INSTITUTE OF MANAGEMENT EDUCATION

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**SELF STUDY REPORT
FOR
RE-ACCREDITATION
(CYCLE-II)
2016**

Submitted by:

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M.A, Ph.D, D.Litt

Principal, IME, Sahibabad, Ghaziabad

Submitted to:

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)
BANGALORE – 560 072**

Ref No.: IME/SSR/2016-11   Date: 24.05.2016

CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous College and Recognized Institutions)

This is to certify that IME College, Sahibabad, Ghaziabad, affiliated to Ch. Charan Singh University, Meerut and Dr. APJ Adbul Kalam Technical University, Lucknow fulfils all norms:

1. Stipulated by the affiliating University and / or
2. Regulatory Council / Body such as UGC, NCTE, AICTE, MCI, DCI, BCI etc. and
3. The affiliation and recognition (if applicable) is valid as on date.

In case the affiliation / recognition are conditional, then a detailed enclosure with regard to compliance of conditions by the Institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the Institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the Institution is found to be false then the Accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 24/05/2016   Principal
Place: Ghaziabad   (Name & Signature with office seal)

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IME | Institute of Management Education

DECLARATION BY THE HEAD OF THE COLLEGE

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Ghaziabad
May 24, 2016

Principal
IME College

Institute of Management Education (IME)

Self Study Report (SSR)

Contents

Board / Council / Committees / IQAC / SCQC

1. BOARD OF GOVERNORS

S.No.	Name	Designation
1.	Dr. Mahendra K Modi Industrialist	Patron In-Chief
2.	Air Marshal Denzil Keelor (Retd.) Technocrat	Chairman
3.	Prof. H. P. Gupta Academician	Vice Chairman
4.	Prof. P. K. Ghosh Academician	Nominee of UPTU
5.	Mr. Narender Kumar, IAS Administrator	Governor
6.	Dr. B. P. Dhaka Corporate Executive	Governor
7.	Mr. V. P. Rajesh Banker	Governor
8.	Ms. Sangeeta Gupta IT Professional	Governor
9.	Prof. H. C. Srivastava Academician	Nominee of AICTE
10.	Dr. Phalguni Gupta Academician	Nominee of AICTE
11	Dr S D Sharma Principal - IME Academician	Member Secretary

2.   **ACADEMIC COUNCIL**

S.No.	Name	Designation
1.	**Prof. P. K. Ghosh** **Ex-Vice Chancellor, North Bengal University,** **Ex-Dean, Delhi School of Economics**	**Chairman**
2.	**Prof. H. P. Gupta** **Academician**	**Vice Chairman, IME**
3.	**Mr. V. P. Rajesh** **MBA (Michigan, US)**	**Member**
4.	**Prof. D. K. Banwet** **IIT, Delhi**	**Member**
5.	**Prof. N. K. Chadha** **University of Delhi**	**Member**
6.	**Prof. Harsh Verma,** **FMS, University of Delhi**	**Member**
7.	**Prof. V. K. Garg** **University of Delhi**	**Member**
8.	**Dr. V. K. Agarwal** **University of Delhi**	**Member**
9.	**Prof. Arun Julka** **University of Delhi**	**Member**
10.	**Prof. Ashok Gupta** **University of Delhi**	**Member**
11	**Prof. S D Sharma** **Ex-Pro-VC, GBPTU** **Principal**	**Convenor**

3.   **LOCAL MANAGEMENT COMMITTEE**

S.No.	Name	Designation
1.	Air Marshal Denzil Keelor (Retd.)	Chairman
2.	Prof. H. P. Gupta	Vice Chairman
3.	Prof. (Dr.) S. D. Sharma	Principal
4.	Prof. J. C. Varshney	Vice Principal
5.	Dr. Sweta Singh	IQAC Coordinator
6.	Dr. Anshu Tyagi	Member
7.	Dr. Kamini Rai	Member
8.	Dr. Kalpana Chodhry	Member

4. INTERNAL QUALITY ASSURANCE COMMITTEE

S.No.	Name	Designation
1.	Prof. (Dr.) S. D. Sharma	Principal
2.	Prof. J. C. Varshney	Vice Principal
3.	Mr. V. P. Rajesh	Management Representative
4.	Dr. Sweta Singh	IQAC Coordinator
5.	Dr. Anshu Tyagi	Faculty Member
6.	Dr. Kamini Rai	Faculty Member
7.	Dr. Kalpana Chodhry	Faculty Member
8.	Mrs Lalita Bisnoi	Administrative Staff Representative
9.	Mr. Sumit Kumar	Student Representative
10.	Mr. Sanjay Gaur	Alumnus

5. STEERING COMMITTEE FOR QUALITY ASSURANCE

S.No.	Name	Designation
1.	Prof. (Dr.) S. D. Sharma	Principal
2.	Prof. J. C. Varshney	Vice Principal
3.	Ms. Gagandeep Kaur	Steering Committee Coordinator
4.	Dr. Sweta Singh	IQAC Coordinator
5.	Mrs Lalita Bisnoi	Administrative Staff Representative
6.	Dr. Anshu Tyagi	In-charge: Criterion I
7.	Dr. Kamini Rai	In-charge: Criterion II
8.	Dr. Sweta	In-charge: Criterion III
9.	Ms. Parul Tyagi	In-charge: Criterion IV
10.	Ms. Amita Chaudhary	In-charge: Criterion V
12.	Ms. Divya Singh	In-charge: Criterion VI
13.	Ms. Leena Sharma	In-charge: Criterion VII
14.	Mr. Brijesh Mishra	Documentation Officer
15.	Dr. Sonam Doma	Member
16.	Ms. Ankita Sardana	Member
17.	Ms. Namarata Singh	Member
18.	Ms. Shalini Singh	Member

6.   PREFACE

Enthused by missionary zeal and philanthropic ideals to serve the society and the country, a group of top-notch educationists lead by Prof. H P Gupta, Vice Chairman laid the foundation of IME in 1995 to promote quality professional and technical education. Over the decades, IME has carried out a unique niche for itself as the pioneering college in the field of academic excellence and as the harbinger of socio-economic change and sustainable development by dint of its sheer hard work, persistence and dedicated efforts made by all concerned. Through its broader approach of holistic academic development, the College has made a visible impact on the students' community at large. The concerted efforts of the College has culminated into grooming students into intellectuals imbued with a spirit of social service and scientific tempter. From a tiny plant of some hundred odd students, IME has now flourished into a banyan tree of more than 3000 students. The College has catered successfully to the need of the rural and the urban students with a strong sense of pride and satisfaction. Focusing on quality learning, research and entrepreneurial growth and development, the College has adopted the collaborative approach of enhancing academic excellence and converting students into valuable human resource of the country.

The College has been accredited by NAAC with B Grade in 2011. It is permanently affiliated to Chaudhary Charan Singh University, Meerut for Under Graduate and Post Graduate Courses and to Dr. A.P.J. Abdul Kalam Technical University, Lucknow for MBA and MCA Courses. The College has 2(f) recognition by the UGC, New Delhi.

As an educational hub, Ghaziabad has a great history of cultural, social, educational and spiritual stalwarts. On the periphery of Ghaziabad, IME ventured to grow into an academic place, where it was once thought to be exclusively barren in terms of education. IME Management has been taking bold initiatives to be a front runner in providing a stable education system. Today IME stands very tall with the aphorism **"EDUCATE, INNOVATE, EMPOWER"** to create intellectual human capital in lines with the vision and aspiration of Prime Minister's 'Make India" and 'Digital India' Campaigns.

IME has its own campus spread over 6.1 acres of land located strategically at Main G. T. Road, Sahibabad, Ghaziabad. The campus is about 15 KM from Connaught Place, 9 KM from Anand Vihar ISBT & Metro Station, 8 KM from Vaishali Metro Station, 1 KM from Sahibabad Railway Station and 3 KM from Dilshad Garden Metro Station, Delhi in the NCR making it convenient for students to commute between IME and their place of residence.

The College building is a masterpiece of architectural feat with a very massive aesthetic ambiance and has state of the art facilities that are in tune with one of the best Colleges of NCR. The campus has electronic vigilance system for the safety purpose. Along with the healthy educational environment, the campus provides well-ventilated, spacious class rooms, seminar hall, audio-visual equipments, well equipped laboratories, administrative block, conference hall etc. The College has an open air theater and well-equipped seminar hall to cater to the extracurricular needs of the students. As the College focuses on student-centric academic environment, it takes into consideration different infrastructural needs of the students.

Since its inception, IME has proven its academic excellence by producing merit holders at CCS University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow. Innovations and their applications have resulted into some of the finest practices like organization of International Conferences on Business Cases, on Business Challenges – Emerging Management & IT Practices, National Conferences on Sustainable Development & Innovations, Green Business-Innovations and Practices, and campus placements in more than 20 Companies every year.

The College proudly boasts of four Undergraduate and four Postgraduate departments with world-class infrastructure. The faculty members are vigorously involved in the advancement of education, focusing on ingenious practices and sustainable development programs ensuring an equitable productive growth in a dynamic global society. Within a very short span of time, the College gained recognition for preparing and grooming the students into academically meritorious students and professionally efficient scholars. The highly qualified staff, well-equipped laboratories and well-stocked library in the College premises have yielded positive and encouraging results in enabling the students to excel in academics as well as extra-curricular activities. Succinctly speaking, learning with a scientific temper, empowerment through knowledge and the competent and committed faculty are the notable strengths of the College.

7. MAJOR MILESTONES IN GROWTH AND DEVELOPMENT OF THE COLLEGE

Year	Milestone
1995	**Establishment of the IME**
1995	**PGDM Course was introduced**
1996	**UG Course - BBA was introduced**
1999	**UG Course - BCA and** **PG Course - MCA was introduced**
2000	**UG Course - B.Lib and** **PG Course - M.Com was introduced**
2009	**Academic Collaboration with George Mason University, Virginia, USA**
2009	**Foreign Academic Collaboration with Eastern Mennnonite University, Harrisonburg, USA**
2009	**Foreign Academic Collaboration with Poznan University, Poland**
2009	**Foreign Academic Collaboration with Management and Science University, Malaysia**
2010	**Rated 18th rank at all India level by CSR-GHRDC B School Survey**
2010	**Awarded A++ in North India by Business Sphere**
2010	**Dainik Bhaskar Regarded IME as Best Promising B-School in North India**
2010	**International Conferences on Business Cases (ICBC), attended by representatives from more than ten Countries**
2011	**IQAC was established and planning for Accreditation by NAAC, Cycle-1**
2012	**UG Course - B.Com**
2012	**Accreditation by NAAC, Cycle-1** **Received Grade B**
2013	**PG Course - MBA was introduced**

8.   SALIENT FEATURES OF THE COLLEGE

1. Modern Infrastructure with well-ventilated, spacious class rooms, seminar hall, audio-visual equipments, well-equipped laboratories, administrative block, conference hall and other support facilities for all the stakeholders.
2. Located in the vicinity of Delhi, 3 Km from the Dilshad Garden metro Station, NCT, Delhi.
3. The College is accredited by NAAC with B Grade. The College has UGC recognition under 2(f).
4. MoUs and tie ups with industries for better research and placement opportunities.
5. College was ranked with A^{+++} by rating agencies.
6. Collaboration with International Universities of repute.
7. Highly qualified professional and dedicated faculty. One faculty member (Principal) is D.Litt and Ph.D in Communication/ Phonetics and is a Nobel Prize nominee for literature 2014, and he is an author of over 40 books and 175 research papers and also recipient of many national and international awards. Most of the faculty members are Ph.D degree holders.
8. Practical based methodology through focus on 'Learning Process'.
9. Focus on Personality Development with value added courses.
10. Foreign language course for students.
11. Wi-Fi campus with a bandwidth leased line connection of 7 MBPS-1:1.
12. Rich Library and Computer Centre with various technologies of i-3 processor.
13. Educational study tour, Hostel Mess on co-operative basis, Tours and Picnics.
14. IME sponsors Debates, Seminars and Symposia.
15. The College has an open air theater and well-equipped seminar hall to cater to the extra-curricular needs of the students.
16. Students brought laurels in academics and sports and have won Gold Medals. Sports students have been selected in national teams in various sports.
17. IME sponsors sports and games such as "Special Olympics Bharat", "Regional Women's Hockey Tournaments", "Para-Olympics", Sports meet at National/ State Level. IME has been the main sponsorer for the "Special Olympics" held in South Korea.
18. Active Student Club of the college conducts various activities throughout the year like blood donation camp, tree plantation camp, legal aid camp etc.
19. Special emphasis on faculty development and welfare.
20. Emphasis on activities related to women empowerment through 'women-cell'.

9.   EXECUTIVE SUMMARY

CRITERION I: CURRICULAR APECTS

IME has well stated Vision and Mission in accordance with the global requirements. Initiatives are taken up by the College to make the curriculum effective and empirical, as per the stipulated norms of the CCS University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow. To make the curriculum more effective, the College conducts various value added programmes, seminars, workshops, conferences and industrial visits. Short term courses are designed to bridge the gap between Academia and Industry. To design and develop the short term courses, various areas have been identified based on the current market requirements. These certificate courses are meant to inculcate various skill sets among students and increase their employability opportunities and entrepreneurship. The College plans, prepares and offers various Certificate Courses and academic tie-ups with Microsoft IT Academy, CISCO Networking Academy, ETS Educational Service and CompTIA. IME has also business association with Tata Consultancy Service, Pearson Vue and Prometric. For helping the students to take the right career decision, the College is preparing them for various sectors under NSDC, sponsored by Government of India.

The College has active Placement Cell, which regularly organizes placement activities including placement drive, training and development of students, Aptitude Training, Group Discussions on continuous basis as per the industry requirements. Placement opportunities are provided to candidates from other Colleges and Institutes through Pool Campus recruitment drive.

Feedback is an introspection of the curriculum implementation. The transparent and accountable feedback is obtained from each student about each faculty. The outcome of the feedback session is communicated to Faculty Members to improve upon the lacuna, if any.

1.1. Curriculum Design and Development

From the commencement of the session, all the students are given **Golden Guide** which contains all information about the objectives, goals, vision and mission of the College. The College has 4 UG and 4 PG programmes. The College is affiliated to Ch. Charan Singh University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow. The curriculum as stipulated by the above universities is strictly followed by the College. And, hence, it follows the curriculum designed, developed and framed by both the Universities. The Universities have updated curriculum at regular intervals. There is provision

for continuous internal assessment at all the programmes. The College has developed its own curriculum for value added courses like Spoken English Course, Communication Skills, PDP, FDP, Yoga etc.

1.2.Academic flexibility

The College offers a blend of basic, applied, academic and professional courses. Academic flexibility is provided to the students to choose from a variety of courses offered at UG and PG level. The College provides core and elective options in each programme to help students in their career prospects.

1.3 Curriculum enrichment

 A number of seminars, workshops and symposia are organized by the College and recommendations made by these bodies are sent to the University for making proper revision of syllabus. At the university level, recommendations for providing sufficient state-of-the-art infrastructure and facilities are implemented. A strong sense of cultural and moral values, social commitment is periodically cultivated amongst the students.

1.4 Feedback system

There is a proper mechanism of feedback regarding curriculum aspects which involves students, parents, alumni, peers, employees and other stakeholders. With the help of feedback, value added courses are designed and developed and co-curricular and extra-curricular activities are organized. This scheme leaves a sanguine impact upon all concerned.

CRITERION II: TEACHING, LEARNING AND EVALUATION

The College has systematic and transparent admission process which is constantly monitored by a committee including IME IQAC (IME Internal Quality Assurance Cell). The College makes optimum use of print and electronic media for creating awareness and makes admission process more transparent. The College follows universities' norms of reservation to give justice to minorities, women, differently disabled and reserved categories.

Teaching and Learning process is monitored as per the academic calendar; teaching plan and its proper evaluation by HODs which implies systematic implementation of curriculum and finally evaluated by syllabus completion report submitted by each faculty. IQAC makes sure that inclusion of role plays, simulation and classroom discussions are conducted apart from traditional teaching. Audio-Visual

teaching aid like LCD, Projector and Audio system are also used to make teaching more effective. For psycho-social support of students, the College has a Students' Club which takes care of students' welfare and grievances. ICT infrastructure and Library resources are used extensively to enhance teaching-learning process efficaciously. IME library is partially automated using the integrated library automation software, which is capable of working in integrated multi-user network environment. The College is a member of DELNET and British Library providing access to data bases of books, current periodicals, articles etc.

Students have scored in University's top twenty ranks as a result of effective teaching-learning process. Faculties are retained by providing healthy working environment, incentives, appraisals and new responsibilities. The College also adopts different strategies in planning and management of its human resources and it also promotes faculties for M.Phil and Ph.D degrees. The College ensures that the stakeholders especially students and faculties are made aware of the evaluation processes. The major evaluation reforms of the Universities are adopted by the College and it has also initiated different reforms of its own. The learning outcome is ensured by different evaluation processes.

