Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**INSTITUTE OF MANAGEMENT EDUCATION**
Name of the head of the Institution	**Dr.Bala Krishna 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	**Dr.Jagriti Mathur**
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
Personality Development Programme-STUDENTS	01-Nov-2019 1	100
Cambridge VALUED ADDED COURSE FOR FACULTY & STUDENTS (ENGLISH ENTRY LEVEL CERTIFICATE)	23-Dec-2019 60	107
Workshop on new performa annual quality assurance report	24-Jan-2020 1	24
Guest Lecture on Entrepreneurship	27-Sep-2019 1	26
Two Days Faculty Development Programme on Outcome Based Education	25-Oct-2019 2	23
[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!!!				
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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)

1.Enhancing the academics of the college through the following means: Improvising on teaching methods Inviting guest faculty and experts in fields related with the academics of the college Organizing seminars and workshops Encouraging faculty to

participate in development programmes Following the academic calendar given by the University, and accommodating various extracurricular events within the schedule 2. Increasing the number of cocurricular events and activities held in the college 3. Encouraging student participation in planning, managing and organizing events 4. Procuring additional office staff through the consent of the management 5. Involving students in social outreach, nation building, and self development programmes

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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
To encourage entertainment activities for students together with learning enhancement	Students organized and participated in Character Day, Refreshment Day, etc.
To encourage fitness and outdoor games	Students and Faculty participated in high jump, long jump, athletics and other events.
To enhance the overall personality of the students	Students were exposed to public speaking and to the generation and expression of new ideas Students wrote articles and developed their writing skills Students wrote essays and developed their writing skills
To enhance the overall image and performance of the college	These activities managed and organized by faculty and students, taught students organizational skills and spread the name and repute of the college.
To familiarize the new students to the functioning of the college	Students got familiarized and felt comfortable within college environment
To train students in Entrepreneurship so as to make them self-reliant to create their own start-ups	70 students completed this 100-hours certificate course successfully
To encourage Sports and Games among the students	Prizes won by students at various competitions at University, State and National Levels
To identify students who are good at co-curricular activities	Talented students identified and sent to participate at Inter-college, University and State Levels
To train students for competitive exams	Experts and representatives of organizations were invited to conduct workshops and to give talks
To expose students to real-life situations and enhance their learning	Students were explained traffic rules, and then were taken to crossroads nearby to explain these rules to the public Students were sensitized towards the value of food Students were shown a ppt on how digital marketing works A

	three-day awareness drive was conducted first to make students aware, and then to make citizens outside aware of the dangers of drug abuse and illicit trafficking
[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:	**Yes**
Year of Submission	**2020**
Date of Submission	**19-Feb-2020**
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. • 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

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'. VISION "To Be One of the Top Global Integrated Colleges Known for Commitment Towards Quality, Value Based Education, Research and Social Responsibility." MISSION "To Serve the Society by Creating A Quality Learning Environment Committed To Creative, Innovative And Value Based Learning." 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. University has framed the Syllabus of various courses offered in our College. The curriculum thus Prescribed by the University is being taught to the Students belonging to different disciplines on par with the regulations and Norms stipulated by University. Apart from the Norms laid by the University the college has its own Mechanism which sets certain Norms and rules which help the faculty to perform and fulfil their duty of teaching to the maximum Satisfaction of the students. Every faculty member prepares well before going to the class and focus on the subject being taught in the class. The subjects thus taught are well planned and the plan is executed accordingly. 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. OBJECTIVES: • The objective is to equip and empower students with relevant knowledge, competence, and creativity to face global challenges. • To impart knowledge of the fundamentals of Management theory and its application in Problem solving. • Able to think critically, communicate effectively and manage Interpersonal relationships. • To develop attitude, competence and core skills, essential to teaching learning process among the student teachers. • To motivate Students to be enriched in leadership and entrepreneurship development

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
ENGLISH ENTRY LEVEL CERTIFICATION COURSE BY CAMBRIDGE	NA	23/12/2019	60	NA	YES

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 !!!		
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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
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

