faculty and student representatives form the core

part of the IQAC team. • 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. • Departmental 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. • The Time tables are prepared well in advance incorporating curricular/co-curricular/extra curricular activities and circulated • At the class room level, one of the teaching faculty members is designated as a Class Coordinator. The Class Co-coordinator is responsible for monitoring the academic needs of the students in the class and reports the status to the Head of the Department. • In order to have continuous improvement in the teaching learning process, feedback is collected at different time intervals during the semester from students through a group interaction with group size being four. The feedback is communicated to the faculty concerned through Principal for improvements as desired.

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
Curriculum Development	Institute of Management Education (IME) is affiliated to CCS University, MEERUT (UP) and DR. A.P.J ABDUL KALAM TECHNICAL UNIVERSITY 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. 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 licensed 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 utilize various resources for their knowledge building. IME Library has huge library with over 39 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 one Midterm examination to be conducted 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 • Food without Fire • Debate competition • Business plan project • Dance competition • Best out of waste • Nukkad natak • War of talent 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. Almost all faculty members are provided with computer which helps them carry out their research work. 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.

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 112 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 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 in which students visited in the last academic session are: ? Visit organised for BBA,MBA Students to Parle-G company ? Visit organised for BCA Students to Pronto Labs. ? Visit organized for MBA, BBA and B.COM to Mahindra Company.

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.

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

E-governance area	Details
Administration	<ul style="list-style-type: none"> • Administration • The college has Biometric attendance(Advent

surveillance and security solutions) for teaching and non-teaching staff. • The college campus is equipped 14 1 analogue and NVR with HiKvision 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

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 etc.

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

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)
2018	14th National conference - : Make in India A Gateway for Future Growth and Developmen t -on Make in India	Nil	23/04/2018	23/04/2018	100	Nil
2018	IME Group of Colleges Ghaziabad organized 11th Inter national Conference on Innovat ions Imple mentations to retard global Warming	Nil	22/12/2018	22/12/2018	141	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	Number of teachers who attended	From Date	To date	Duration
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programme				
TRANSPARENCY ACCOUNTABILITY IN JUSTICE ADMINISTRATION : CHALLENGES AND SOLUTIONS	1	15/03/2019	16/03/2019	2
PLASTIC MONEY/CURRENCY	1	09/02/2019	09/02/2019	1
FDP- STRENGTHENING THE SKILLS OF PROFESSIONAL	1	25/06/2018	29/06/2018	5
Conference-14th National Conference on Make in India (28/4/2018)	1	24/04/2018	24/04/2018	1
Conference- IME Group of Colleges Ghaziabad organized 11th International Conference on Innovations Implementations to retard global Warming	1	22/12/2018	22/12/2018	1
FDP ON- ENTRE PRENEURSHIP	1	28/01/2019	09/02/2019	10
RESEARCH PUBLICATION	1	15/10/2018	15/10/2018	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	26	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 conferences. Institute organizes workshops, FDPs, seminars and conferences. Best faculty	EPF, Earned Leave are provided.	Gold medals and cash prizes are awarded to merit holders in sports and academics. Industrial trips are organized and several workshops, training sessions are conducted for their overall improvement. College also provides

award has been initiated comprising hefty cash prize. Also, on festive occasions, lunches are organized. Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place. Parking Facility Internet Complete support and assistance is provided to the faculty for pursuing higher studies.

Radhika Scholarship Scheme (RSS) only meritorious girls .

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	CCS University/Dr. A.P.J Abdul Kalam Technical University	Yes	Academic Incharge
Administrative	Yes	CCS University/Dr. A.P.J Abdul Kalam Technical University	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 11.09.2018 and 19.02.19.
- 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 • Seminar on Interpersonal Skills

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	Yes
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
2019	WORKSHOP ON IPR	15/01/2019	15/01/2019	15/01/2019	50
2018	Workshop on teaching learning theory- ICT Tools	24/12/2018	24/12/2018	24/12/2018	21
2018	COURSE ON PHOTOSHOP	28/08/2018	28/08/2018	28/08/2018	235

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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
WORKSHOP ON WORK PLACE- GENDER DISCRIMINATION	20/07/2018	20/07/2018	40	36
WORKSHOP ON WORKING ENVIRONMENT- GENDER ISSUE	17/08/2018	17/08/2018	65	44
WORKSHOP ON EQUAL RIGHTS TO MEN AND WOMEN	25/09/2018	25/09/2018	87	46

SOLO DANCE COMPETITION-NAARI SHAKTI	29/10/2018	29/10/2018	9	4
SEMINAR ON GIRL CHILD EDUCATION	23/11/2018	23/11/2018	70	60
NUKKAD NATAK-GENDER ISSUE	08/03/2019	08/03/2019	20	10

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. Majority of the waste generated is dry waste which is disposed safely and daily to the municipality. The food waste from canteens is collected separately by the Municipality. 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
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	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
2018	1	1	16/07/2018	1	Cloth Donation Drive	To Help the Needy ones	20
2018	4	4	13/08/2018	1	No Smoking and Tobacco in Campus	Health Awareness	220
2018	1	1	20/08/2018	7	AntiPlastic Awareness Week	Environmental Conservation	145
2018	1	1	24/09/2018	1	Workshop on Noise Pollution	To cure our Surrounding	112