2.1 Teaching, Learning Process

Academic calendar is planned and prepared well as per stipulations of the university. A proactive IQAC ensures smooth conduct of teaching, learning and evaluation. The College has developed learners' centric, blended teaching methods and measures to make learning more gainful and conducive to students. The teaching-learning strategies include not only conventional methods of chalk and talk method but also the latest break-throughs of teaching and entailing the organization of seminars, tutorials, quizzes, debates, students' projects, dissertations and special lectures etc. The greatest casualty today in the institutions and universities is the apparent lack of creativity and scientific temper. In order to nurture and nourish creativity, critical thinking and scientific temperament amongst the students, the College organizes a number of essay competitions, group discussions, paper reviews, role plays, extra-curricular activities, industrial and educational visits etc. The use of innovative methods of teaching like ICT enabled flexible teaching system, active learning, simulations, evidence based teaching, problem based learning, self directed learning are provided for effective and gainful results.

2.2 Student Enrollment and Profile

Admission process is transparent and applications are invited through advertisement. Counselling is done for all UG and PG courses. The students enrollment has increased over the years. Currently over 3000 students are on the rolls of the IME.

2.3 Catering to students diversity

Students from all parts of the country take admission in IME. The majority of the students hails from NCR Delhi and Western UP. The IME is a branded name for maintaining high standards of discipline and academic quality. There has been no case of harassment and ragging since the inception of the College. With regard to academic activities, the College is very meticulous in organizing students' induction programme, mentor-mentee programme, workshops/seminars, value added courses and phycho-social counselling for the students. Remedial coaching is provided to the weak students and the advanced learners are provided with additional reference books, project work, study materials etc. Systematic planned approach is maintained towards the preparation of time table, orientation sessions, bridge courses, lessen plans and their effective implementation. The IQAC and heads of the departments supervise these preparations.

2.4 Teacher quality

The College ensures that only qualified, experienced and competent teachers are appointed as per UGC/AICTE norms. Mostly the teachers are PhD and M.Phil Degree holders and some are NET/SET qualified. They are endowed with a very positive attitude towards teaching profession, always eager to help students even by devoting extra time to them.

2.5 Student's performance and learning outcomes.

The college has a set and transparent pattern to evaluate the performance of the students through class tests and internal examinations. Mentor-ship programmes help the students in solving their problems. Value added courses add to the knowledge and ethical strength of the students. Pro-active IQAC, timely guidance of the teachers, evenly-spaced evaluation by the teachers and the dynamic leadership of the head of the College give wonderful results for effective learning outcomes.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The College has taken bold initiatives in research area for the promotion, development and support of the research scholars. In order to motivate research scholars, the College organizes various events like International Conferences, National level conferences, State level conferences. The College motivates research scholars to present and publish research papers in reputed journals by giving duty leaves and registration fees. Within College campus, we have separate Library and Laboratories which consist of facilities required for researchers and research scholars to promote research friendly atmosphere and culture. IMEJR – IME Journal of Research is published twice a year, which publishes research papers of eminent scholars and renowned academicians.

We have 10 Ph D registered faculties. Our College has given importance to research not only for faculty members but also to inculcate the research aptitude amongst the students at PG level. Our students have written and published research papers this year, at state level and one of the papers has been awarded as the Best Paper at Delhi.

As a social responsibility, we have started Legal Aid Campaign to create awareness about the rights of the weaker section of the society and we are organizing Legal Aid camps in different villages every year and help them to overcome some of the problems in the villages. IME Club formed and run by students also helps nearby areas by carrying out social activities. IME Club has been organizing Blood donation camps every year within the campus and in nearby villages.

3.1 Promotion and growth of research

The College encourages research activities and a research committee headed by Principal is constituted. The research committee gives its recommendations to the management through IQAC. This leads to the impact that many teachers remain busy in carrying out their research work very enthusiastically. A number of teachers present their research papers in national and inter-national conferences. The College also publishes its own bi-annual Journal in the name of "IME Journal of Research" in which teachers get their papers published. The College has created necessary research facilities of the laboratories within the campus. There is a well furnished library with reference books, e-journals, and DELNET facility. A common computer laboratory with internet facility is available round the clock for researchers.

3.2 Consultancy

The College plans systematically for development of Industry-College interface. The faculty members provide consultancy in the subjects of their domain expertise to other institutions and industries.

3.3 Social Responsibility and Extension Activities

Social extension committee, students' club etc. undertake extension and outreach activities throughout the year as per systematic plan and strategies prepared by IQAC. Such extension activities as donation of cloths and food etc. to the victims of landslide and flood in Uttara Khand, tree plantation, blood donation camp, cleanliness campaign, literacy programmes in villages etc. are systematically organized as per the strategies prepared by IQAC.

3.4 Collaboration

The College has been entering into academic collaborations with foreign universities to upgrade the quality of teaching and learning.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

The College has modern infrastructure and updated learning resources essentially need for a pioneering college. It helps to fulfill requirement of teaching and learning practices. It includes physical facilities, library facilities, Information Technology (IT) infrastructure and maintenance of various Infrastructural facilities and learning resources.

The College has physical facilities as per requirements of curricular, co-curricular and extra-curricular activities. Curriculum and co-curriculum includes classrooms, technology enabled learning spaces, seminar hall, tutorial spaces, laboratories, specialized facilities and equipments for teaching, learning and research activities.

Facilities are provided for extra-curricular activities like sports, outdoor and indoor games, cultural activities, public speaking, communication skills development, yoga and health etc. Apart from the above mentioned facilities, gymnasium, music room, auditorium and basketball court are also available.

Library contains a wide range of books. The College has appointed Library Advisory Committee. It has separate annual budget. It has computerized system. It comprises of a number of National and International Journals, Articles, Newspapers, e-publications.

The College has computer labs. Lab facilitates, well configured computers with up to date technologies. Our Lab has been approved by TCS and Pearson Vue and they are conducting various tests in our Lab online. The College has LCD, printers, projectors, video conferencing facilities, UPS backup and Internet connection as IT infrastructure.

The College has regular maintenance for various infrastructure facilities. Some of the services are maintained by our own staff and some services are given on contractual basis. Maintenance facilities are available for Housekeeping, Electricity, Generator backup, Air Conditioners, Fire Extinguishers and Water Purifiers.

4.1 Library as a Learning Resource

The College has a rich library, which has a good collection of books and journals. The library service includes reference books, lending, and photocopying, new arrival counter and e-learning. It has also the DELNET membership.

4.2 Physical facilities

The College is situated on a campus spread over 6.1 acres of land located at main G T Road, Sahibabad, Ghaziabad. The campus is about 15 KMs from Connaught Place, 9 KMs from Anand Vihar ISBT and Metro Station, 8 KMs from Vaishali Metro station and 1 KM from Sahibabad Railway station and 3 KM from Dilshad Garden Metro station in the NCR making full convenience for students to commute to IME and their place of residence. All the infrastructure facilities satisfy the requirements of the statutory bodies. The College has made provision for separate boys and girls hostels. The sports infrastructure facilities have been provided for both in-door and out-door games. All the departments of the College have been provided with well-furnished, well-ventilated, well-lit class rooms, computer laboratories, seminar hall, conference room, board room, meeting room, CCTV surveillance at all strategic locations, generator, UPS, RO, Canteen, sanitation facilities, placement cells, first aid room, counselling cell, girls and boys common room.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The College publishes its updated prospectus annually as an admission document. It is a complete informative brochure which contains all the information of the College including vision, mission, staff information, facilities, courses, participation of students in cultural activities, events etc.

Workshops are conducted for soft skill development, aptitude training and preparation for competitive exams. Remedial classes are also arranged for academically weaker students. Various certification courses are offered for value addition to the existing curriculum.

Many Industry visits are arranged for students to gain Industrial Exposure. Students are encouraged to exhibit their creativity through college annual magazine "Vaishnavi". The College has full-fledged sports department with well-equipped sports materials and sports ground for various outdoor games.

The College's teams have won inter-collegiate competitions. The College has separate Grievance Redressal Cell, Women Assistance Cell, Anti Ragging Committee, Proctorial Board so as to resolve various disputes and grievances of the students. Women Assistance Cell provides training on "self protection" to female students on regular basis.

Various Inter-collegiate and state competitions are organized for interactive participation of students and College provides financial assistance to the students for participation in inter-collegiate events and has the pride of winning several of them.

The College has Alumni Association which organizes Alumni Meet annually involving active participation by most of passed out students to facilitate interaction with the existing students to share their experience in the College and guidance for their future.

5.1 Academic support

The College ensures high standard of academic culture by the students. The quality of teaching is monitored very rigorously. State-of-the art infrastructure with spacious and resourceful library, well-equipped laboratories, computers with internet facilities enhance the quality of learning experience for the students. In addition, guest lectures by eminent experts, exposure to various quality competitions, conferences, workshops, value added courses, placement and counselling provide quality academic support to the students.

5.2 Support services for healthy environment

The College's popular slogan "PLANT-TREES, SAVE WATER, RESTRICT POPULATION AND MAKE FUTURE BRIGHT" is copiously published on prospectus / brochures / Golden Guide and other publications of the College and placed sign boards at various places in the campus. Strict discipline is maintained in and outside the classes. The campus environment remains absolutely healthy, calm, hazzle-free and conducive to learning, Adherence to UGC guidelines / Hon'ble Supreme Court's stipulations regarding Ragging is maintained and an Anti Ragging Committee/Squad is constituted. 24 hours digital watch is kept by CC TV cameras installed at strategic locations. All these efforts result into "zero tolerance on Ragging" atmosphere. Parent-teacher meetings are regularly held. Recreational activities such as welcome fresher, farewell parties, celebration of days of harmony, cultural programmes are regularly held. Sports bring a sense of strong bonding and friendship amongst students of all streams and as such, great attention is paid to hold games and sports regularly in the college.

5.3 Support to Progression

Guidance for employment skills through educational programmes is periodically arranged to all PG students in different disciplines. For progression of students, a number of numerical ability, aptitude and physiological tests are conducted to guide the students to face competitive examinations. In addition, the placement cell provides information about employment opportunities. Special sessions are arranged for improving upon communications skills and personality development. Special classes / Tutorials / Remedial Classes are arranged timely for the students. Financial assistance is also provided to the needy students.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The Management takes sincere efforts to transform the vision into College's Mission. The leadership endorses team work which has the ability to work together for a common goal. All academics and administrative wings are participative and transparent. The Internal Quality Assurance Cell (IQAC) monitors and contributes towards the quality enhancement and sustains both Academic and Administrative areas. The College has Sports Teacher, Librarian and Registrar to ensure proper functioning of Sports, Library and Administrative activities respectively to facilitate the students and other stake holders.

The leaders take innovative decisions to start various value based courses such as Postgraduate Degree and Diploma courses that make the students capable of facing global competition. The finances of the College are optimally allocated and efficiently utilized by proper budgeting and monitoring system.

The College functions through various committees like Admission Committee, Management Committee, Academic Council, Women Assistance Cell, Proctorial Board and Anti Ragging Committee. The community engagement is taken care of by Legal Aid Committee and IME Students Club. Faculty empowerment is brought about by effective performance appraisal system, provision of financial assistance for research purpose, organization and participation in various indoor and outdoor faculty development programmes which has effectively reduced the attrition rates. The College has effective means to make optimum utilization of available financial resources.

6.1 Internal Quality Assurance Cell (IQAC)

The IQAC of the College keeps surveillance on all academic and other related activities. It also gets feedback to documents, the effectiveness of teaching-learning process, teacher's performance appraisal reports and the effectiveness of curriculum. It also undertakes preparation and submission of AQAR annually. It creates awareness about the NAAC Accreditation system amongst all concerned of the College.

6.2 Vision and Leadership

The Principal of the College is assisted by the administrative heads and other In-charges of the sections. An effective leadership and a perfect participatory, democratic, de-centralized mechanism in decision making and delegation of duties and powers are in place in the College.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

The College puts many efforts to implement innovative and best practices so as to bring about inclusive intellectual growth in an eco-friendly atmosphere of the campus. The College undertakes various activities for creating an eco-friendly campus, like tree plantation in and around the campus, installation of dustbins to maintain a garbage free campus and to organize campaign to stop polyethylene bags use. The College also initiates cleanliness drive, awareness drive in nearby areas for protection of plants and trees and arrange to put sign boards of various 'slogans' in and around the campus for protection of environment. The IME's branded slogan is quite famous and it is popularly known as "PLANT-TREES, SAVE WATER, RESTRICT POPULATION AND MAKE FUTURE BRIGHT"

Innovations which have helped the College to create a positive impact on functioning in terms of students development, faculty enhancement and staff motivations are many; to name a few of them are : - Women Assistance Cell to resolve grievances of girl students and arrangement of training for self defence,
b) Organizing lecture sessions to overcome mental stress; and c) excellent library facility.

7.1 Innovations

Following innovations have been introduced by the College during the last four years: -
   a)   Introduction of the system for maintaining teachers' files.
   b) Timely submission of feedback of students
   c) Timely submission of the feedback of the faculty
   d) Preparation of manuals.
   e) Organization of remedial/extra classes.
   f) Learner centric approach to groom students.

7.2 Environmental consciousness

The College has initiated a number of steps towards environmental protection and awareness in the campus especially the saving of energy, water, proper collection and disposal of all types of wastes etc. The College has also constituted a green audit committee which emphasizes on greenery and tree plantation in and around the campus. Eco-friendly measures including steps to reduce electrical energy consumption and use of LED light sources are regularly taken.

7.3 Best Practices

Following are the best practices adopted by the College:
   a) 15 Point Programme is implemented for quality growth and sustenance
   b) Mentor-Mentee system is efficaciously implemented.
   c) Clean, green and eco-friendly and secure campus with academic ambience
   d) Publication of student magazine "Vaishnavi"
   e) Publication of the proceedings of the conferences by a reputed company

   f) "TEST SERIES" to build the students confidence and to improve the student's performance in university and competitive examinations.
   g) SMS alerts and College E-mail: The aim of the practice followed by the College is to use ICT for the benefit and welfare of the students and staff to provide necessary and important information about the college and its various activities to the students and staff.

10.   SWOC ANALYSIS

Strengths

- Competent, dedicated and experienced teaching and non-teaching staff.
- State-of the-art infrastructure facilities with well-furnished laboratories, library and other support facilities.
- Good governance with transparency, accountability, participatory and benevolent management.
- Good number of students enrolment
- Emphasis on learners-centric teaching-learning approaches and pedagogy innovations.
- Offering a blend of academic and professional courses at UG and PG level.
- Good ranking by external survey agencies on the B-School of the Region
- Thrust on discipline and values, cordial atmosphere and development

Weaknesses

- Less number of sponsored research projects
- Number of industrial and research collaborations and linkages need to be increased
- Digitalization of library

Opportunities

- To start Research Centres for major subjects in all disciplines.
- To enhance the number of MoUs and Linkages for collaborative research

Challenges

- To increase reading habits of the students
- To encourage the students to avail the government scholarships
- To institutionalize and enhance research culture and output
- To attract the major chunk of students clientele from NCT, Delhi

FUTURE PLANS
- To start Research Centres for major subjects in all disciplines.
- To enhance the number of MoUs and linkages for enhancement of research work and publications.
- To start new courses such as B. Com LLB, M.Lib, M.Phil, Ph.D etc
- To get affiliation from Guru Gobind Singh Indraprastha University, Delhi

11.   POST ACCREDITATION INITIATIVES

The IME was accredited by **NAAC (First Cycle) in November 2011**. On the basis of recommendations of Peer teams, the College has taken the following quality sustenance and enhancement measures during the post accreditation period:

- ❖ **To introduce value added certificate/diploma courses under dual degree certificates leading to skill development:**

  - IME offers duel degree programme for PGDM students; they can opt for M.Com along with PGDM.
  - IME offers skill development programmes in collaboration with NSDC under Pradhan Mantri Kaushal Vikas Yojana (PMKVY).
  - In addition to the above, certificate courses of French & German languages are also offered.
  - Certificate course on English Communication Skills is also conducted on regular basis.

- ❖ **To institutionalize ICT enabled learner centric pedagogy and online examination methods and industrial experience for exposure:**

  - LCD, Computers, Projectors etc facilitate learner-centric pedagogy in the classes.
  - Online examination centers of PEARSON VUE and TCS exist in IME.

- ❖ **To systematize courses and the remedial evaluating and strategies for fast learners as well as tutor ward system and student counseling:**

  - Special Tutorial classes are held for weak students
  - For fast learners, courses and remedials are provided for competitive exams
  - Students counseling and career guidance system exist in IME

- ❖ **To evolve policy frame work with proper incentives for recruitment of qualified staff & strategies for their retention for a reasonable period:**

  - Recruitment of qualified faculty is made as per UGC/AICTE norms with proper incentives for highly qualified teachers.
  - Teachers and staff having commitment and attitude for teaching

have been continuing in the College service since the very inception of the College.

❖ **To promote sponsored Research projects and their output in the form of publications in referred journals:**

Being a self finance institution, the IME promotes individual research projects and organizes national and international conferences and encourages faculty to publish papers in referred journals of repute.

❖ **To initiate and implement need based collaboration/linkages at national/international level and with industries:**

The IME had international academic collaboration with four foreign universities and we are planning to enter into more academic collaborations with other foreign universities to enhance academic international linkages.