		Certificate	Diploma Course

Number of Students	**92**	**Nil**

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
ENGLISH ENTRY LEVEL CERTIFICATION COURSE BY CAMBRIDGE	**23/12/2019**	**92**
[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**	**170**
BCA	**IT**	**103**
MBA	**MANAGEMENT**	**22**
[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 institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, alumni, Faculty and Employers. Institution established Academic Council in order to ensure and analyse the academic excellence at student and faculty levels. Periodical analysis is made by Academic Council from the following: student performance, faculty performance in every semester, utilization of infrastructure and requirements for quality enrichment. Institute of Management Education thoroughly reviews the curriculum for every academic year. The college maintains an IQAC as a quality consistence and quality enhancement measure. In supervision of IQAC, various departments and committees like Career Guidance, Anti-Ragging and Sexual Harassment Committee, etc. modify the curriculum by inculcating updated information. Institute collects the feedback physically from stockholders viz. Students, Parents and Teachers on Curriculum The college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. The student's feedback questionnaire is attributing quantitative and qualitative answers, focused on the quality of the in-course content, pedagogy, learning material, views about theory/practical courses, and services extended to them by the university. Only a few students expressed their struggle about the resource's availability in terms of reading material and equipment/software used in labs whereas most of them expressed their satisfaction for the reference material available in the library is sufficient to meet the Theoretical as well as practical aspects of the course the faculty members

express their feedback/suggestions on the teaching-learning process research, and extension activities, and the same would be debated and discussed. Similarly, the feedback is received from the faculty members on Programme Scheme, Theory courses, Practical Courses. it is summarized that employers show their satisfaction level for the availability of choices of course in the schemes. The prescribed syllabuses are relevant for securing a job and enhancing the skills required for them.

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	98
BCA	IT	180	Nill	60
BCom	Commerce	160	Nill	106
MCom	Commerce	60	Nill	24
[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
2019	264	24	9	1	10

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
22	12	2	2	4	2
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

Mentoring has been implemented in our school for the 2019-2020 academic years in order to establish a better and more effective interaction between students and teachers, as well as to regularly monitor, counsel, and guide students in academics and personal matters. Every instructor serves as a mentor to the pupils that are assigned to them. Students must have the confidence to confide in their mentors. This is a continual procedure that continues until the students academic career is completed. The aim of student mentor-ship is – 1. To enhance teacher –student relationship. 2. To enhance student's academic performance and attendance. 3. To minimize student's dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards. The IQAC was the first to adopt student mentoring. Students are classified according to their academic paths and key disciplines. Theyre split into 20-25 student groups. After gathering all relevant information, mentors maintain and update the mentoring format. Mentors are expected to provide support and advice as needed. Mentors meet with students one-on-one or in small groups.

On the recommendation of the mentor, parents are summoned for counseling and a special meeting with the principal. It is the mentors responsibility to notify the subject teacher if a student is identified as having a deficit in a particular subject. Mentors meet with their mentee at least three to four times per semester. Despite the fact that the system was only adopted a few years ago, it has made a substantial difference in the teacher-student relationship. Types of mentoring done in our institution are:- 1. Professional Guidance – Regarding professional goals, selection of career and higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth. 3. Coursework Specific – Regarding attendance and performance in present semester and overall performance in the previous semester

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
288	22	1:13

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	22	44	22	7

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
BBA	Nill	2020	16/09/2020	01/11/2020
BCA	Nill	2020	15/09/2020	05/10/2020
BCom	Nill	2020	02/09/2021	30/10/2020
MBA	Nill	2020	11/08/2020	10/10/2020
MCom	Nill	2020	21/09/2020	29/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to CCS University, Meerut and follows the Examination pattern of the university. CCS University, Meerut guidelines are strictly adhered to with respect to evaluation process. There are two internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. As per the guidelines, the following reforms have been carried out effectively conducting CIE: - 1. Internal Examination Scheduling, Seating Arrangements, and Hall Invigilators for each examination. 2. Using revised Blooms taxonomy,

prepare the question paper for the internal examination in the required format based on knowledge level. 3. To assure the quality of the question paper, the HoD/Subject expert scrutinizes the prepared question paper. 4. Keeping track of the pupils examination attendance. 5. Internal Assessment must be completed within the time frame allotted. 6. After the internal examination is completed, the faculty evaluates the answer scripts and distributes them to the students for clarification or re-correction. 7. The faculty sends the revised scripts to the examination branch, and the results are posted on the bulletin board. 8. After discussion with faculty, HoD, and Principal, result review sessions are held with result analysis and remedial actions for further improvements. 9. Assessment marks must be uploaded into the system.