[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)
Ragging	01/06/2018	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.
Dress Code	01/06/2018	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.
Examination Rule	01/06/2018	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.
Regulation for Institutional Property	01/06/2018	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.
Prohibited Items	01/06/2018	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
Republic Day Celebration	26/01/2019	26/01/2019	120
Workshop on Interview Skills	20/09/2018	20/09/2018	82
Plantation Drive	26/09/2018	26/09/2018	100
Gandhi Jayanti Celebration	02/10/2018	02/10/2018	55
Cancer Awareness Campaign	19/11/2018	19/11/2018	110
Workshop on Career Opportunities	10/12/2018	19/12/2018	130

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>The campus has green landscaping of plants and trees, through various activities like: • Plantation Drive in and around Campus • Poster Making Competition-Environment and Society • Solid Waste Management • Say No to Polythene- Nukkad Natak • Celebration of Earth Day • Maintaining Animal-Friendly and Bird-Friendly Campus - Dogs, Cats, varieties of Migratory Birds and Rescued Birds and Animals on the campus are looked after and cared for by the College community.</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Radhika Scholarship Scheme Goal Aims and Objectives: The Management has decided to introduce Radhika Scholarship Scheme only for Girls

from 2018 to promote Girl Child in Higher Education inspired by Govt. 'Beti Bachao Beti Padoo' Abhiyan The Context: The major emphasis was to promote the girls' education by providing them financial aid so that more parents shall be encouraged and motivated to send their daughters to the colleges for acquiring higher education. The practice: This scheme is applicable for all courses with the 50 (rounded) of academic fee subject to the following terms and conditions: (a) On admission confirmed by the University.. (b) Fees payment yearly-latest by July. (c) I year: On 60 marks on entry level exam, in fees of admission year. (d) II year: On 65 marks obtained in I year exam of the University, in fees of 2nd year.. (e) III year: On 70 marks obtained in 2nd year exam of the University, in fees of 3rd year. (f) IV year: On 75 marks in 3rd year exam of the University, in fees of 4th year. (g) V year: On 75 marks in 4th year exam of the University, in fees of 5th year. (h) No other any FREE facility or benefit, in any course will be available/given to the Girl-student admitted under this Scheme of "Radhika Scholarship". (i) Admission procedure of University will be followed and completed by the candidate herself like on-line registration, online examination form fee etc. etc. on guidance of the college.

- Good Discipline good conduct throughout the year.
- The Scheme is applicable to Entry level only: ? 60 marks (without any back/compartments) in X/Graduation -50 of academic fees, in fees of admission year. Please note that Vocational Subjects or 6th Subject will not be included in calculation of for scholarship.
- Admission, Examination fee and procedure of University will be followed and completed by the scholar only. Evidence of Success: More enrolment via RSS can be observed in IME College which have improved the gender ratio of the college students. Problems encountered and resources required: Though RSS has provided support in bringing more girl child to college but still there is a scope of taking this scheme to more households so that more girl students who aspire to attain higher education can get advantage through this scheme.

BEST PRACTICE-II Title of The Practice: Helping the teaching staff, non-teaching staff and students of the institute and motivate them to excel in their areas of expertise Goals Aims and Objectives: This practice would ensure continuous improvement in their performance as per the quality policy to achieve the Vision and Mission of the institute. The Context: The institute believes that a motivated workforce (Staff and Students) can be a significant factor in institute's success. When staff and students are motivated to work at higher levels of their skills and abilities, the institute as a whole run more efficiently and is more effective at achieving its objectives and goals. For this reason, the institute has understood the power of reward systems and how they are helpful in influencing Students and Staff behaviour. The Practice: The student who ranks first in the class in the University examinations is declared as Topper of the Class. The Student who scores maximum marks in subject is declared as Subject Topper. Staff working on attaining higher education skills are given appraisal in order to boost them to keep working on their self-improvement. Evidence of Success: Rewards are positive outcomes that are earned as a result of staff's and students' performance and achievement. These rewards are aligned with institute's objectives and goals. When any staff or student helps the institute in the achievement of one of its objectives and goals, a reward often follows. Problems Encountered Resources Required: The students and staff are often lethargic to work on self-development. Higher motivation is needed to be provided to make them work on the self-development.

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

IME is a 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 unique learning environment at IME is built upon the bringing together of a personalized, student-centric community, within an open environment that embraces a rich diversity of individuals, ideas and approaches. IME is recognized for its quality in teaching and learning. In addition, the programs are recognized by the most prestigious associations in their respective fields. The Institute has been established to provide quality, content and direction of education. With a humanistic approach, entrepreneurial spirit, innovative vision, and focus on academic rigor, IME is committed to educating professionals and experts who will make a difference in our society. Our practice-based approach towards learning starts in the classroom help students to become international professionals The pioneer Institute is committed to give its best to all the stake holders, • IME believe in the all-round development of the beginners. • IME want to create an environment where our ethnicity and traditions go hand in hand with the material world.

Provide the weblink of the institution

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

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. • Industry Interface • Increase Alumni Engagement • Plantation Drive • To provide guidance to the students for competitive exams and higher studies. • To conduct remedial classes for the weak students. • To motivate faculty members for research and refresher courses. • To enhance academic environment by conducting more workshop/seminar/conferences/skill development activities. • Improving classroom hygiene.