❖ **To complete the library computerization and automation, provide digital library facility, enhance collection of books, reading room capacity:**

IME library is automated using the integrated library automation software. It is designed with the objective of enabling students to spend several hours continuously. The College is a member of DELNET, British Library and CSI providing access to databases of books, current periodicals, articles, etc. During previous year, the Library has subscribed to several online databases. The other two prowess packages are from CMIEF and Capital Line. Both these provide data on hundreds of companies in the country and will further promote research activities in the College. These databases shall also be helpful to students in carrying out projects as part of their curriculum.

The IME library has the treasure of over 36,000 books, good number of periodicals as well as several journals. IME is a member of DELNET providing access to DELNET databases of books, current periodicals, periodical articles, CDROM databases, theses etc. available among the various member libraries.

❖ **To initiate registration of Alumni forum and evolve strategies for their involvement in institutional development:**

Two alumni meets are arranged every year and their involvement in institutional development, particularly in admission and placement, helps College in a big way

❖ **To strengthen canteen service, water facility, sports facility and indoor parking facility, health care and insurance; to appoint a sports Director/ coaches /hostel wardens/Housekeepers for all round supervision:**

- Canteen service has been strengthened by over-hauling the entire infrastructure.
- Water facility: Reverse Osmosis (RO) plant was installed years back to provide pure drinking water facility in the campus. The capacity of the plant is 25000 liters of water every hour, which is sufficient to provide purified water to the College round the clock.
- Sports facilities: IME conducts sports meet twice a year and encourages all students to participate. The facilities for both indoor and outdoor sports and a Gym at IME are sufficient.
- Health Care: First aid facility and medical aid room are available. For emergency, IME Van is available on 24 hours basis. IME is located on main G.T.Road and is connected with nearby famous hospital Narender Mohan Hospital Mohan Nagar.
- Sports In-charge/ Coaches/ Hostel wardens / Housekeepers have been appointed for all round supervision.

❖ **To strengthen and pro activate placement cell and career guidance to provide professional counseling, programmes on communication skills & entrepreneurship and competitive examination:**

- IME has very effective placement cell, which arranges placement drives and placement weeks frequently.
- IME placement cell organizes counseling sessions, communication skills improvement classes and classes for mock interviews, entrepreneurship trainings for competitive examinations.

❖ **To initiate suitable welfare measures for staff and students:**

- Staff is granted casual leave and sick leave

- Health awareness workshops are conducted by the Women Assistance Cell and Student Club to educate women/students on health issues and other related matters.
- Maternity leave is granted.
- Blood group identification tests are fructified annually
- Posters of health related topics are put on display boards.
- Yoga camps are organized regularly

❖ **Scope for introduction of choice of special subjects with inter disciplinary approaches:**

We follow the courses prescribed by the affiliating university. However, following **Add on Courses** are also conducted**:**

- Certificate on proficiency of English language
- Certificate course in personality development programme.
- Certificate courses of Foreign Languages
- Skill Development Program by NSDC

❖ **Scope to constitute BOS for PGDM and suitable regulation with system approaches:**

BOS for PGDM as per norms is in place and suitable regulations with system approaches have been made as per requirements.

❖ **Scope for institutionalization for guardian/tutors/mentorship, bridge courses and remedial coaching:**

Guardian/tutors/mentorship system is in operation in IME. Bridge courses and remedial coaching are also provided to the students, as per requirements.

❖ **Around 15% of teachers have a Ph.D and 14% have M.Phil and very few have NET/SLET eligibility:**
IME meticulously recruiters faculty members on merit basis. Currently, the ratio and percentage is - D.Lit-2%, Ph.D-20%, M.Phill-10%, NET/SLET-15%.

❖ **Scope for institutionalization of the office of Controller of Examination for PGDM, standard examination manual and protocol:**

Controller of Examination has been appointed and examination manual exists.

❖ **Scope to establish extension Forums/NSS-NCC to undertake specific extension and outreach programmes:**

IME is self financed institution and only government aided colleges are granted NSS-NCC privileges. Nonetheless, extension activities, Social Responsibilities and other Welfare Programmes such as Blood Donation, Tree Plantation, Swachta Abhiyan, Legal Aid Camps, Women Assistance Drives etc. are frequently held.

❖ **MOUs with 4 foreign universities signed with a validity of a year to undertake organization of international seminars and faculty exchange; needs proper implementation and realization of the goals set:**

Steps have been initiated to expedite effective implementation on MoUs with 4 foreign universities. However, MOUs for further academic foreign collaboration is in progress for still more effective interaction.

❖ **Available building space can be put to use in a judicious and optimum manner:**

With the introduction of new academic programmes such as B. Com, MBA, the available building space is being gainfully utilized.

❖ **Membership of INFLIBNET and DELNET is pending:**

Membership with DELNET is complete

❖ **Data entry initiated; proposes to complete automation:**

Data entry process complete but automation process is yet to be completed

❖ **Training on soft skills initiated:**

Training on soft skills has been initiated

❖ **Scope for streaming the structure and functioning of an autonomous institution in case of PGDM:**

PGDM programme has been streamlined in respect of structure and functioning. However, with effect from 2016, PGDM programme is being abandoned.

❖ **Strategic action plan for consolidation is needed immediately:**

Strategic action plan has been evolved for immediate implementation.

❖ **A long term perspective plan on academic growth and development is expected:**

Long Term Academic growth and development plan is in place.

❖ **Specific complaint and grievance redressal mechanism is in place; needs transparency and strengthening:**

Complaint and grievance redressal mechanism has been made more transparent and stronger than before.

❖ **Scope for SWOT analysis, A-A-A (internal-external) at regular intervals.**

SWOT analysis at regular interval is being carried on.

❖ **Surplus financial resources and scope for better utilization to enhance/upgrade incentive and infrastructure as per the modern requirements.**

Surplus financial resources are being utilized to upgrade infrastructure as per the modern needs

❖ **Weak in developing research culture, consultancy an extension activities:**

An internal research culture has been developed by appointing prominent teachers who are highly qualified and who have done considerable research work. A recent appointment of an eminent professor has been made who is D.Litt and Ph.D and a noble prize nominee 2014 having authored more than 40 books and 175 research papers. His impact on the faculty has been contagious.

❖ **High rate of attrition of teachers; difficulty in retaining/recruiting qualified staff:**

A number of policy changes have been pursued to try to reduce teacher attrition such as

- higher salaries for all teachers
- differentiated pay for hire-to-fill teaching positions
- smaller class sizes to improve working conditions
- Comprehensive mentoring and induction programs for new teachers.

❖ **Lack of formal collaboration/linkages with institution and industries of neighborhood for better learning strategies and research; absence of professional consultancy**

Formal collaboration/linkages with institution and industries of neighborhood namely Microsoft, PEARSON, PROMETRIC, TCS, ETS, CompTIA, CISCO, etc are in place for better learning strategies, research and placement opportunities.

12.   PROFILE OF THE AFFILIATED COLLEGE

1.   Name and Address of the College :

Name	Institute of Management Education (IME)	
Address	178, Main G T Road, Sahibabad, Ghaziabad, Uttar Pradesh – 201 005	
City	Ghaziabad	State : Uttar Pradesh
Website	www.imesahibabad.ac.in	

2. For Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	E-mail
Principal	Dr. S.D.Sharma	+ 91-120-2633424	9871769020	+91-120-2633425	ime@vsnl.net director@ime.in

3. Status of the Institution

Affiliated College	✓
Constituent College	
Any other, Specify	

4. Type of Institution

a. By gender

    i.   For Men   [ ]

    ii.   For Women   [ ]

    iii.   Co-education   [✓]

b. By shift

    i.   Regular   [✓]

ii.   Day   ☑

iii.   Evening   ☐

5. It is a recognized minority institution?

i.   Yes   ☐

ii.   No   ☑

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. Sources of funding :

Government   ☐

Grant in Aid   ☐

Self Financing   ☑

Any Other   ☐

7.

a. **Date of establishment of the college:** 15 November 1995

b. University to which the college is affiliated / or which governs the

    college (If it is a Constituent college)

Ch. Charan Singh University, Meerut **&** **Dr APJ Abdul Kalam Technical University, Lucknow**

c. Details of UGC Reorganization :

	Date, Month & Year Dd/mm/yyyy	Remarks (if any)

i.	2 (f)	18.12.2008	
ii.	12 (B)	-	-

(Enclose certificate of reorganization u/s 2 (f) and 12 (B) of the

UGC Act)

d. Details of recognition / approval by statutory / regulatory bodies other than UGC
(AICTE, NCTE, MCI, DCI, PCI, RCI etc):

Under Section/ clause	Recognition/ Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy	Validity	Remarks
1	B.Com	2012	2018	
2	M.Com	2000	CCSU Permanent Affiliation	
3	B.Lib	2000	CCSU Permanent Affiliation	
4	BBA	1996	CCSU Permanent Affiliation	
5	MBA	2013	UPTU Yearly2017	
6	PGDM	1996	AICTE YEARLY	
7	BCA	1999	CCSU Permanent Affiliation	
8	MCA	1999	UPTU Yearly	

(Enclose the recognition/approval letter)

8. **Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes   ☐   No   ✓

If yes, has the College applied for availing the autonomous status?

Yes [ ]   No [✓]

9. Is the college recognized :

a. by UGC as a College with Potential for Excellence (CPE)?

Yes [ ]   No [✓]

If yes, date of recognition:

b. for its performance by any other governmental agency?

Yes [✓]   No [ ]

If yes, Name of the agency : National Assessment & Accreditation Council
Date of recognition: 27.11.2011

10. Location of the campus and area in sq.mts:

Location *	178, Main G T Road, Sahibabad, Ghaziabad, U.P
Campus area in Sq.Mtrs.	30000 / 6.1 Acres
Built up area in Sq. Mtrs.	12409 (1 Sq.Mt = 0.093 sq.mt.)

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the College has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement. Auditorium / Seminar Complex with infrastructural facilities.

- Sports Facilities :   [✓]

- Play Ground   [✓]

- Swimming Pool   [ ]

- Gymnasium   [✓]

- Hostel   [✓]

- **Boys' Hostel**

    i.   Number of Hostels :   02
    ii.   Number of inmates :   28
    iii.   Facilities (Mention available facilities) : Mess, Purified Drinking Water facility, Wi-Fi, Combined TV, Student's Club Van

- **Girls' Hostel**

    i.   Number of Hostels :   02
    ii.   Number of inmates :   20
    iii.   Facilities (Mention available facilities) : Mess, Purified Drinking Water facility, Wi-Fi, Combined TV, Student's Club Van

- Working women hostel   : No
  Number of inmates : Nil

- Residential facilities available for teaching and non-teaching staff
  (give numbers available ………. Cadre wise) : No

- Cafeteria   :   YES
- Health Centre   :   NO
  (First aid, Inpatient, Outpatient, Emergency care facility, Ambulance)
- Health Centre Staff   :   NO
- Facilities like Banking, Post Office, Book Shops :   NO
- Transport facilities to cater to the needs of students and staff :   NO
- Animal House   : Not Applicable.
- Biological Waste disposal : NO
- Generator or other facility for management / regulation of electricity and voltage available   : YES
- Solid waste management facility : Yes
- Waste water management   : NO
- Water harvesting   : NO

12. **Details of programmes offered by the college (Give data for current academic year)**

Sr. No.	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted (Incl. 15% Foreign Students
1	Under Graduation	BBA, BCA, B Com,	3 Years	12th	English	BBA : 240 BCA : 180 B. Com: 120	BBA : 142 BCA : 95 B Com: 159
		B. Lib,	1 Year			B. Lib : 60	B. Lib: 18
2	Post Graduation	M Com, MBA,	2 Years	Graduation	English	M Com : 60 MBA : 60 MCA : 120	M Com : 42 MBA : 34 MCA : 17
		MCA	3 Years				
3	PG/ Diploma	PGDM	2 Years	Graduation	English	120	17

13. **Does the college offer self-financed Programmes?**

Yes ✓   No ☐

If yes, how many?   08

14. **New programmes introduced in the college during the last five years if any?**

Yes	✓	No		Number	TWO

15. **List of departments (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list**

the departments offering common compulsory subjects for all the programmes like English, Regional languages etc.

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	N/A	N/A	N/A	N/A
Arts	N/A	N/A	N/A	N/A
Commerce	COMMERCE	B COM	M COM	N/A
Any other	N/A	N/A	N/A	N/A

16. **Number of programmes offered under (programme means a degree course like BA, B.Sc, B.Com, MA, M.Com)**

   a. Annual System | 2 |

   b. Semester system | 6 |

   c. Trimester system | |

17. **Number of programme with**

   a. Choice based credit system | No |

   b. Inter / Multidisciplinary approach | No |

   c. Any other (specify and provide details | No |

18. **Does the college offer UG and / or PG programme in Teacher education?**

   Yes | | No | ✓ |

   If yes

   a. Year of introduction of the programme(s)
      ………………….(dd/mm/yyyy)
      and number of batches that completed the programme | |
   b. NCTE recognition details (if applicable)
      Notification No………………………… Date ……..(dd/mm/yyyy)
      Validity ………………………….
   c. Is the Institution opting for assessment and accreditation of Teacher Education programme separately ?

Yes ☐   No ☑

19. Does the college offer UG or PG programme in physical education?

YES ☐   No ☑

If yes
   a. Year of introduction of the programme ………………..
      (dd/mm/yyyy)
      and number of batches that completed the programme
   b. NCTE recognition details, if applicable
      Notification No…………………. date ……………
      (dd/mm/yyyy)
      Validity …………………………….

   c. Is the institution opting of assessment and accreditation of
      physical education programme separately?

         Yes ☐   No   ☑

20. Number of teaching and non-teaching position in the institution.

Positions	Professor		Associate Professor		Assistant Professor		Non Teaching Staff		Technical Staff	
	M*	F*	M	F	M	F	M	F	M	F
Sanctioned by UGC/University/State Government	03	1								
Recruited	03	1		6	2	14	10	6	3	2
Yet to recruit										
Sanctioned by the management/Society /other body										

* M – Male F – Female

21. Qualification of the teaching staff.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc / D. Litt	01	-	-		-		01
Ph.D	02	01	0	6	-	-	09
M. Phil	-	-	-	02	0	01	03
PG					02	11	13
Temporary Teachers							
Ph.D							
M. Phil							
PG							
Part-Time Teachers							
Ph.D	10						10
M. Phil							
PG						2	2

22. Number of Visiting Faculty/Guest faculty engaged with the College 12

23. Furnish the number of the students admitted to the college during the last four Academic years.

Category	2011-12	2012-13	2013-14	2014-15	2015-16
SC	20	36	22	24	28
ST	0	0	0	0	0
OBC	111	128	147	178	114
General	313	298	378	386	371
Others	0	0	0	0	0

24. **Details on students enrollment in the college during the current academic year.**

Type of students	UG	PG	Ph.D	M.Phil	Total
Students from the same state where the college is located	270	80	NO	NO	350
Students from other states of India	126	37	NO	NO	NO
NRI Students + Foreign students	0	0	0	0	0
Total	396	117	0	0	0

25. **Dropout rate in UG and PG (Average of last two batches).**

UG Courses	No. of dropouts	PG Courses	No. of dropouts
BBA	47	PGDM	0
BCA	18	MBA	1
B Com	8	MCA	4
B Lib.	0	M Com	3

26. **Unit cost of education**
   (Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

   a. Including the salary component   47923/-

   b. Excluding the salary component   42352/-

27. **Does the college offer any programme(s) in distance education mode (DEP)?**

   Yes [ ]   No [✓]

   If yes,
   a. Is it a registered centre for offering distance education programmes for another University?

Yes ☐   No ☑

b. Name of the University which has granted such registration.

c. Number of programmes offered

d. Programmes carry the recognition of the Distance Education Council.
Yes ☐   No ☑

28. Provide teacher-student ratio for each of the programme/ course offered.

Sr. No.	Name of the Course	Student strength	Student/teacher ratio
1	BBA		30 : 1
2	BCA		30 : 1
3	B Com		30: 1
4	MBA+M Com + PGDM + MCA		15 : 1
5	B.Lib		15:1

29. Is the college applying for
Accreditation: Cycle 1 ☐   Cycle 2 ☑

Cycle 3 ☐   Cycle 4 ☐

Reassessment ☐
(Cycle 1 refers to first accreditation and cycle 2, cycle 3 and cycle 4 refers to re-accreditation).

30. Date of accreditation * (applicable to cycle 2, cycle 3, cycle 4 and re-assessment only)

cycle 1:- **27/11/2011** (dd/mm/yyyy) Accreditation outcome/Result **B**

CGPA cycle 2 ……..(dd/mm/yyyy) Accreditation outcome/Result

Cycle 3 ……………(dd/mm/yyyy) Accreditation outcome/Result

- *Kindly enclose copy of accreditation certificate (s) and peer team report (s) as an annexure.*

31. Number of working days during the last academic year   271

32. Number of teaching days during the last academic year   180
(Teaching days means days on which lecturers were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) :20/04/2011

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR（i）Online filled on 4.6.2013
AQAR (ii)   Online filled on 13.10.2014
AQAR (iii)   Online filled on 22.1.2015
AQAR (iv)   Online filled on 11.2.2016

35. Any other relevant data (not covered above) the college would like to Include (Do not include explanatory/descriptive information):

13.   CRITERION I : CURRICULAR ASPECTS

The College has well stated Vision and Mission in accordance with the global requirements. Initiatives are taken up by the College to make the curriculum effective and empirical as per stipulates of CCS University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow norms. To make the curriculum more effective, the College conducts various, Value Added Programmes (VAP), Seminars, Workshops, Conferences and Industrial visits. Short term courses are designed to bridge the gap between Academia and Industry. To design and develop the short term courses, various areas are identified based on the current market requirements. The College then plans, prepares and offers various certificate courses with academic tie-up with Microsoft IT Academy, CISCO Networking Academy, ETS Educational Service. For helping the students to take the right career decision, the College is preparing them for various sectors like Automotive, Electronics, Gems & Jewellery and Telecom under NSDC.