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

The Institute follows the academic schedule defined by CCSU and AKTU for their respective courses. It includes re-opening dates, bridge courses, orientation courses, the start of internal tests, the start of semester examinations, key college and government functions, local and institutional holidays, and so on. Before the start of each semester, the university prepares an academic calendar, which is then posted on the universitys website. Each topic instructor creates their own course materials based on the universitys mandated syllabus, which they distribute to students for reference. The examination committee meets on a regular basis to discuss the results. The examination committee meets on a regular basis to discuss all aspects of the examination. At the institute level, tutorials are implemented effectively, and class tests, unit tests, and preliminary exams are administered, with results announced within eight days. The calendar will include dates for extra examinations and the announcement of results. 1. The academic calendar committee will develop the academic calendar for each semester based on university rules. 2. The academic calendar will show the schedule for mid-term exams, student activities, holidays, project reviews, end-of-semester exams, and the length of academic activities. 3. A committee comprised of the Hods and the principal will approve the academic calendar. 4. All teachers and staff are given a copy of the approved academic 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 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	MBA	MANAGEMENT	30	28	93
Nill	BBA	MANAGEMENT	80	70	87.5
Nill	BCA	IT	102	97	95
Nill	BCom	COMMERCE	110	108	98
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/1FAIpQLSfTs6l3gmoMOIGZ0Mz3Am_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 LOGISTIC AND SUPPLY CHAIN MANAGEMENT	MANAGEMENT	01/07/2020
WORKSHOP ON IPR	IT	18/09/2019
GUEST LECTURE ON ENTREPRENEURSHIP	MANAGEMENT	27/09/2019

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
IT	2
MANAGEMENT	10
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	16	Nill
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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	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency		activites	activites
RIGHT TO EDUCATION	IME COLLEGE SAHIBABAD	Seminar On Girl Child Education	18	50
WOMEN EMPOWERMENT	IME COLLEGE SAHIBABAD	Workshop on "Understanding Gender and right to work with dignity"	10	25
SAY NO TO POLYTHENE WATER CONSERVATION ORGANISED ON 4TH OCT 2019	IME DRAMA CLUB/ IME COLLEGE SAHIBABAD	NUKKAD NATAK ON WATER CONSERVATION SAY NO TO POLYTHENE	3	13
WATER CONSERVATION OR HARMFUL EFFECTS OF PLASTIC ORGANISED ON 12TH SEPT 2019	IME COLLEGE SAHIBABAD	POSTER MAKING COMPETITION ON WATER CONSERVATION ON WATER CONSERVATION OF HARMFUL EFFECTS OF PLASTIC	2	30
WOMENHOOD CELEBRATION ON 6TH MARCH 2020	IME COLLEGE SAHIBABAD	POSTER MAKING ON WOMENHOOD	10	40
WOMENHOOD CELEBRATION ON 6TH MARCH 2020	IME COLLEGE SAHIBABAD	NUKKAD NATAK	8	44
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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**	**STUDENTS PLACEMENT TRAINING**	**10**	
CAREER COUSELLING SERVICES	**01/04/2018**	**STUDENTS PLACEMENT**	**10**	
CAREER COUSELLING EDUCATIONAL SERVICE	**01/04/2018**	**STUDENTS PLACEMENT**	**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
2000000	**1756607**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	**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**
Video Centre	**Existing**
Seminar halls with ICT facilities	**Existing**
Classrooms with LCD facilities	**Existing**
Seminar Halls	**Existing**
Laboratories	**Existing**
Class rooms	**Existing**
Campus Area	**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	**73**	**25650**	**125**	**59378**	**198**	**85028**
Reference Books	**8**	**2362**	**18**	**7896**	**26**	**10258**

Journals	18	36150	28	77350	46	113500
e-Journals	1	254350	Nill	Nill	1	254350
CD & Video	25	9130	25	10311	50	19441
Library Automation	1	75000	Nill	Nill	1	75000
Weeding (hard & soft)	1024	25136	Nill	Nill	1024	25136

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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	1	30	0
Added	75	0	0	0	0	0	0	0	0
Total	220	3	1	3	3	1	1	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 incurredon maintenance of physical facilites
3750000	360992	3800000	3733854

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 recommends

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	RADHIKA SCHOLARSHIP	89	3020000

Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
[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 implemetation	Number of students enrolled	Agencies involved
WORKSHOP ON INTERVIEW SKILLS	13/11/2019	46	INSTITUTE OF MANAGEMENT EDUCATION
Personality Development(IQAC)	01/11/2019	100	INSTITUTE OF MANAGEMENT EDUCATION
Personal Counselling given by Teachers	23/09/2019	150	INSTITUTE OF MANAGEMENT EDUCATION
YOGA DAY	21/06/2019	45	INSTITUTE OF MANAGEMENT EDUCATION
CAMBRIDGE ENGLISH ENTRY LEVEL(IAQC)	23/12/2019	92	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 passedin the comp. exam	Number of studentsp placed
2019	WORKSHOP ON CAREER OPPORTUNITIES	73	32	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
23	23	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated			visited	participated	
• URBAN HIE SPACE • Iris software inc. • IRDETO • CITI BANK • MAHINDRA MAHINDRA • MOKSHA CREATIVE SERVICES	108	17	NA	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
2019	12	BCOM	COMMERCE	INSTITUTE OF MANAGEMENT EDUCATION	MCOM
2019	3	BBA	MANAGEMENT	INSTITUTE OF MANAGEMENT EDUCATION	MCOM
			[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
QUIZ ON INETRNATIONAL WOMENS DAY	INTRA COLLEGE	25
RANGOLI MAKING AND HANDICRAFT COMPETITION	INTRA COLLEGE	25
MEHNDI AND TSHIRT/FACE PAINTING COMPETITION	INTRA COLLEGE	10
FIND A WORD GAMING ACTIVITY	INTRA COLLEGE	11
POSTER MAKING COMPETITION ON WOMENHOOD	INTRA COLLEGE	41
ANNUAL FEST(FOUNDATION DAY)	INTRA COLLEGE	160
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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)

Cultural and Sports Committees Students have strong representations in all cultural and sports and games committees and help in organization and management of events. Organization of Special Events Students organize, and celebrate the Teachers Day, on Sept. 5, every year by teachers and presenting cultural programme, the Inter-University English and Hindi Drama Festivals, intra-faculty and inter-faculty cultural and sports competitions, Shiksha Diwas on Jan. 1, Founder's Day celebrations on 15 November and other National celebrations that include, Independence Day, Republic Day. 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 :

The institution networks and collaborates with former faculty and the Alumni through the Alumni Association. The College has its Alumni association but the same 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)

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Vision "To be one of the top global integrated business school known for commitment towards quality and value based education, research and corporate

leadership". MISSION MISSION "To Serve the Society by Creating A Quality Learning Environment Committed To Creative, Innovative And Value Based Learning." "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. • For participative management, the Principal, Academic Incharge, Faculty and student representatives form the core part of the IQAC team. • We have flexibility at departmental level also as class coordinator or faculty members can suggest and implement curriculum enrichment and enhancement. Faculty members prepare their subject notes and Lecture plan, which are upgraded every semester. Subject notes prepared by faculty are available at the college website for reference. • 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 • 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. • 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 • There are many committees which undertake various college activities. Some of the important committees of the Staff Council are: the Admission Committee, the Examination Committee, , the Discipline Committee, the Sports Committee, the Cultural Committee, the Infrastructure Committee, the Maintenance and Supervision Committee, the Placement Cell, the IT Infrastructure Committee, , IQAC committee.. Apart from these committees, various other committees are also formed by the Principal of the College for carrying out any specific tasks.