These certificate courses are meant to inculcate various skill sets among students and increase their employability and self reliance.

Introduction.

The Institute is affiliated to CCS University, Meerut and to Dr APJ Abdul Kalam Technical University Lucknow which prepare and design the curricula. The College faithfully implements the academic stipulations of the Universities.

The College offers the following Programmes:

Under Graduate Programmes

BBA, BCA, B COM, B.Lib.

Post Graduate Programmes

Master of Commerce (M Com), Master of Business Administration (MBA),
Master of Computer Applications (MCA).

Post Graduate Diploma

Post Graduate Diploma in Management (PGDM)

1.1 CURRICULAM PLANNING AND IMPLEMENTATION

1.1.1. State the Vision, Mission and Objectives of the Institution and describe how it is communicated to the students, teachers, staff and other stake holders?

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".

Objectives

- The objective is to equip and empower students with relevant knowledge, competence and creativity to face global challenges.

- To produce top class professionals, business managers and technocrat by providing best quality of education and training in line with the mission and vision of the founders of this College.

- To organize social welfare activities in nearby areas and encourage 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 Alumini Meetings.

1.1.2 How does the Institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The College develops and deploys action plans for effective implementation of the curriculum in the following ways:

i. The Institution follows the curriculum designed by CCS University, Meerut and Dr APJ Abdul Kalam University, Lucknow.

ii. Subjects are allotted to the Faculty Members as per their areas of specialization in each session. Syllabus of the concerned subject is discussed by HODs.

iii. The Faculty Members prepare a session plan and synopsis at the beginning of the semester, according to the 15 point programme developed by the management. This session plan is dictated to the students at the beginning of the semester. The session plan is recorded by the Faculty members in the Course Content Register which is monitored by the HODs regularly.

iv. A course wise Academic calendar is prepared in the beginning of the semester covering academic days, events, workshops/seminars and other co-curricular activities which is implemented effectively.

v. Regular feedbacks are taken from students, visiting faculties regarding course content for effective implementation of the curriculum.

vi. Gist of students' feedback is shared with the individual faculty member for updation in their respective areas.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or Institution) for effectively translating the curriculum and improving teaching practice?

i. Faculty Development Programmes (FDPs) are organized by our Institution in every academic year in accordance with the latest trends in the area of Commerce, Management and Information Technology.

ii. Faculty members are provided with teaching aids like Projectors, Audio visual aids apart from the usual class room lectures and power point presentations.

iii. The College receives regular circular and notifications from the Affiliated University regarding changes and modifications in the curriculum. Such information is provided to the Faculty Members for updation and implementation.

iv. University organizes workshops for Faculty Members for effective implementation of the curriculum. Our College encourages the Faculty Members to participate in such programmes.

v. The Faculty Members can purchase reference books, Journals as per their requirement apart from the existing lavishly equipped library which contains sufficient Journals and referral books. Faculty members are allowed to utilize computer, printer, network, scanner and photocopier available in the College for updation at their own in the respective fields.

1.1.4 Specify the initiatives taken up or contribution made by the Institution for effective curriculum delivery and transaction on the Curriculum provided by the Affiliating University or other statutory agency.

i. Expert lectures are timely arranged.
ii. Interactive Seminars/Symposia are regularly held by inviting renowned academicians.
iii. Faculty are encouraged to prepare manuals on very specialized papers/courses.
iv. Latest breakthroughs on Teaching Pedagogy are adopted.

1.1.5 How does the institution network and interact with beneficiaries such as Industry, Research bodies and the University in effective operationalisation of the curriculum?

1. Co-ordination with research institutions is maintained.
2. IMEJR is sent to Industries and other Institutions.
3. Regular academic interaction on network and internet with top-notch Centers of Excellence is maintained.

1.1.6 What are the contribution of the Institution and/or its staff members to the development of the curriculum by the university? (Number of staff members/departments represented on the Board of Studies, Student feedback, teacher feedback, stake holder feedback provided, specific suggestions etc).

1. 01 Professor is serving on Board of Studies of GLA University, Mathura.
2. Student and Teacher feedbacks are regularly maintained.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of affiliating university) by it? If yes; give details on the process (Needs assessment, design, development and planning) and the courses for which curriculum has been developed.

Yes. For PGDM programme, the curriculum is being developed by the Academic Council of the Institution to bridge the gap between academia and industry, various areas are identified based on the current market requirement. Once the curriculum is framed, firstly the same is discussed amongst HODs and other Senior Faculty members. With the suggested amendments and modifications, if any, final design is discussed in the forthcoming Academic Council meeting, and get it approved before implementation.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Achievement of the objective is ensured by taking the following measures:
- The class teachers at the end of each semester evaluate as to whether the stated curriculum objectives are achieved or not as reflected through the performance of the students in internal tests.
- To develop soft skills/technical skills/managerial skills of students and thereby enhance their proficiency in the respective subjects, the College organizes seminars, workshops, debate competitions, industrial visits etc.
- To develop competence amongst the students for self learning, the students are encouraged to perform practical and project work efficiently
- Remedial teaching is arranged for slow learners.
- Review meetings are arranged to discuss the progress of teaching activities.
- Analysis of feedback of students is communicated to faculty members for remedial action.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specify the goals and objectives; give details of the certificate/diploma/skill development courses etc., offered by the institution.

Goals & Objective: Keeping in view the challenges posed by the global environment, the institution endeavors to equip its young students with well developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multi-dimensional activities.

1.2.2 Does the institution offer programmes that facilitate twinning / dual degree? If "yes" give details.

Yes. PGDM students can enroll for M Com.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

As we follow the curriculum of CCS University and AKPTU Lucknow, it restricts the academic mobility of students. However, at College level, value-added Courses/Remedial/Extra Classes for competitions/ PDP Classes / Communication skill classes are conducted.

CCS University

B Com – III year students have given optional group – Finance, Human Resources Management and Marketing Management.

BCA & BBA Final year students have to undergo Summer Internship training outside the campus. After completing the internship, they have to submit a project report on the training undertaken, which will be evaluated.

AKPTU

MBA

During second year, in addition to the core paper, summer project and dissertation, student shall have to opt two areas for specialization. One Major and one minor.

For HR Specialization, students can opt any two papers as under :

- Leadership & Personality Development
- Industrial Relation and Labour Enactments
- Negotiation & Counseling.

For Marketing :

- Consumer Behaviour & Customer Loyalty
- Retailing & Distribution Management
- Integrated Marketing Communications

For Financial Management

- Security Analysis & Investment Management
- Management of Financial Institutions & Services
- Tax Planning & Management

For Information Technology

- Database Management System
- System Analysis & Design
- Data Communication & Net work

MCA

In III year Semester V the students of MCA take up three elective papers out of the option given below along with projects/training/practical etc :

Electives

- Computer graphics & Animation
- Simulation and modeling
- Advance data base management
- Artificial Intelligence
- Information security and cyber laws
- ERP system
- Mobile computing

PGDM

During second year, in addition to the core paper, summer project and dissertation, student shall have to opt two areas for specialization. For HR Specialization, students can opt any two papers as under :

- Training & Personality Development
- Industrial Relation & Legislation
- Leadership & Team Building
- Recruitment & Selection.

For Marketing:

- Product & Brand Management
- Integrated Marketing Communication
- Rural Marketing
- Strategic Marketing Management

For Financial Management

- Security Analysis & Portfolio Management
- Management of Financial Services
- Management Control System
- Working Capital Management

Enrichment courses comprises of certificate courses such as Personality Development Programme, NSDC courses, Proficiency in English Language and French Language.

The basic aim is to enhance the various skill sets of students. These courses help the students to gain practical knowledge, improve confidence and develop overall personality which ultimately creates potential for employability.

1.2.4 Does the institution offer self-financed programmes? If 'yes' list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes. IME offers following self financed programmes:

UG Courses

BBA
BCA
B. Com
B. Lib

PG Courses

PGDM
MBA
MCA
M.Com

Since the above programmes are affiliated to Ch. Charan Singh University, Meerut and Dr. APJ Abdul Kalam University, Lucknow, the procedure of admission, curriculum, fee structure, qualification of teachers, salary etc. are according to the guidelines and norms of the Universities and AICTE**.**

1.2.5 Does the college provide additional skill oriented programme, relevant to regional and global employment market? If 'yes' provide details of such programme and the beneficiaries.

Yes. IME provides additional skill oriented programmes relevant to regional and global employment market. All Final year students are provided Proficiency courses in French and German Languages. Certificate programme of Proficiency in English Language. Interested students are provided Skill Development programmes through NSDC sponsored by the Government of India. In addition, the PG students are trained in Aptitude

Test, Group Discussions, Mock Interviews, which have enhanced the desired employability skills amongst students.

1.2.6 Does the university provide for the flexibility of combining the conventional face-to-face and Distance Mode of education for students to choose the courses/combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students.

No. All regular courses

1.3   CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the university's curriculum to ensure that the academic programmes and institution's goals and objectives are integrated?

1. Special classes are held for those students interested in further advanced studies.
2. Remedial classes are held for weaker students.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

 Self Development:

Entrepreneurship attitude is cultivated**.**

 Employment, Global and National demands:

Professional trainings having bearing upon current national and international business demands are provided from time to time.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate change, Environmental Education, Human Rights, ICT etc. into the curriculum.

IME regularly interacts with community development organizations such as College of Social Development, Save Girls Organization, organization

working against child labour etc. and take their guidance in making IME's curriculum more useful for the society. IMEians are also well aware for social development. Periodically IME club celebrates Labour Day, Healthy Food Week, Human Rights Day etc.

1.3.4 **What are the various value added courses/enrichment programmes offered to ensure holistic development of students?**

IME offers following add-on courses to students:

- Certificate programme of proficiency in French and German Languages.
- Skill Development Programme by NSDC, approved by the Government of India.
- Certificate of Proficiency in English Language.
- Certificate course in Personality Development.

1.3.5 **Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.**

Stake-holders play an important role in the knowledge process. The views of stake holders about the curricular are taken into consideration through feedback mechanism. Feedback is obtained informally through observations, suggestions and comments of peers and experts.

Feedback of seminars, workshop etc. are collected by the IME Club from the participants at the end of the session.

Proctorial board regularly monitors the problems faced by the students related to curricular, extra- curricular and discipline activities.

Apart from this, a suggestion / complaint box is placed in the campus which is regularly monitored by the board.

Feedback from parents is also obtained during parents teachers meeting and their suggestions are taken into consideration.

Feedback from Alumni is also obtained and taken into consideration.

Eminent Academicians and Industrial professionals are invited for guest lectures and seminars for the benefit of the students and faculty members.

These Invitees express their feedback about the College and the programmes which is also taken into consideration.

Departmental meetings of the staff are held regularly where time table, guest lectures, industrial visits and other activities are discussed for the benefit of the students.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The College monitors all academic and non academic activities of various departments. Director monitors the activities through periodical meetings, self appraisals and observations. Internal Quality Assurance Cell (IQAC) conducts regular meetings to discuss and decide various academic and administrative functions. This serves as a regular monitoring mechanism. The course co-ordinators and HODs conduct meetings to monitor the departmental progress.

Feedback from Students, Academic peers, Parents and other stake-holders are taken into consideration and necessary changes, if required, are made to improve the quality of enrichment programmes. All these steps have ensured an increase in the number of activities and students participation in these activities.

1.4   FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of   the curriculum prepared by the University?

The College is affiliated with CCS University and Dr APJ Abdul Kalam Technical University as such it cannot design the curriculum. As an affiliated Institution, it has to abide and follow the curriculum designed by the respective Universities.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If 'yes', how is it communicated to the university and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes. There is a formal mechanism to obtain feedback from students and other stake holders. Feedback related to all University Courses are studied

and analyzed by staff committee of IME. Valid points are listed and the outcome of the analysis is communicated to the Vice Chancellor of the concerned university for discussions in the Board of Studies and Academic Council for necessary amendment/modification.

The valid suggestions pertaining to PGDM course are discussed in IME Academic Council and the curriculum is amended/modified accordingly.

1.4.3 **How many new programmes/courses were introduced by institution during the last four years? What was the rationale for introducing new courses/programmes?**

Two Programmes: MBA & B Com

Rationale for introducing these courses was the demand of students through walks-ins and feedback from Peer Academicians and the growing demand from nearby industrial belt.

Any other relevant information regarding curriculum aspects which the college would like to include.

NIL

14. CRITERIAN II: TEACHING, LEARNING AND EVALUATION

2.1   Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity in the admission process

- Publishing advertisement in the leading national News Papers
- Publishing an updated prospectus as per UGC norms.
- Uploading information in College website
- Sending introductory letter to the aspiring 12th Standard students.
- Distributing pamphlets and brochures in nearby Schools/Colleges.
- Displaying the information about different courses on flex boards in the college premises.
- Publicity through electronic media in identified public dominant areas.
- Pre-admission counseling by the subject teachers.

Transparency in the admission process

- Strict compliance of laid down procedures for admissions of the respective universities.
- The admissions in CCSU courses are granted through merit list issued by the university and hence automatically transparency is maintained at all levels as these admissions are carried out online.
- For PGDM, MBA & MCA, MAT Score, GDPI and interview is conducted and a merit list is prepared and placed on line under the supervision of Central Admission Committee, strictly in accordance with the merit list, admissions are conducted.

2.1.2 Explain in detail the criteria adopted and process of admission: Ex
   (i) Merit,
   (ii) Common admission test conducted by state agencies and national agencies
   (iii) Combination of merit and entrance test or merit, entrance test and interview
   (iv) Any other, to various programmes of the institution.

For UG courses, the admission is based on merit at +2 qualifying examination and reservation as per laid down procedure of the affiliating Universities and the state government. For PG Courses, combination of merit, entrance test and personal interview are cumulatively considered.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

	Minimum marks required for admission	
	General	SC/ST Students
BBA/BCA	45%	40%
B Com	40%	35%
M Com	33%	30%
MBA/PGDM/MCA	50%	40%
B Lib	45%	40%

The concerned university declares its merit list 'on line' as per its norms as such no limit for maximum marks.

2.1.4 Is there any mechanism in the institution to review the admission process and student profile annually? If 'yes' , what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes. The admission committee reviews the admission process of previous years and profile of the students and accordingly takes necessary steps for improvement in qualitative admissions**.**

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories students, enumerate on how the admission policy of the institution and its student profile demonstrate/reflect the national commitment to diversity and inclusion.

- **SC/ST**
- **OBC**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

IME ensures equity and wide access to education to students belonging to various socio- economic and cultural backgrounds. Adhering to the Universities norms, the college promotes education for all.

SC / ST: Reservation policy of Govt. of Uttar Pradesh is strictly followed. Scholarships granted by the Social Welfare Department, Government of Uttar Pradesh for the weaker section of the society are brought to their notice and teaching and non-teaching staff guide the students belonging to disadvantaged community as and when required.

OBC: Reservation policy of Govt. of Uttar Pradesh is strictly followed. Scholarships granted by the Social Welfare Department, Government of Uttar Pradesh for the weaker section of the society are brought to their notice and teaching and non-teaching staff guide the students belonging to disadvantaged community as and when required.

Women: More than 50% of the candidates admitted are girl students. Hence, their participation in all academic and extra-curricular activities is equal and even more than that of boy students of the college. Women Assistance Cell, Grievance Cell, Proctorial Board more number of lady teachers has made the atmosphere free (from gender bias) and open.

Differently abled: Handicapped student are admitted as per Reservation policy and given assistance during examination.

Economically Weaker Sections: Scholarships granted by the Social Welfare Department, Government of Uttar Pradesh for the weaker section of the society are brought to their notice. Jobs are provided by IME to Economically Weaker Students in the College itself and they are also financially helped as when required. Economically disadvantaged and deserving students are issued books under the Book Bank Scheme.

Minority community: Reservation policy of Government of Uttar Pradesh for minority communities is strictly followed.

The guidelines issued by the affiliating university are followed in respect of the above categories of students. However at the college level special care and arrangement is made with regard to arranging extra classes and also provided extra facilities to the above categories of students. In addition,

financial aid, special health care facilities, career counseling and extra classes for communication skills and personality development are made.

2.1.6 Provide the following details of various programmes offered by the institution during the last four years and commend on the trends i.e. reason for increase/decrease and action initiated for improvement.

COURSES	Number Of Students admitted				
	2011-12	2012-13	2013-14	2014-15	2015-16
BBA	184	149	147	158	142
BCA	118	110	105	113	95
B Com	-	60	159	202	159
MBA	-	-	56	33	23
MCA	53	23	19	18	14
M Com	25	47	30	36	44
PGDM	49	42	15	15	17
B LiB	17	21	14	11	16

2.2   CATERING FOR DIVERSE NEEDS OF STUDENTS

2.2.1 How does the institution cater to the needs of differently-abled and ensure adherence to Government policies in this regard?

The College does not have the facilities to cater to the needs of differently-abled students. However, iron railing is fitted on stair cases. Suitable arrangements are made during the examinations for the physically disabled students, as per university norms.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes' give details of the process.

The merit and performance of the students in the qualifying examination is the basis of assessment of the knowledge and skills of the students. IME conducts one week orientation programme before commencement of the courses for interaction of the teachers with the students which also helps to understand the knowledge and skills of the students.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with

the programme of their choice(Bridge/Remedial/Add-on/enrichment courses etc).

IME attempts to bridge the knowledge gap of the enrolled students to enable them to cope with the programmes, by identifying slow learners, arranging remedial classes, concept clarification and problem solving exercise, conducting brain storming exercise, class room discussions to increase the knowledge on current affairs. Revision of Topics and special tests are conducted. The College also conducts personality development programmes, effective communications skills, grooming and interview techniques for improving their personal image and leadership quality.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc?

Sensitization is done by arranging various activities under different forums like Anti Ragging Committee, Proctorial Board, Women Assistance Cell, Cultural Activities.

Women Assistance Cell conducts programmes on women related issues like workshop on self defence techniques, legal awareness etc. These activities help in creating gender awareness among students and staff.

Students of under graduate programmes undertake projects on environmental awareness topics like Global Warming, Air Pollution, Deforestation, climate change etc.

IME Students' Club organizes tree plantation programmes, Swatch Bharat Abhiyan, Campus cleanliness etc.

2.2.5 How does the institution identify and respond special educational/learning need of advanced learners?

On the basis of marks scored in Class Tests, Term examinations and activities, direct interaction and feedback of the concerned teachers, the advanced learners are identified. They are encouraged and facilitated with:

- Special coaching classes to remove their doubts and solve their problems.
- Special referral books of advanced level, are recommended for them.
- On requirement basis, if need be, one to one classes are also arranged.

- Assignment preparation based on current and latest topics based on reference books.
- Seminars on selected reference topics are organized.
- Encouraging students for participation in quiz, debate, problem solving and decision making exercise etc.
- The advanced learners are facilitated for their achievements on Annual Sports Day and Annual Day Celebration with Trophies and Certificates.

2.2.6 How does the institution collect, analyze and use the data and information on the academic performance (through the programme duration) of students at risk of drop out (students from disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)

The College collects the data of students at the risk of drop out after the commencement of classes. The students are closely monitored by the teachers and mentors for their attendance and performance in the examinations and other activities. The analysis of data collected is done by the Head of the Institution and the departmental heads. It is then discussed in the IQAC meeting.

Based on the outcome of the review, following initiatives are taken by the College.

- Special counseling is provided to such students for any problem as and when they are approached
- Remedial teaching, extra classes, one to one discussions and extra notes are provided to slow learners.
- Information of different scholarship schemes available is given to the economically weaker students and extends full help to acquire the same.

2.3. TEACHING-LEARNING PROCESS

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print etc.)

Teaching-Learning process: Founders of the IME are great educationists and best teachers of the time. To ensure quality teaching, monitoring of teachers and evaluation of students, 15 point programme of faculty for the

students was developed, adopted by IME board and enforced in letter and spirit so as to leave no scope for the teacher to escape from classes.

It is provided that faculty compulsorily maintain attendance register numerically so that one can know how many classes are met by the teacher and how many classes are evaded by a student. Teachers prepare synopsis of the course, dictates it to students and furnishes a copy of the same to the office of the Director.

A teacher is required to dictate the session plan to student for a session or semester. He/she also announces the methodology of teaching to be followed by him/her in the class room before starting classes so that at no stage any student remaining in dark.

Teacher also provides list of suggested readings to students, suggest one base book covering the major part of the course, make the students to maintain home work register and check it regularly. Calendar of an academic session containing all important dates of functions and events, workshops, seminars, exams, tests are also announced in advance i.e. beginning of the semester.

Group Leader & Class Representatives act at as bridge between the teacher and students and help in maintaining standard of teaching and organizing classes effectively. They also provide feedback to management as to how classes are conducted and course completed.

Internal assessment of student is carried out by the teachers on the basis of the following criteria:

(i)	75% attendance or above and good	Discipline	05
(ii)	Home work Register		05
(iii)	Midterm & Final Test		<u>15</u>
	Maximum marks		**<u>25</u>**

If a teacher goes on leave, she/he is required to compensate the loss of students by arranging extra classes in the same week. A case of indiscipline, shortage of attendance etc. is reported to parents through letters/phone or meetings.

After taking each class, a faculty is required to mention the time of classes, attendance and topic discussed and taught in the course content register kept in the department. Any student or Group leader can see the register and verify these details. Course content register is an instrument, which helps to keep a check on teacher as well as a student.

Academic calendar is separately notified.

Thus 15 point programme of faculty for the students is a very useful document which decides the teaching learning process at IME. Broader parameters/guidelines are also given in it for evaluation of students.

EVALUATION (INTERNAL & EXTERNAL)

For the purpose of internal evaluation, the following criteria/data is used:

(i)   Percentage of the attendance of student in class and other activities.
(ii) Home work and assignment register completed and submitted for evaluation.
(iii) Performance in the two tests, mid-term and final in a semester.
(iv) Observance of dress code, level of discipline and seriousness about study.

The schedule of internal evaluation is as follows :

1. Class test by subject teacher   : On completion of a topic/chapter of syllabus.
2. First Midterm   : On completion of 50% o the syllabus.
3. Final Test   : On completion of entire syllabus
4. Final Exam conducted by the   : For PGDM the Exams are

                                         Controller of Exam, IME

                                         For BBA, BCA, B. Lib, B Com, M Com courses, Exams are conducted by CCS University, Meerut.

For MBA, MCA Exams are conducted by Dr. APJ Abdul Kalam Technical University, Lucknow.

2.3.2 How does IQAC contribute to improve teaching-learning process?

IQAC helps to :
- Develop the interactive teaching
- Improvement in infrastructure
- Promotion in qualitative skills
- Motivation to students for quality education
- Innovative teaching and learning
- Project Assignment as a part of IQAC
- Provide a platform for decision making to improve institutional functions.
- Built an organized methodology of documentation and internal communication.

2.3.3   How is learning made more student centric?   Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students.

In IME each and every activity is managed through students; right from maintaining discipline to organizing class room teaching. No function or event can be organized without assigning a role to student. Following points would elaborate their role:

(a) Class Monitors with the support of class representatives look after arrangements required for conducting class smoothly.
(b) Class Representatives, Group Leaders nominated from amongst the students are a bridge between student and teacher. They identify slow/advance learners; provide feedback on each student and gives input for effective teaching in the class room.
(c) IME Club members, students' proctors look after discipline of students and gets issues and problems solved through authorities of IME.

(d) Students manage cultural events, sports competitions and inter college sports and cultural meet. This is aimed at inculcating the sense of responsibility and capacity among them to manage events.

(e) Students' Committee under the guidance of teachers organizes presentations, seminars, conferences and gets opportunity to interact with peer academic groups. It adds value to their learning education and training.

(f) IME hostellers manage their Mess, House Keeping and other requirements through student appointed committees on cooperative basis. This helps them to develop collective wisdom, team spirit, team building techniques and a sense of cooperation at organizational level.

(g) Media committee of students looks after liasoning with press. Similarly student's editorial board looks after publication of departmental magazines.

Thus at IME, there are several platforms where students get real life and practical experience. This will be useful to them throughout their life. Employers and recruitment agencies have appreciated the practical training acquired by IME students during the course of their studies.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The College encourages the students to be lifelong learners and innovators through the combined experience gained during participation in academic, co-curricular and extra-curricular activities organized by them. These activities help the students to nurture their management skills, marketing skills, leadership qualities and entrepreneurship abilities.

Participation in Debate Competitions, Essay Competitions, Role Play, Group Discussions, Project Work and Assignment enhances the critical thinking ability amongst students.

The College encourages students to showcase their creativity by organizing Rangoli Competitions, Collage making, Flower Decoration, Poster Making, Mehandi etc.

The College provides a platform to its students to show-case their talent in writing for the college magazines titled "Vaishnavi".

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg : Virtual laboratories, e-learning resources from National programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology(NME-ICT), open educational resources, Mobile education etc.

IME is to make quality of learning process and teaching highly effective and qualitative. All sophisticated and modern teaching aids, tools and accessories are provided to students and faculty as well.

- The College provides OHP (Overhead Projector), LCD / Power Point Presentation facility, State of Art computer lab with 470 terminals having round the clock internet facility with Wi-Fi connection of 7 MBPS.
- IME is known as one of the leading professional and technical education Colleges due to availability of teaching tools, aids and quality teaching.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.).

- Reference books and Journals periodically recommended by the faculty.
- On weekly basis each subject teacher of the concerned course conduct tutorial classes in which any particular topic is discussed.
- To enhance the knowledge of students, seminars, workshops, panel discussions and quiz in IT, Management and Commerce are organized on the topics of burning issues/problems of the current period.
- Faculty has full access of IT facilities to keep pace with the current development in their respective areas.
- IME organizes one International Conference and two National Conferences in every year to facilitate students to interact with Professional Academicians and Corporate Representatives of National and International Repute.
- Participation of students in such conferences and seminars helps them to gather information about the latest development in their fields.

- The students have to undergo "Internship" for 60 days as per guidelines of CCS University, APJAKT University and AICTE and project work. After the internship they have to submit Project Report also which is evaluated for merit.

2.3.7 Detail (Process and the number of students benefited) on the academic, personal and psycho/social support and guidance services (Professional counseling/ mentoring/academic advice) provided to students?

- Advising them to choose an activity as per their background
- On Academic ground, we provide remedial classes to the weak students.
- Addressing & sorting out their problems by Senior Teachers.
- Faculty counseling the students for carrier development
- IME provides social support for lower income group students and arranging campus interviews for placement and seminars as per requirement.
- Giving them counseling/mentoring/advise to participate in Sports, cultural and co-academic activities at intra-institution level, university level and State and National level.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and its impact of such innovative practices on student learning?

- Describing through examples or experiments.
- Project based learning and experiential learning like field work, visit to industries, socio-economic surveys and organizing seminars based on syllabus.
- Interactive method, audio-visual mode of teaching and computer assisted learning.
- The efforts made by the College to encourage the faculty to adopt new and innovative approaches are Computer and Internet, LCD Projector, Over Head Projector, fieldwork, visit to industries, socio-economic surveys. The impact of such innovative practices on student learning lies in their being enthused into smart classrooms and participate interactively.

2.3.9 How are library resources used to augment the teaching-learning process?

- College Library is subscribing Books and Journals of different subjects regularly for knowledge up-gradation.
- News Papers and Internet are used on regular basis to keep track and updation of latest advancement in every field.
- A separate referral section has been created for Faculty and students.
- Old Question Papers of Class Test, Mid Term, and End Term Examinations are made available to students for reference.
- Copies of Syllabuses prescribed by the University are made available to Students for ready reference.
- The Library Staff keeps updated to Faculty and Students about latest acquisitions through notice board.
- Support extended to the students preparing for competitive examinations.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes' , elaborate on the challenges encountered and the institutional approaches to overcome these.

No, the College did not face any challenges, since all courses are affiliated to either CCS University or Dr APJ Abdul Kalam Technical University.
As such Academic Calendar and curriculum are followed as per University Pattern.

2.3.11 How does the institute monitor and evaluate the quality of teaching-learning?

The College monitors and evaluates the quality of teaching learning through IQAC. IQAC collect feedback from all students and on the basis of such feedback, IQAC evaluates the quality of teaching learning. The outcome of the feedback analysis is informed to individual teachers to understand their strength and weakness for future improvement and encouragement which helps in total improvement of teaching learning process based on 15 point programme.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D Sc/ D. Litt	01	-	-		-		01
Ph. D	02	01	0	6	-	-	09
M Phill	-	-	-	02	0	01	03
PG					02	11	13

Temporary Teachers							
D Sc/ D. Litt							
Ph. D							
M Phill							
PG							
Part-Time Teachers							
D Sc/ D. Litt							
Ph. D	10						10
M Phill							
PG						2	2

Recruitment of competent and qualified teachers is made as per norms of the University.   Advertisement is released in all leading news papers and from the application received; eligible candidates are short listed and called for interview by the selection committee. In the selection committee, one or two Members are nominated by the University. IME hires visiting faculty mostly from DU and top noted corporate sectors.

2.4.2 How does the institution cope with growing demand/scarcity of qualified senior faculty to teach new programme/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc)? Provide details on the efforts made by the institution in this direction and the outcome during last three years.

Experts from Corporate and Eminent Academicians from other Colleges and Universities are invited / engaged as per requirement of the Session as Guest Lecture. Currently 10 Faculty Members are teaching as Visiting Faculty at IME for the last three years, mostly from Delhi University.

2.4.3 Provide details on staff development programme during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

IME is organizing National and International Conferences, Seminars, Workshops, Panel Discussions which are attended by all Faculty Members. Various Faculty Members have presented Research Papers in National and International Conferences/Seminars and Workshops which have been published in National and International Reputed Journals. IME also conducted in-house Faculty Development Programmes, minimum twice in a Year. Various faculty members have availed this facility as per details given below:

Name	Topic
Dr R C Sharma	Spoken English
Dr J Swarup	Role of HR in Teaching Industry
CA Anoop Kumar	Taxation Policy
Prof H P Gupta	Motivation & Leadership
Dr Kapil	Women's Rights
Dr S.D. Sharma	Teaching Methodology and Pedagogy
Dr Soni Sharma	Role of English in today's Scenario
Dr S D Sharma	Research Methodology
Prof Rajsh Yadav	Awareness of Human Rights
Dr S D Sharma	Communication Skills for Professionals

| Dr S D Sharma | Decision Making Skills |
| Dr S D Sharma | Attitude Making skills |

2.4.4 What policies and systems in place to recharge teachers? (Eg: Providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programs, industrial engagement etc).

- Teachers are motivated by assigning major responsibilities like arrangement of National and International Conferences, Seminars etc.
- Teachers are encouraged to present Research Papers in their interested area in various conferences of which Registration charges are borne by the College.
- The College has been organizing various academic events every year like National Conference, Seminar, International Conference, Foundation Day and Annual Day with cultural and sports activities Yoga Day , Family Day, Women Day etc with a view to giving exposure in development of new technologies and refreshing their mind.
- Sometimes staff picnics are also arranged for refreshment of mind and enjoy the company of others.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

03 Awards have been awarded to a Faculty member for excellence in teaching.

However, IME has been honored with top 'B School' by AIMA, A+ Grade by GoGetter, "Best Promising School" by Dainik Bhasker. The Dainik Bhaskar 'B' School leadership award recognize institutions that are innovative, modern and industry related in their curriculum in marketing, advertising, marketing communication etc.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If 'yes' , how is the evaluation used for improving the quality of the teaching-learning process.

Yes. The College has introduced evaluation of teachers by the students and external Peers. Moreover, the teachers are required to submit 'Self

Appraisal Report" at the end of the year through which the progress of teachers' career is monitored.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution specially students and faculty are aware of the evaluation process?

IME follows a very transparent, judicious and objective method to make its evaluation process known to all the stakeholders and students through the following methods: -
   a. Evaluation process is clearly mentioned in the college brochure.
   b. In the Golden Guide of the College, the rules and processes for evaluation are explicitly mentioned.
   c. Though notices and circulars, evaluation process is made understandable to the students.
   d. Through SMS and periodic meetings with parents, evaluation process is explained.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

All the evaluation reforms adopted by the CCS University Meerut and AKTU Lucknow are introduced; they are faithfully implemented by the IME. In addition at the College level, evaluation policies are announced in unequivocal terms in order to remove every confusion among the students. For instance, 2 class tests are held, attendance marks, disciple marks, participation of different cultural and academic activities are announced. Evaluated answer books are shown to the students in the class and discrepancy, if any, is immediately rectified which enhances the credibility of the evaluation system.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

In order to ensure effective implementation of evaluation reforms, the college follows the following methods :
   a. Exams including internal exams are conducted as per schedule announced.

b. Evaluated answer books are shown to the students in time.
c. Evaluated answer books are kept in proper custody.
d. Students are advised to rectify their deficiency accordingly
e. Parents are also intimated about the weakness of the students
f. Special sessions are held to counseled the students about the after affects of cheating/ coping or using other unfair means
g. The quality assurance committee ensures strict monitoring of the implementation of these reforms.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Both the above modes of evaluation systems have a reformative and sanguine impact upon many students. For example, they started improving upon their inherent weaknesses of memorizing, difficult problems and seeking answers for themselves. Many students started interacting among themselves, discussing various major ticklish problems and with due discussion with their mentors arrived at the right conclusion.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/coursewise for last four years) and explain the difference if any and patterns of achievement across the programmes/courses offered.

The progress and performance of students during the course / programme is monitored very systematically by periodically communicated to all the stakeholders, parents and students. Parents are timely informed of the progress in matter of academic and beyond academic activities in parents meetings and by sending SMS to the parents. Analysis of the students' results / achievement / programme / course wise and the marked difference in the pattern of achievement across programmes / courses is also shown to all stake-holders.