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 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.
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. Soft skills development through Business English Certificate Course of Cambridge University. Special thrust on collaboration with industry. This year an MoU was signed with DSB Enterprises, Career counselling service Career counselling educational services. For internship and collaborations. Some of the major companies in which students visited in the last academic session are: ? Visit organised for BBA Students to Britania
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 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. • Teachers are encouraged and permitted to participate in general and specific

	training programs like induction programs, refresher courses, faculty development programs and workshops. • The faculty is provided with semester time-tables well in time. • Teachers have to submit lessons plans and Academic Incharge conducts periodical academic audit. • The college follows Open Door Policy for sorting of matters by discussion and consensus
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 50 CDs Videos in our college library. • Cleanliness and maintenance of well-equipped physical infrastructure through regular session
Research and Development	• 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. • College management encourages teachers to complete Ph. D, attend conferences and publish papers. • . It organizes lectures and workshops on Research Methodology for both teachers and students. . The use of the library of Institute for Oriental Study, • 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
Admission of Students	IME is an affiliate College of CCS 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. In our college an efficient student-friendly process ensured that the admissions for the year 2019-20 were carried out smoothly
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. All Examination related rules and regulations of the University are strictly followed. College follows ICT enabled reforms introduced by the University such as submission of online examination forms, results, etc. Orientation sessions were conducted for new teachers wherein they were guided about the rules and regulations of the examination and details of supervision duty. 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 • Group Discussion • Business plan project • Dance competition • Poster making • Nukkad natak Handicraft competition Find the word etc.
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 l licenced software. • Teachers were provided training to use Google classroom in addition to other ICT tools including YouTube. . • Lectures by Experts from various fields were conducted in addition to Bridge courses, Short term and ValueAdded course. • 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 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 • Students were guided to make use of eResources available in the Reference and Research Section of the library. Counselling and Research facilities are also provided.

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

E-governace area	Details
Examination	IME provides updated information related to Student Examination process and help .Examinations 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
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. Students can easily access information regarding Rules and Regulations, Facilities for students, Support services, Placement activities as well as old question papers on the institution website Information related to prevention of Ragging is made available on institution website. Admissions process is done online by Chaudhary Charan Singh University, Meerut and DR.A.P.J Abdul Kalam Technical University, Lucknow.
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. No other analogue are purchased in 2019-20. All were installed in 2016, 2017, and 2018. • 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 • Important communications and policy decisions are conveyed to concerned stakeholders through emails, WhatsApp and by display on the college website.

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 !!!				
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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)
2020	WORKSHOP ON LOGISTIC AND SUPPLY CHAIN MANAGEMENT	NA	07/01/2020	07/01/2020	20	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
E-CONTENT CREATION E-LEARNING THROUGH MOOCs	1	29/05/2020	30/05/2020	2
FDP- ON RESEARCH	1	21/05/2019	25/05/2019	5

METHODOLOGY USING R E VIEWS				
Webinar-Entre preneurship finance luxury Industry	1	26/05/2020	29/05/2020	4
Workshop-Intellectual property rights	1	05/03/2020	05/03/2020	1
Conference-Building Sustainable competitive edge	1	24/02/2020	25/02/2020	2
Conference-International e Conference Aatma Nirbhar Bharat (Self Reliant India)-Opportunities and Challenges	1	30/05/2020	30/05/2020	1
Water Sampling using Unmanned Autonomous Guided Vehicle	1	31/05/2020	31/05/2020	1
National web Conference on Emerging Trends, Opportunities , issues Challenges in today	1	30/05/2020	30/05/2020	1
SeminarThe Institute of Company Secretaries of India UP MEERUT	1	08/03/2020	08/03/2020	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
22	22	18	18

6.3.5 – Welfare schemes for

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

publications and registrations to academic conferences. Institute organizes workshops, FDPs, seminars and conferences. Best faculty award has been initiated comprising hefty cash prize. Also, on festive occasions, lunches are organized. Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place. Parking Facility Internet Complete support and assistance is provided to the faculty for pursuing higher studies.	trips are organized and several workshops, training sessions are conducted for their overall improvement. College also provides Radhika Scholarship Scheme (RSS) to meritorious students. Basic English Language Communication Skills Program • Basic IT Skill classes • Bilingual Teaching to accommodate as required •The students have Medical Room facilities

6.4 – Financial Management and Resource Mobilization

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

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

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

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

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Chaudhary Charan Singh University/Dr. A.P.J Abdul Kalam Technical University University	Yes	Academic Incharge
Administrative	Yes	Chaudhary Charan Singh University/Dr. A.P.J Abdul	Yes	Academic Incharge

| | Kalam Technical University University | |

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

• In the Current Session Parent Teacher Meeting was held on 16.09.2019 and 10.02.20. • 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. • Discussion of students performance and sorting ways to improve the academic performance • Meeting with individual subject teacher Mentors • 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 Personal Hygiene and Cleanliness for Cleaners • Workshop on Stress Management • Provide Fire Safety Training to raise awareness of Fire Hazards in workplace

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 • The Institution has conducted one Value added Course on English Communication from Cambridge University. • Efforts are being made to strengthen Mentorship by extending it to various extra-curricular activities along with departments and committees of the institution. • IQAC has been actively involved in conducting various activities for the teaching and support staff and students • Academic Audit conducted to assess the progress and quality of academic activities and stake holders • Administrative Audit conducted to assess the effectiveness of functioning of the office systems and processes.

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	Guest Lecture on Entrepreneurship	27/09/2019	27/09/2019	27/09/2019	63
2019	Personality Development Programme-STUDENTS	01/11/2019	01/11/2019	01/11/2019	100
2019	CAMBRIDGE VALUE ADDED COURSE FOR STUDENTS (	23/12/2019	23/12/2019	20/02/2020	107

		ENGLISH ENTRY LEVEL CERTIFICATE)				

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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 Equal Rights To Men And Women	30/10/2019	30/10/2019	18	20
International Womens Day Lecture on Women, Armed Conflict and Peace	09/03/2020	09/03/2020	30	25
Quiz to celebrate International Women's Day focused on women – scientists, artists, writers, filmmakers, politicians, cosmonauts, educationists, sports persons	08/04/2020	08/04/2020	15	10
Nukkad Natak- Womenhood Celebration	06/03/2020	06/03/2020	30	20
Workshop on "Understanding Gender and right to work with dignity"	27/08/2019	27/08/2019	25	15
Workshop On Work Place- Gender Discrimination	19/09/2019	19/09/2019	26	25
Workshop On Working Environment- Gender Issue	10/02/2020	10/02/2020	20	28
Seminar On Girl Child	25/11/2019	25/11/2019	25	19

| Education | | | | | | | |

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
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	Nill
Provision for lift	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
2019	1	1	08/07/2019	1	Tobacco cessation Counselling	Tobacco Addiction	85
2019	1	1	13/08/2019	1	Book Donation Drive	To Help the Needy ones	100
2019	1	1	20/09/2019	1	Cloth Donation Drive	To Help the Needy ones	132
2019	1	1	13/11/2019	1	No Smoking and Tobacco in Campus	Health Awareness	150
2019	1	1	05/10/2019	7	AntiPlastic Awareness Week	Environmental Conservation	150
2019	1	1	16/12/2019	1	Workshop on Noise Pollution Management	To cure our Surrounding	80

2020	1	1	21/04/2020	1	Distribution of Mask	Distribution of Mask	10

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

Title	Date of publication	Follow up(max 100 words)
Regulation For The Continuation Of Scholarship	01/06/2019	Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
Breach Of Discipline	01/06/2019	Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations
Ragging	01/06/2019	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	01/06/2019	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	01/06/2019		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	01/06/2019		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	01/06/2019		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
National Education Day	25/11/2019	25/11/2019	62