2.5.6 **Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

The assessment scheme for BBA BCA BCOM MCOM MBA B Lib is prepared as per University norms. For PGDM course strict monitoring and transparency in internal assessment of the performance of students has been detailed below.

For PGDM
Mode of Internal Assessment

Mid Term	10
Assignment/Presentations	10
Homework/Projects	10
Attendance & Discipline	10

2.5.7. **Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes', provide details on the process and cite a few examples.**

Yes, every teacher uses assessment / evaluation as an indicator for students performance and achievement in the following ways:

a. Every week a test is held to evaluate the performance of students. Their weaknesses are pointed out in the home assignment which is completed by the students in classes itself.
b. Week students are given special academic guidance. Remedial courses are also monitored. Special classes, brainstorming sessions and interactive discussions are also arranged for removing difficult problems.
c. The performance of students in these tests and assignments along with their presence in the class carries weight age.

2.5.8 **What are the mechanisms for redressal of grievances with reference to evaluation both the College and University level?**
The following mechanism for redressal of evaluation of grievances is followed in the college

a. A student is asked to give in writing the evaluation grievance to the concerned teacher.
b. The concerned teacher shows the answer book to the students.
c. The teacher also encourages the concerned students to compare his marks with other students.
d. On the basis of merit, if the grievance has any substance, the teacher concerned rectifies it to the full satisfaction of the students.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these.

In the brochure academic aspects including learning outcomes are clearly mentioned. If a student fails in learning on at a par with other students, then the concerned students is clearly marked for the special attention and special arrangements like arranging remedial classes and structured instructions are provided to him.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The learning outcomes entail much abstract process. Teaching is both science and art. The more a teacher is creative, the more he can become understandable to the students. Structured learning and evenly-space delivery of knowledge, delivery of learning both should go side by side. The IME adopts these practices together.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (Quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The IME constantly measures the usefulness of the courses and their social and economic relevance. In fact professional education must serve as a handmaiden to upgrade the quality of life of the students. Some courses offered do not cultivate research aptitude and innovative curiosity and also scarcely create job and entrepreneurship. The IME gives many value aided courses to the students in order to bridge this gap. For instance, programmes of personality development and creativity enhancement are periodically offered by the College.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The College regularly analyses the students learning outcomes and uses it for planning and surmounting the barriers of learning. For this, the data collected is keenly debated and necessary measures are taken up.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

The college monitors the achievement of learning outcomes at three level
   a. At the level of students
   b. At the level of parents
   c. At the level of teachers
   d. At the level of market acceptability

2.6.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The graduate attributes are mainly
   - relevant knowledge of the subject
   - empirical demonstration of the academic knowledge
   - making acquired knowledge relevant to social causes
   - inculcating human values

At IME every student is made familiar the very first day that IME is not a showroom but a workshop where a strong sense of creativity, empiricism, humane and sterling values of life should be cultivated by every student to be regarded as a disciplined and committed IMEians.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- Total adherence to Golden Guide Rules, The Booklet of major IME rules and regulations, enthusiastically implemented by the Faculty, Staff and students and is generally treated as BIBAL of the college.

- Cent per cent implementation of 15 Point Program, impartially to be followed both by to the faculty and students and which largely contributes to the sustenance and growth of Quality Assurance.

15. CRITERION III:RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research centre(s) of the affiliating university or any other agency/organization?

Yes. IME has been the recognized research centre of CCS University, Meerut and Dr APJ Abdul Kalam Technical University, Lucknow.

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If 'yes' what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes. The college has a Research Committee to monitor and address the issues of research, the composition of which is as follows:

Prof. Dr. Satya Dev Sharma
Prof. Dr. J C Varshney
Prof. Dr. Kamal Agrawal
Prof. Dr. Meenakshi Sharma
Prof. Dr. Anshu Tyagi
Prof. Dr. Sweta
Prof. Dr. Kamini Rai
Prof. Dr. Sonal Doma

Of the various recommendations periodically made by the Research Committee, a few are as follows:

a) Publication of Research Journal – two times a year.
b) Publication of Vaishnavi
c) Organization of Faculty Development Programmes
d) Invite outside Faculty having Research Expertise in interdisciplinary system.

All the above recommendations of the Research Committee have been implemented and their impact has been very tangible and fruitful.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

Following are the measures taken by the College to facilitate smooth progress and implementation of research schemes/projects:

i. Invite outside experts to make familiar the faculty of the latest break-throughs in their fields of specialization.
ii. Deputing Innovative Researchers from amongst the faculty to interact with the eminent scholars of the other Universities.
iii. Incentives provided to the faculty to undertake research work.
iv. Due appreciations to Researchers.

3.1.4 What are the efforts made by the institution in developing scientific temper and Research culture and aptitude among students?

The College participates in the research activities like UG and PG students participated in the National Conference and they have represented their research contributions which were recognized by the experts.

Students participated in seminars, debate competitions, workshops organized by other institutions. The College organizes lectures or eminent speakers, especially focusing on research aptitude and research methodology.

The College promotes and provides support facilities for students. The College focuses on research activities by involving students of different disciplines to undertake data collection work through surveys.

Projects are assigned to post graduate and undergraduate students. For project work, facilities are provided in the respective departments. Study tours and field visits are arranged to enable them to write project reports. Some teachers on their own are trying to encourage students to develop a research attitude by involving them in research surveys.

Organizing debate competitions and writing skills to give utmost emphasis on scientific temper and aptitude.

3.1.5 Give details of the faculty involvement in achieve research. (Guiding student research, leading Research Project, engaged in individual/collaborative research activity etc).

1. Faculty remains involved with students in guiding thesis work / research project and other collaborative research activities at PG level.
2. Faculty also publishes research papers with students.
3. Faculty also promote research culture amongst students by getting them actively engaged in multi disciplinary research.

3.1.6   Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The College has organized National/International Conference/Workshops/Seminars for enhancing capacity building for Research Culture:

Particulars	2012-13	2013-14	2014-15	2015-16
National Conference	1	1	1	2
International Conference	1	1	1	Nil
Workshops	5	6	5	7
Symposia	4	5	6	5

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Following are the prioritized research areas and expertise available with the College:

- Latest break-through in Communicative Skills/Business Communication.
- Phonetics, Syntax and Grammar for International Communication.
- Cultivation of professional excellence through removal of language disorders.
- Victorian fiction and Scientific Theories.
- Indian English; Its role and Importance in Global Outsourcing.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

IME has been branded as an Institution of Excellence, where a large number of Researchers of Eminence visit the campus and interact with teachers and

students. A few examples of top-notch Professors of Eminence are given below:

Prof. (Dr) V K Rastogi ,   University of Delhi
Prof, (Dr) V K Garg ,   University of Delhi
Prof. P.K. Ghosh ,   Ex. Dean, Delhi School of Economics
Prof. N.K. Chadha,   University of Delhi
Prof. Harsh Verma,   FMS, University of Delhi
Prof. (Dr) V.K.Agarwal ,   University of Delhi
Prof. (Dr) Arun Julka, University of Delhi
Prof. Ashok Gupta,   University of Delhi

3.1.9 What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

More than 75% of faculty members are involved in Research Activities, have utilized sabbatical leave for field visits, presentation of papers in conferences/workshops, as detailed below:

Name of the Faculty	Details	No of leave
Dr Meenakshi Sharma	Conferences/Workshop/FDP/Seminar	7
Dr Kamal Agrawal	Conferences/Workshop/FDP/Seminar	6
Dr Anshu Tyagi	Conferences/Workshop/FDP/Seminar	1
Dr Kamini Rai	Conferences/Workshop/FDP/Seminar	1
Dr Sweta	Conferences/Workshop/FDP/Seminar	2
Mr Shivam Agrawal	Conferences/Workshop/FDP/Seminar	3
Ms Divya Singh	Conferences/Workshop/FDP/Seminar	4
Ms Shalini Singh	Conferences/Workshop/FDP/Seminar	4
Ms Deep Shikha	Conferences/Workshop/FDP/Seminar	1
Ms Namrata Singh	Conferences/Workshop/FDP/Seminar	2
Ms Sangeeta Pathak	Conferences/Workshop/FDP/Seminar	3
Ms Gagndeep	Conferences/Workshop/FDP/Seminar	5
Ms Juhi	Conferences/Workshop/FDP/Seminar	1
Ms Amita Chaudhary	Conferences/Workshop/FDP/Seminar	1
Ms Leena Sharma	Conferences/Workshop/FDP/Seminar	4

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

Researchers are published in IMEJR and other Journals.

- The staff members, whose papers are published have shared it through Group mail. Outlook to the faculty members and students.
- Time to time when conferences, workshops & Seminars are organized in nearby colleges, the faculty members and students are encouraged to present their papers.
- The students and faculty members are encouraged and motivated to participate in university level research competition.

3.2   RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for Research? Give details of major heads of expenditure, financial allocation and actual utilization.

The College has earmarked funds for research to promote the research activities by extending financial support to the faculties and students. Infrastructure, learning resources necessary, computers with internet facility etc. are made available.

Year	Budgeted Amount (in Rs.)
2011-12	27 lakh
2012-13	29 lakh
2013-14	32 lakh
2014-15	35 lakh
2015-16	38 lakh

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years.

The College has an Internal Research Centre which provides all support and facility to conduct research. By way of seed money, the College provides research grant, travel allowance for fieldwork, survey, data collection and to attend seminars and conferences in order to prepare research projects.

3.2.3 What are the financial provisions made available to support student research project by students?

Yes, the students of PGDM, MBA, MCA do participate in research activities by assisting in collection of data, contribution of research papers, editing and interpretation of data and publication of research papers. The students have capacity of being co-authors and have associated with the faculty. They have produced good quality research papers.

Library at IME has subscribed a large number of research journals and back volumes of management, IT and Business Law. There are various computer terminals with internet facility round the clock through wi-fi connection. Faculty has got access to domain of research and development across the globe through computer network.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing inter-disciplinary research.

Various departments of the College regularly interact in undertaking inter-disciplinary research. For example, a Faculty teaching Law also takes some courses in the Business Management and PGDM. Likewise faculty teaching MCA course also teaches some courses of Law. They also publish papers having inter-disciplinary impacts. The College publishes a bi-annual Journal in the name of "IME Journal of Research" which publishes papers of inter-disciplinary nature.

3.2.5 How does the institution ensure optimal use of various equipments and research facilities of the institution by its staff and students?

The College ensures the optimal use of equipments and research facilities by its staff and students by way of providing the following facilities: -

  a) Optimal use of Computers
  b) Regular use of Library Books & Journals
  c) Internet facilities.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes', give details.

No

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

NA

3.3 INFRASTRUCTURE FOR RESEARCH

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The following facilities are available within the campus to the students and research scholars :
  a) Computers
  b) Laboratory
  c) Library Resource Centre consisting of Journals, Books, News Papers etc.
  d) Internet Facilities.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

For Planning, upgrading and creating infrastructural facilities, the following steps have been taken by the institution.
- Establishment of Library Research Centre
- Conference Hall
- Research and Interactive Tutorials.

3.3.3 Has the institution received any special grants or finances from the industry or any other beneficiary agency for developing research facilities? If 'yes' what are the instruments/facilities created for the last four years.

The IME has signed Memorandum of Understanding (MOUs) with four global universities. These are George Mason University Virginia USA, Eastern Mennonite University USA, Poznan University Poland and Management and Science University Malaysia for develop Joint research work, organizing seminars/conferences.
We are also planning to tie-up with NGO's , Govt approved Institutions , more foreign universities and other research Institutes to start more developing research facilitites.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

IME provides following facilities for students and research scholars:

- **MOU with Academic Institutions**
  For Promotion of research, experience sharing and research work IME has entered Collaborations with following Universities/ Institutions
  1. Poznan University, College of Business , Poland
  2. George Mason Universities , School of Public Policy, Virginia USA
  3. Management and Science University, Malaysia

These agreements for Universities/Institutions will go so long way in enhancing the capability of the students and faculty in the area of Research.

- **MOUs with Industry/Consultancy Firm**
  To provide better placement and corporate exposure, IME from time to time sign MOUs with industries and consultancy firms. IME has been signed MOUs with the following reputed concerns:
  1. Naukri.com
  2. Man Power Consultancy
  3. Banyan Tree Consultancy

  Besides this, IME invites Industry/Consultancy for Placement from time to time:-

  1. Policy Bazar
  2. India Mart
  3. Big Bazar
  4. Times of India etc.

- **Other Agencies**
  Besides above mentioned agreements and MOUs, IME has arrangements with the following Institutes (NGOs)
  1. Maharaja Agrasen Manav Seva Trust
  2. H P Gupta Charitable Trust
  3 Bachpan Bacao Andolon

3.3.5 Provide details on the library / information resource centre or any other facilities available specifically for the researchers?

Library Facilities in the College

1. Latest Books, Journals, Encyclopedias.
2. Books on Research Methodology
3. Reading Room
4. E-Books and E Journals
5. DELNET Facilities

Other Facilities in the College

1. Computer Lab with Internet Facilities
2. Common Administrative and Technical staff of the college.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college? For ex. Laboratories, Library, instruments, computers, new technology etc.

- ❖ Online centers for examination of research/ established by the following company

    - • Pearson
    - • TCS
- ❖ NSDC centre has been established for skill development
- ❖ The above corporations establishment in the college also entail no. of computers, instruments, books and new technology and strategies

3.4 RESEARCH PUBLICATIONS AND AWARDS.

3.4.1 Highlight the major research achievements of the staff and students in terms of :

1. The College has produced a number of original research papers which go a long way for the betterment of society as a whole and particularly for the students. In addition, the faculty members have also authored books for betterment of students.

2. Number of research studies and surveys, have also been undertaken by faculty for betterment of the community.

3. The Research undertaken by the faculty have further advanced the frontiers and domains in research having a large bearing of social development.

1.4.2 Does the institution publish or partner in publication of research Journal(s)?

If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international data base?

Yes. The College publishes a bye-annual Journal titled "IME Journal of Research". Following is the composition of the editorial board.

1. Prof. H P Gupta, Executive Editor
2. Prof. Dr S D Sharma, Editor
3. Prof Dr Anshu Tyagi, Assistant Editor
4. Prof Dr Kamini Rai, Assistant Editor

In addition, the Journal has its advisory board comprising top notch scholars from India and abroad, a list of which is given below:

Prof. Anu S. Lather	GGSIP, Delhi
Prof. Anthony F. Smith	Eastern University,Virginia,USA
Prof. B K Mohanty	IIM Lucknow
Prof. C.P.Gupta	MDI Gurgaon
Prof. Paul Lapoule	Advanic Negocia, Paris, France
Prof. Tojo Thathchenkery	George Masin Univ. Virginia,USA
Prof. Majed Al Mashari	King Saud, University, Saudi
Prof. Rui Gu	Dalian Maritime Univ. China

Journal has its distinct publication policy and is listed in international data base.

3.4.3 Give details of publication by faculty and student :
- **Number of publications**
- **Publication per faculty**
- **Number of paper published by faculty in Journal**
- **Monographs**
- **Books**
- **Impact factor**

IME Publications

a. Innovation, Social Networking & Technologies (2013), Bloomsbury, ISBN 978-93-82957-46-9
b. Global Business Challenges (2012), Bloomsbury, ISBN 978-93-82563-56-3
c. Innovation, Reengineering & Business Intelligence (2011), Macmillan Publishers India Ltd., ISBN 978-935-059-041-6.
d. Effective Management – Emerging issues and Future Prospects (2011), Wisdom Publications, New Delhi, ISBN 978-81-89547-94-3
e. Leveraging Global Competitiveness for Organizational Excellence (2010), Macmillan Publishers India Ltd., ISBN 023-033-194-7.

f. Supply Chain Management for Competitive Advantage (2010), Macmillan Publishers India Ltd., ISBN 023-032-938-1.

g. Enhancing Organizational Performance through Strategic Initiatives (2009). Macmillan Publishers India Ltd., ISBN 023-032-823-7.

h. Innovation in Information System & Technology (2009), Macmillan Publishers India Ltd., ISBN 023-063-825-2.

i. Reshaping Business-Analysis and Solution (2009), Macmillan Publishers India Ltd., ISBN Publishers023-063-826-0.

j. Enterprise Information System & Technology, (2008), Macmillan Publishers India Ltd., ISBN 0230-63516-4.

k. Supply Chain Management for Competitiveness (2008), Macmillan Publishers India Ltd., ISBN 023-063-657-8.

l. Business and Competitive Dynamics-Survival and Growth Strategies (2008), Macmillan Publishers India Ltd., ISBN 0230-63515-6.

Number of paper published by faculty in Journal

1. Sharma, S.D. 2012. 'Scientific Thought and Early Victorian Fiction,' *HRGIJR* Vol. III, No. 6, January – June, 2012, pp.788-794

2. Sharma, S.D. 2012. 'Phonetic Transmogrification of Indian Loan Words,' *HRGIJR* Vol. III, No.6, January – June, 2012, pp.826-831

3. Sharma, S.D. 2012. 'Background of Scientific Thought and Victorian Fiction,' *HRGIJR* Vo. III, No.6, January – June, 2012, pp.815-825

4. Sharma, S.D. 2012.' Victorian Fiction: Theme and Technique,' *HRGIJR* Vol. III, No.6, January – June, 2012, pp.836-851

5. Sharma, S.D. 2012.' Online Communication, '*HRGIJR* Vol.III, No.6, January – June, 2012, pp.852-85

6. Sharma, S.D. 2011.' Aesthetics, Sublimity and Creativity in Literature,' *HRGIJR* Vol. II, No. 2, January - June, 2011pp. 572-604.

7. Sharma, S.D. 2011. 'Modern Indian English Poetry: Social Evolutionism,' *HRGIJR* Vol. II, No. 2, January - June, 2011pp. 553-562.

8. Sharma, S.D. 2011. 'Enlightened Feminism: A Case Study of An Autumn Leaf and Spring Returns,' *HRGIJR* Vol. II, No. 2, January - June, 2011pp. 645-652.

9. Sharma, S.D. 2011. 'Modern Indian English Poetry: Hypochondriac Strains & Treatment of Death, 'HRGIJR* Vol. II, No. 2, January - June, 2011pp. 563-571.

10. Sharma, S.D. 2011. 'Semantics and Syntax of 1984 and the Moviegoer: A Contrastive Study , 'HRGIJR* Vol. II, No. 2, January - June, 2011pp. 540-547.

11. Sharma, S.D. 2011. 'Walker Percy: Moulding Influences and Creative Manifestations ,' *HRGIJR* Vol. II, No. 2, January - June, 2011pp. 495-505.

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No of paper presentations in International Conference by Faculty

1. Sharma, Meenakshi (2012), e-kranti in HUDA

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12. Varshney, JC, (2014). ' Budgetary Procedure and Financial Control in India'.

13. Sweta, (2012), 'Internationalization of Higher Education- Challenges & Solutions'

14. Tyagi, Anshu (2014), 'Postal Communications in Ancient and Medieval India'.

15. Tyagi, Anshu (2014), Employee's Motivation Factors for Corporate Social Responsibility & Environmental Reporting'.

16. Tyagi, Anshu (2014), 'Microcredit : A Bird's Eye View'.

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3. Sharma, S.D. 2014. *Scientific & Technical Communication Writing*, Amazon.com, USA, pp.xx+502 (HB); ISBN No. 81-7625-751-6

4. Sharma, S.D. 2013. *Dichotomy of Indian Writing in English, Indology and Culture*, Amazon.com, USA, , pp.vii+379.

5. Sharma, S.D. 2012. *Proceedings: Language Communication Skills:* AICTE Sponsored Programme, HRIT, GZB, India

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35. Sharma, S.D. 2014. Speaking of Myself, Amazon.com, USA.
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Books by Prof. J C Varshney

Dr J C Varshney	Financial Accounting & Auditing	Wisdom Publications , Delhi	2013 First	978-93-81505-66-3
Dr J C Varshney	Corporate Accounting	Wisdom Publications	2013 First	978-81-89547-80-6
Dr J C Varshney	Financial Accounting (Hindi)	New Royal Book Company, Lucknow	2014 First	978-93-83138-31-3
Dr J C Varshney	Statistical Methods (Hindi)	New Royal Book Company, Lucknow	2015 First	978-93-83138-18-0
Dr Meenakshi Sharma	Indian Financial System	Wisdom Publications	2014	978-81-89547-80-9

3.4.4 Provide details of research awards received by faculty, recognition received by the faculty from reputed professional bodies and agencies, incentive given to faculty.

Following Research awards have been received by the faculty for their immense contribution to research :

1. Sharma, S.D 2012, ABI Award, USA.
2. Sharma, S.D, Mathew Annold Award, H. O. L. I India.
3. Sharma, S.D , T.S.Eliot Award
4. Sharma, S.D, 2013, Dove of Peace, HOLI, India
5. Sharma, S.D, 2015. Distinguished Leadership Award, HOLI India.
6. Sharma S.D, 2014, Life Member, HOLI India.

3.5   CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The Institute has the strategy to develop institute-industry interface. The Placement Cell of the College takes active participation in this interface. This has resulted into developing a strong bond between the Institute and Industry.

The following activities explain the communication between Institute and industry: -.

Sl. No.	Activity	Institute-Industry interface
1	In-plant training	Dissertation and live project in industry, students get on the job training.
2	Guest lecturers	Invited Industry Experts in specified areas
3	Industrial Visits	For students industry exposure
4	Seminars/Conference	Invited Industry experts
5	Placement	Campus placement to facilitate students for employment.

Career Development Programme : In this activity, the college invited eminent speakers to talk to students and faculty members to share knowledge about new trends in the industry.

Name	Industry	Field
Mr P K Jaiswal	Sriram Piston	Marketing
Mr Suman Kumar	SMC	Stock Market
Mr Himanshu Sharma	Accenture Pvt Ltd.,	IT
Dr J Swarup	NSIC	Entrepreneurship
Dr. Sharma	Xtracare Logistics	Marketing
Mr. Verma	Android Developer	IT

Project Review and Guidelines by Industry Experts :   Under this activity, College engages Industry experts and internal faculty guide for semester projects of Post Graduate Students. Industry experts are engaged specially to make understand the students to the real operations/projects handled in the business world. This session really facilitates Institute-Industry interface.

Pre-placement activity : In this activity, the College invites Alumni and Senior Faculty Members to give training to the students for placement. They conduct mock interviews in the field of Aptitude, Soft skill, Personal interview, Group Discussions, HR Round etc.

Placement Cell : This cell is headed by a Co-coordinator. This cell interacts with the Industries in and around the area and arranges campus placements to explore the possibilities for employment to the eligible students in their interested areas.

3.5.2   **What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

For establishing College industry interface following steps are taken :
   a. National and international conferences are arranged in which corporate people are invited
   b. Placement drives are arranged for recruitment of graduates and post graduate students.
   c. The Institute encourages active participation of faculty members to attract proposals to provide consultancy and technical advice on professional basis. This consultancy will cater to business houses, associations or individuals on demand.
   d. The institute being academic, mostly the consultancy will be honorary and reciprocatory for the benefit of industry and society in general.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The College has a positive approach towards consultancy activities. It expects all the senior faculty members to offer their expertise to different stake holders and user segments to establish credibility and gain honours in their field of expertise.

The members have initiated the following work on gratis:

.

1. Training on soft skills
2. Language classes
3. Special classes for Communications
4. The Senior Faculty members deliver guest lectures in their respective subjects.
5. Senior Faculty members provide guidelines to the aspirants of NET/SET examination preparations, Competitive examinations preparations etc.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The consultancy is provided by the faculty **on gratis** as such there is no revenue generation.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (Staff involved: Institution) and its use for institutional development?

The consultancy is provided by the faculty **on gratis** as such there is no revenue generation. As such sharing of income generated through consultancy is not applicable in our case..

3.6   EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

**3.6.1 How does the institution promote institution-neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?
IME works on the slogan**

"PLANT-TREES, SAVE WATER, RESTRICT POPULATION AND MAKE FUTURE BRIGHT"

To develop a strong institution-neighborhood community network, the institute initiated the following activities through its students' club:

- Tree plantation in nearby areas
- Children day celebration in nearby colony
- Legal aid campaign in nearby villages
- Blood donation camps
- Swachata Abhiyan
- Yoga Camps.
- Prevention Jung food campaign.
- EYE care camps

The College organized workshop on the following for general awareness.

- Workshop on save girl child
- Workshop on Child labour
- Workshop on Thelesemia
- Workshop on AIDS
- Workshop on Save tree

3.6.2 What is the institutional mechanism to tract student's involvement in various social movements/activities which promotes citizenship role?

In all the activities, students are involved. They are given assigned tasks which are monitored. The mechanism to track student's involvement in various social activities is as under :

- The College has an active students' club which enrolls new students as members each year after an interview. The interview is conducted by the Convenor and other members of the club. These students are involved in all the activities of the College throughout the year.
- All Class Representatives are also the members of this club. These Class Representatives inform other students of their class activities conducted in the College.
- Notices are displayed on the Notice Board before commencement of each activity, to attract the students' attention towards it.

- Student meetings are conducted to abreast them about the activities in the College.
- Special activities are arranged for the students like self-defence for girls, guest lectures on anti-ragging laws, etc. by the College.
- Attendance is maintained to check and encourage students' involvement in such activities.
- Feedback is collected by the students about the activity.
- Participation Certificates are awarded to the participant students in these activities.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The College gets its perception from all of its stake holders to know the present quality of the performance and to improve wherever is possible.

The feedback of the following stakeholders is obtained annually which helps in understanding the overall performance and quality of the College:-

- Students
- Parents
- Alumni Members
- Guest Faculty Members

The feedback so received is analyzed and discussed with HODs and with concerned faculty members, for necessary changes, if required, and implementation.

- At the department level also, Alumni interactions with the present students are organized and to guide them in curricular and co-curricular activities. This helps to motivate and give moral booster to the existing students

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The Institution plans and organizes its extension and outreach activities in the following manner:

IQAC:

1. Social Extension Committee — Teacher

   Student → Service to Community

2. Student welfare committee — Alumini

- **Community Development**
- **Environmental Awareness**
- **Health and hygiene**
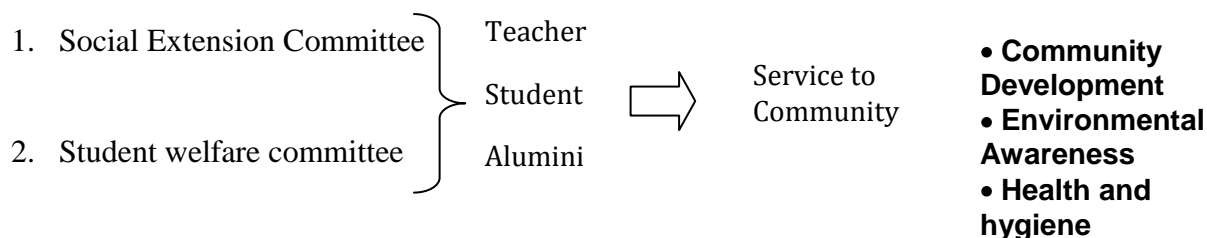
Major extension and outreach program and its impact on the develop of the students:

Students learn the importance of social responsibility through society oriented activities. The gender sensitization activities like rallies spread awareness about health and also about social issues like save girl child and importance of women empowerment. Cleanliness campaigns inculcated a strong sense of affirmative action towards the society and students understood that "A clean nation is a healthy nation". Inculcation of all these values through activities conducted throughout the year without hampering the academics helped in the holistic development of the Students.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national / International agencies?

The college promotes the participation of students and faculty in the activities by:

- Activity notices are displayed on the Notice Board whereby students voluntarily participate the same.
- Membership drive for Students' Club, extension activities and students grievances / welfare activities.
- Classes are re-arranged for participating students in the activities.
- Re-examinations are arranged for the participant students in the activities.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- ❖ The college undertakes the following social survey activities, research or extension work to ensure empowerment of students from the vulnerable underprivileged sections of the society

  - Legal aid Campaign twice in a year in the adjoining villages and rural areas and unprivileged colonies
  - Literacy camps also organized by the students club by involving senior faculty members
  - Anti-dowry campaigns and rides frequently arranged by women assistance cell from time to time
  - Swachhta Abhiyan Camps also arranged under PM's clarion" call making clean India
  - Save Girl child campaign also organized by students club.

- ❖ The above campaign extension works lead a very conducive impact upon the public at large and they genuinely start believing in college's brand slogan,

"PLANT-TREES, SAVE WATER, RESTRICT POPULATION AND MAKE FUTURE BRIGHT"

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they compliment students' academic learning experience and specify the values and skills inculcated.

The social extension activities compliment and help in the overall development of the students. It is imperative that the students be sensitized to issues relating to social, economic and gender exploitation in all ways. Further the students must be able to form a connection, empathies and sympathies with the needs of the vulnerable sections of the society and also develop a practical approach to life which is colored by the qualities of social commitments and equality. This helps the students in their holistic development and prepares them for the challenges that they might face in life.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The college ensures the involvement of the community in its reach out activities and to contribute to the community development on its own with the support of Students' club and local community.

Supporting Agency	Activity
Rotary Club	Blood Donation Camp
CISF	Self-defence techniques for girls,
Local Community	- Street play on 'Save Girl Child' - Tree Plantation

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has established constructive relationship with the following organizations:

a) H P Gupta Charitable Trust
b) Maharaja Agrasen Manav Sewa Tust
c) Bachpan Bhacho Andolan

3.6.10 Give details of awards received by the institution for extension activities and / contribution to the social/community development during last four years.

Awarded 18th Rank in Best B Schools awarded by AIMA.
Awarded B+++ in 2013 by Go Getter

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarship etc.

The College has developed collaborative activities with outside organizations. Interactions with these are as follows:

- MoUs with the universities for research related work and faculties and student exchange programs.
- MoUs with the industries and consultancy firms for hands on training, staff exchange and sharing of facilities.
- Agreement with educational institutions for faculty and student exchange program.
- MoUs with industries for guest lectures, workshops and for Communication skills and personality development training.
- Institutional membership of libraries for reference material.

3.7.2 Provide details on the MOUs/Collaborative arrangements (if any) with institutions of national importance/other Universities/Industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The College has been successful in collaborative efforts which have resulted into signing MoUs with foreign universities of national importance and repute. This has further brought about an enhancement in the skills of staff and students and this is evident from the researches, social work, extension activities and the collaborative work undertaken. The development of institution is evident when the staff and students become capable enough to understand the need to return to society.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation / up-gradation of academic facilities, student and staff support , infrastructure facilities of the institution viz. laboratories/ library/new technology / placement services etc.

The College has a Placement Cell through which the industry-institute interaction takes place. At present, the college offers opportunities to the students for placement. However, the college is yet to make a concrete arrangement for academic and infrastructural development with the industries. The college has identified potential areas where it can offer support for development of various facilities for advancements through the following activities.:

1. The national skill certification and monetary reward scheme by NSIC
2. Retail management Program for the students and faculties
3. Interaction with Tally ERP
4. Personality development course, grooming for corporate life.
5. Value added courses in collaboration with Sri Ram General Insurance Company
6. Marketing training by Columbia Asia
7. Software training programme by AGILE

3.7.4 Highlighting the names of eminent scientists / participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Eminent Participants in International Conference on Business Challenges-2014

Year 2014	
Ms Niki Stefanidou	Embassy of Greece
Mr Intekhab N. Khan	Md Ali Juhar university
Mr Rishi Raj Singh	Director, NIESBUD, Govt. of India
Mr. Son Kuswado, Dr. Eng.	Embassy of the Republic of Indonesia

Eminent Participants in International Conference on Business Challenges-2013

Year 2013	
Mr Dietrich Kebsehull	Chairman IGEP Foundation
Mr Kapila Fonseka	Minister, Srilankan High Commission
Mr Mongy Badr	Minister Plenipotentiary, Embassy of Egypt
Mr Niki Stefanidou	Embassy of Greece
Mr. Saadf Mohmoud Shama	Embassy of Arab Republic of Egypt
Mr. Son Kuswado, Dr. Eng.	Embassy of the Republic of Indonesia
Mr Mucyo Rutishisha	High Commission of the Republic of Rwanda
Mr Muramira Nick Chiles	Uganda High Commission
Mr Rishi Raj Singh	Director, NIESBUD, Govt. of India

Eminent Participants in International Conference on Business Challenges 2012

Mr Frances Chung-Feng Lee	Republic of China
Mr Ozgur Ayturk	Embassy of Turkey

Mr Louis Nagot	French Embassy
Mr Erell Blouet	French Embassy
Mr Wahid Benmeriem	Milna France
Mr Philip Probity	Nigeria High Commission
Mr Rajiv Gulati	President, Ranbaxy Laboratories Limited
Mr Saurabh Wadhwa	Country Head-Training, Indusind Bank

3.7.5 How many of the linkages / collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated.

 a) **Curriculum development/enrichment**
 b) **Internship/on-the-job training**
 c) **Summer placement**
 d) **Faculty exchange and professional development**
 e) **Research**
 f) **Consultancy**
 g) **Extension**
 h) **Publication**
 i) **Student placement**
 j) **Twinning programme**
 k) **Introduction of new courses**
 l) **Student exchange**
 m) **Any other**

- Collaboration with Foreign Universities has helped in upgrading our syllabus of PGDM programme.
- Our students would get an opportunity to go for internship, summer placement and on job training in corporate.
- IME has authorized research centre and most of the faculty are Doctorate .they help the students for research activates.
- The Faculty exchange programs are going on for improvement the capacity building of our faculty and students.
- Students and staff are actively involved in exchange program, research work and extension program
- Guest lectures, staff exchange, students placed for summer training and internship have resulted into formal MOUs/agreements.
- Various enrichment Programs are held. They include visits, training Programs,
    - Guest lectures, etc.

- IME has separate Placement cell.
- IME has organized one International and two National conferences yearly.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The College makes systemic efforts for planning, establishing and implementing initiatives of linkages and collaborations.