Republic Day Celebration	26/01/2020	26/01/2020	45
International Yoga Day	21/06/2019	21/06/2019	59
Celebration of Independence Day	15/08/2019	15/08/2019	38
Workshop on Interview Skills	13/11/2019	13/11/2019	46
Plantation Drive	07/10/2019	07/10/2019	50
Gandhi Jayanti Celebration	02/10/2019	02/10/2019	30
Cancer Awareness Campaign	04/02/2020	04/02/2020	61
Workshop on Career Opportunities	10/12/2019	10/12/2019	32
Swachhta Pakhwada	02/10/2019	16/10/2019	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: • Plantation Drive in and around Campus • Smoke Free Zone: IME is a Smoke Free Zone and various drives are organised by students to emphasise on the importance of no smoking • 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.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE- I Title of The Practice: Plantation Drives: Green warriors for a green environment Goals Aims and Objectives: • To promote interest and knowledge about the environment • To undertake activities to experience the wonders of nature • To develop conservational attitude towards nature • To spread awareness through campaigns • To co-operate with groups having the same objectives • To inculcate environment friendly lifestyle The Context: Direct interaction with nature helps understand its value and gain a better appreciation of the importance of healthy habitats and ecosystems. Through our nature activities we try to recognize the intrinsic value of biodiversity and natural ecosystems, and protect and restore them. The Practice: • Plantation Drive are conducted time to time and students are encouraged to plant trees and plants in and around the campus area. • Students are provided with various subject course as well as general knowledge regarding the flora and fauna so as to make them understand the diverse species of the both present in the environment. Evidence of Success: • Increased Societal awareness and participation in our conservation activities • Green and clean campus testifies to our concern for nature. Trees are planted both within the campus and outside. Problems Encountered Resources Required: • These activities require the students to devote long hours and the present semester system leaves very little time for long term extra-curricular activities. • Special classes adjustment for the students for environmental awareness sometimes clashes with the course classes. BEST PRACTICE- II Title of The Practice: Boosting Extra-

Curricular Activities Goals Aims and Objectives: • To identify appropriate strategies for teaching and learning outside the classroom • Getting students engaged in extra-curricular activities like singing, dancing, etc. The Context: Education Beyond the Classrooms at IME College includes all those things which are deliberately intended to enhance the educational experience. It encompasses everything from the academic curriculum to music, drama, sports, community engagement, opportunities for performance and the outreach activities for the benefit of the community. The Practice: At IME College, education beyond the classroom is achieved through the following ways: • Professional Certification Programs • Outbound Learning Programs • Internships – Corporate Social Sector • Extension and Community Outreach • Sports • Dancing • Singing Evidence of Success: • Compulsory industrial visits and social visits are conducted every academic year • Students are given the experience of real court environment via Moot Courts • Students are also taken for the court visits to understand and observe the real court environment • Students are now giving a thought to take up career in sports, singing, dancing, etc. Problems Encountered Resources Required: • Motivating students to take up extra-curricular on a voluntary basis. • Training of teachers for facilitating such extra-curricular activities.

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

We at IME aim to nurture students to be responsible citizens of the country. We are continuously working towards: • Creating conducive environment for students to gain insight into their academic pursuits to make them more employable and knowledgeable. • To develop a wholesome personality of students we strive to provide more infrastructure for sports and extra curricular facilities. • Continuously working to establish strong placement linkages. • Conducting a large number of extension activities to impart health/ hygiene/ education to less privileged in the society. • Using our own organic manure in college gardens. • Conducting a large number of plantation drives. • Safeguard our youth from the ills of tobacco smoke and substance abuse. • Assisting to students for their psychological health through trained counsellors.

Provide the weblink of the institution

https://imesahibabad.ac.in/iqac/

8.Future Plans of Actions for Next Academic Year

This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at IME plan to do the following additional things in the next academic session. • Industry Interface • Organizing ICT enabling workshops for teaching and non-teaching staff • Increase Alumni Engagement • Plantation Drive • To provide guidance to the students for competitive exams and higher studies. • To conduct remedial classes for the weak students. • To motivate faculty members for research and refresher courses. • To enhance academic environment by conducting more

workshop/seminar/conferences/skill development activities. • Improving classroom
hygiene. • Upgradation of College website