- Financial provisions are made for organizing seminars, workshops and student activities.
- The management takes keen interest in encouraging staff in planning activities.
- The research committee in its meetings and collective efforts identifies various areas which can be tapped and the potential areas of gains are listed down.
- Significant efforts are taken to meet the authorities and bring about fruitful linkages and collaborations. Support is provided to staff in the way of spare time, finance and technical staff.
- .The efforts have proved successful in establishing and organizing research activities

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include

16. CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The College has enhanced the infrastructure for effective teaching and learning. The Management of the College always keeps in mind the need and strength of the students in various courses. According to the requirement of various courses, the College has the policy to increase laboratories, class rooms and library facilities, etc.

According to the present requirement, sufficient infrastructure and resources are available to carry out the academic, curricular, co-curricular and extra-curricular activities. The infrastructure is fully utilized and the students have easy access to the available learning resources.

4.1.2 Detail the facilities available for

a. Curricular and co-curricular activities: Class rooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, Animal house, specialized facilities and equipment for teaching, learning and research etc.

For curricular and co-curricular activities, sufficient number of classrooms, auditorium, tutorial spaces, seminar halls, class rooms with specialized facilities and equipments for teaching and learning are available in the College.

The details of infrastructure are as under**:**

Academic activities:

Name of the Blocks	Number of Class Rooms	Size (In Feet)
Shakti Block	25	(21X25)
Shivam	06	(30X24)
Vashnavi	06	(32X24)
Ganesham	03	(21X19)
Professor Wing	06 cabins	(12X11)
Faculty Room	02 with 18+15=33cabins	(5X7)

Number of Computer Labs	04	--
Number of Computer Centres	01	--

Co-curricular activities

Name of the Block/Place	Particular of Facility
Behind Shivam Block	Open stage for cultural activities
On the south of play ground	Open sage-II for cultural activities, function, Drama etc. with capacity to accommodate 2500 audiences
Play Ground	Between Shri Ram Block and Durga Block used for Cricket, Volley Ball, Basket Ball etc.

Hostels and Rooms

Name of the Place	Rooms	Seats
IME Hostel (Boys)	56	118
IME UG Hostel	42	105
IME Girls Hostel	54	128
IME Hostel (Kavi Home)	15	37

IME Administration Department

Places in Administration Departments	No. of Rooms
Admission office cum reception	01
Registrar's office	01
Accounts dept	01
IME Society Office	02
Guest Room	01
Guest House	01
Wardens office	01
Stores	02
First Aid Room	01
Laxmi Block	13

Estate and Security

Name of the Place	No.
Security Outpost	04
Estate office	03
Generator & Electricity Room	01
Boys Common room	01
Girls Common room	01
Overhead Water tank (capacity:10,000 ltr)	01
Generators (200 KVA/100KVA/75KVA)	03
Canteen/Cafeteria	01
Submersible Pump	01

b. **Extra-curricular activities: Sports, Outdoor and Indoor games, gymnasium, Auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.**

For curricular and co-curricular activities, sufficient specialized facilities and equipments are available in the College.

Extra-curricular activities

Name of the Block/Place	Particular of Facility
Play Ground	**Between Shri Ram Block and Durga Block used for Cricket, Volley Ball, Basket Ball.**
IME Lawn (Sports & Games)	**Between gate No.1&2 for cultural activities and in front of laxmi block adjacent to Auditorium**
IME Conference Hall (Shivam Block)	**For guest Lectures, Conferences, Seminar (Cultural/Literary), Functions, Cultural, Literary activities and presentations.**
IME Conference Hall (Laxmi Block)	**For guest Lectures, Conferences, Seminar (Cultural/Literary), Functions, Cultural, Literary activities and presentations.**
IME Auditorium	**Conferences, Seminars, Cultural Events, Meetings.**
IME Board Room	**Faculty Staff council meeting seminar, Meting, Presentation etc at small scale**
IME Gymnasium	**Located at Ganesham Block**

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the master plan of the institution/campus and indicate the existing physical infrastructure and the future planned expansions, if any).

- The IME has a tradition of continuously engaging students in academic, extracurricular, co-curricular and extension activities throughout the year. Therefore available infrastructure is utilized to its fullest extent possible. Classes are conducted regularly and effectively as per norms.
- Seminars, Workshops, symposiums and conferences of national and international level are organized throughout the year.
- Social, Literary and cultural events are organized at regular intervals.
- Van Mahotsava, Blood Donation Camp, Literacy camp, Yoga Day, Avoid Jung food abhiyan and anti child labor campaign organized for generating awareness among the people.
- Sports meet organized twice in a year.
- Students/Faculty utilizes library and computer lab regularly and effectively.
- Thus in view of multipronged strategies and action plans, curricular/ extracurricular activities. The infrastructure at IME is utilized effectively.
- The available infrastructure is absolutely in line with its academic growth and is optimally utilized.

- The Computer Laboratory is made easy access to all its students. It has enough space for conducting practical classes effectively.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Differently abled students are provided facilities for hassle free movement in the campus. They are extended services of support staff, for admissions and other services. Sitting arrangement is made for them so that they don't stand in queue. Fittings in Toilet bathroom is made as per their specific needs. Staircase is fitted with handrails to facilitate the physically disabled students.

4.1.5 Give details on the residential facility and various provisions available within them.

IME has 4 hostels as per details below:

Name of the Place	Rooms	Seats
IME Hostel (Boys)	56	118
IME UG Hostel	42	105
IME Girls Hostel	54	128
IME Hostel (Kavita Home)	15	37

Different hostels for boys and girls with boundary wall. Female warden for girl's hostel and male warden for boy's hostel**.** The Facilities available in the Hostel are:

- Each floor having toilets and drinking water facility.
- Recreational facilities, gymnasium, Basketball court, Cricket ground, Carroms, chess, etc.
- College vehicles are available for 24 hours for any emergencies
- Internet and Wi-Fi facility is available in Campus
- 24 hours security in the Campus and also in the Hostels
- Generator facilities available
- Purified drinking water facility
- Common room with audio-visual equipments
- Mess facility on co-operative basis

Servant Quarters

The Facilities available in the Quarters are :

- Toilets and drinking water facility
- Recreational facilities like Badminton and Carroms.
- Parking facility
- Internet Facility
- First Aid Facility

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The College takes special efforts to ensure the health and hygiene of its students and faculty members in the following manner:

- First Aid facility is available for the students and staff.
- A number of hospitals are present in the vicinity of the College, hence any sort of medical emergency can be immediately addressed.
- Hygiene is meticulously maintained on the campus.
- Scavengers are appointed for the neat maintenance of washrooms
- RO plant to ensure pure drinking water facility
- Staff is granted casual leave and sick leave
- Health awareness workshops are conducted by the Women Assistance Cell and Student Club to educate women/students on health and other issues.
- The management renders moral, monetary and emotional support to students & staff during medical emergencies.
- Maternity leave is granted.
- Blood group identification tests are done annually
- Blood donation camp organized annually
- Vehicle is available for student and staff during emergencies
- Competitions organized for creating awareness on health and environmental issues
- Dissemination of knowledge of health related topics is put on display board
- Yoga camps are organized regularly.
- AIDS awareness camps are organized.

4.1.7 Give details on the common facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women's cell, Counselling and career guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.

IQAC: IQAC is in operation in the College. It prepares Annual Quality Assurance Report after discussions amongst the members. Every year, Annual Quality Assurance Report is submitted to NAAC.

Grievance Redressal Unit: This Cell is in place with 7 members in the cell presiding over by Proctor. The students approach the board members for their grievances of any type. The committee sorts out the grievances of the students promptly and judiciously to the satisfaction of the students. Quarrels amongst students are also resolved by this committee. This committee maintains cordial relations and good work culture and inbuilt goodwill amongst students and other stake holders.

Women Assistance Cell: This cell encourages students and staff members to participate in cultural activities in the College. This cell inspires the students for empowerment socially and makes the female students aware of the social responsibilities, give them mental support to fight against immoral harassment of women in the society. It organizes training classes and seminars for female students and staff members for self defense.

Counselling & Placement Cell: This cell is working as a helping hand to the aspirants of various courses to seek admission in the right course depending upon their last score in the eligibility exam, their interest, knowledge and caliber apart from regular monitoring. This cell is also providing coaching classes, guiding, preparing for competitive examinations. It provides guidance, motivation, training to the students of difference courses for appearing at interviews and arranging campus placement in well known companies.

Auditorium: There is a big auditorium with a capacity of more than 400 seats which is used for academic activities, cultural programmes and other functions.

R O Facility: Purified safe drinking water facility is available in the campus.

Canteen: There is a good canteen and quality food, tea, snacks are served in the canteen.

Lunch Room & Recreation space is provided to staff and students separately.

Health Centre is not available in the Campus. However, First Aid Box with kit is available. Moreover, sufficient hospitals and clinics are available within a distance of 2-3 Kms. For any emergency, a College Van is available round the clock.

4.2 LIBRARY AS LEARNING RESOURCE

4.2.1 Does the Library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Library Advisory Committee constituted by the IME plays vital role in overall functioning and development of library which regularly meets to discuss issues and problems related to Library.

Library Development Committee

|	
Ms.Parul Tyagi	Convener
Dr Kamal Agrawal	Co-convener
Dr Sweta	Member
Dr Kamini Rai	Member
Ms.Tanuja Tiwari	Member
Ms Megha Jain	Member
Ms Gagandeep Kaur	Member
Ms Divya Singh	Member

The committee puts its best efforts to convince the clientele for better utilization of available resource and its benefits. The committee also discusses the ways and means to enrich the Library. The concerned faculty members make requisition to Library for new additions as per requirement. Such requirements are discussed in the committee and finalized for purchase. Accordingly the Library In-charge invites quotations from the publishers/venders and places the order for purchase. The list of new additions in the Centre is notified to students and faculty members through notice board so as to encourage the clientele for its best utilization. Yes, it is a user friendly.

4.2.2 Provide details of the following:
- **Total area of Library (in Sq. Mtrs.)**
- **Total seating capacity**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation).**
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources).**

➤ Total area of the library - 12409 sq. meters
➤ Total seating capacity - 150
➤ Working Hours – 8:00 am- 6:00 pm
➤ We have accession, circulation, reference, periodical and e-journal in the library.
➤ For each departmental books are arranged subject wise and separate space is allocated for each subject departments. Stack room, reading area and reference section are provided. There is also a common reading hall in the library.
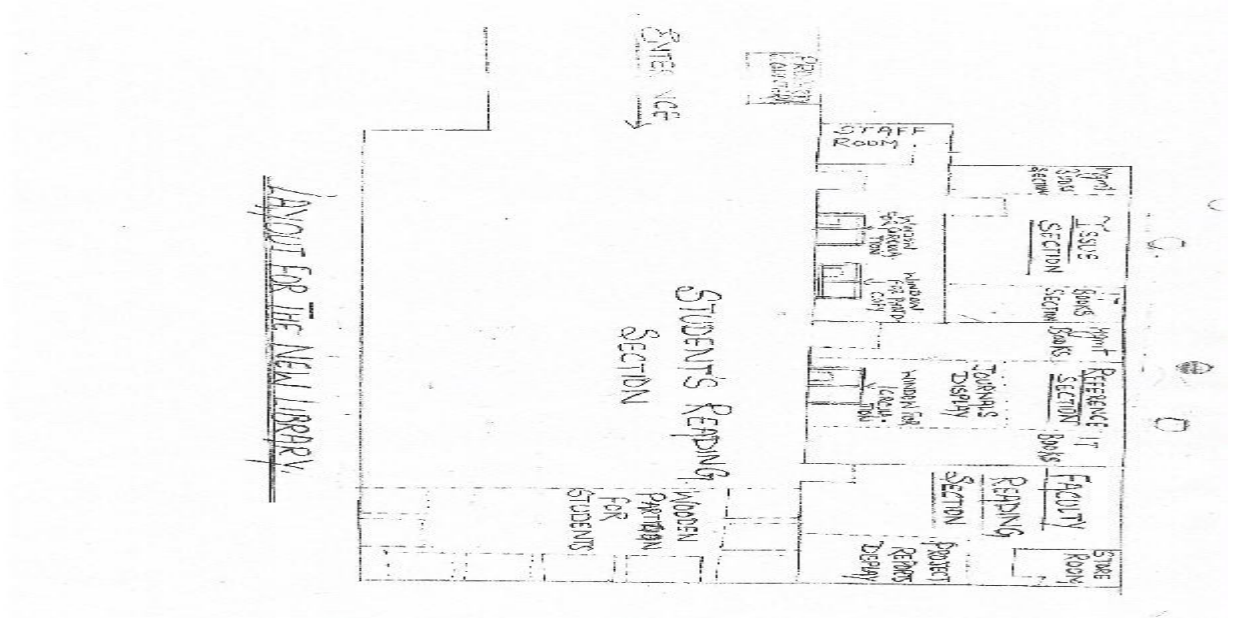
4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library has been one of the principal agencies of creativity and knowledge with in the college campus. The library is committed to providing services that support the key propriety of the college. The library will ensue during purchasing to support research scholars and enhance the learning. The requirement of Reference/Base Books and Journal is obtained from concerned departments at the beginning of the Academic Session. Such requirements, discussed in the Advisory Committee and final

recommendations/requirement forwarded to the Director for approval. On the basis of approval, orders placed to the Vender/publisher for purchase.

Details of the amount spent for procurement of new books/journals are as under:

Description	2012-13		2013-14		2014-15		2015-16	
	No.	Amount (Rs.)	No.	Amount (Rs.)	No.	Amount (Rs.)	No.	Amount (Rs.)
Text books	125	45020/-	137	35389/-	20	10536/-	81	37886/-
Reference books	55	20000/-	36	36500/-	20	6000/-	20	3000/-
Journals/ Periodicals	36	70234/-	36	82110/-	21	72340/-	21	57308/-
e-journals	3	565617/-	3	560184/-	1	182000/-	1	182000/-
Other holdings	1200	100000/-	1175	100000/-	1300	112500/-	825	60000/-

4.2.4   Provide details on the ICT and other tools deployed to provide maximum access to the library collections?

- OPAC : NIL
- Electronic Resource Management package for e-journals : YES
- Federated searching tools to search articles in multiple databases : NO
- Library Website : YES (Along with the College Website)
- In-house/remote access to e-publications : Yes
- Library automation: Library is Partially computerized having all sorts of facilities like book database, Issue- Return, Cataloguing etc.
- Total number of computers for public access : 6
- Total numbers of printers for public access : 1
- Internet band width/ speed: 7 mbps
- Institutional Repository: No
- Content management system for e-learning : No
- Participation in Resource sharing networks/consortia (like Inflibnet): No

4.2.5 Provide details on the following items:

Average number of walk-ins	1075 per day
Average number of books issued/returned	895

Ratio of library books to students enrolled	8:1
Average number of books added during last three years	5525 approx.
Average number of login to OPAC	No
Average number of login to e-resources	550 approx
Average number of e-resources downloaded/printed	150
Number of information literacy training organized	No
Details of "weeding out" of books and other materials	Newspaper, old files, projects, back volume of magazines

4.2.6 Give details of the specialized services provided by the library.

Manuscripts	College does not provide this services
Reference	The College provides this services
Reprography	The College provides this services
ILL (Inter Library Loan Service)	College provide this services
Information deployment and notification	The College provides this services
Down load	The College provides this services
Printing	The College provides this services
Reading list/Bibliography compilation	The College provides Reading lists only.
In-house/Remote access to e-resources	The College provides this services
User orientation and awareness	The College provides this services
Assistance in searching data bases	College provide this services
INFLIBNET/IUC facilities	DELNET

4.2.7 Enumerate on the support provided by the library staff to the students and teachers of the college?

The support provided by the library staff to the students and teachers in the form of:

- The library staff give general and specific information to the clientele
- Computers, Internet, e-resource and Reprographic facilities
- Library staff help readers to trace the books
- Reading room for students and a separate study table for teachers
- Display of new arrivals are arranged to facilitate readers to use existing and new arrivals.
- Details of new additions to the library are informed to the departments.
- The practice of "Demand slip" ensures readers about the issue and availability of books needed.
- The available collections are segregated and stored separately in closed access and issued on demand.
- Maintaining peaceful and academic environment.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

There are no special facilities provided by the library to the visually/ physically challenged persons.

4.2.9 Does the Library get the feedback from its users? If 'yes' how is it analyzed and used for improving the library services? (What strategies are deployed by the library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services).

Yes. In each quarter, management organizes one feedback session for all course students in which whatever suggestions come from the users regarding the library are discussed in the library committee. Then committee will take action on suggestion on priority basics. This feedback is a support for rendering library services user/student friendly.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available (hardware and software) at the institution.
Configuration of the Computer in the Labs Computer Science laboratory

- Processor – Intel(R),
- Core(TM)2Duo/I3 CPU,

- Installed Memory (RAM) – 2.00 GB,
- System Type – 32 bit operating system.
- Computer-student ratio – 1:1
- LAN facility – All computers are connected with LAN in the Computer Science laboratory.
- Licensed software – All software are licensed.(Microssoft Windows & MS Office) and open source softwares.
- Number of nodes/ computers with internet facility 200

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- Number of systems with individual configurations 200
- Computer-student ratio 1:1
- Dedicated computing facilities YES, Available
- LAN facility YES, Available
- Internet Facility in the Campus : Available
- Internet Facility in the Off Campus : Not Available

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The College has the following plans to upgrade the IT infrastructure and associated facilities:

- Wi-fi connectivity to all departments
- LCD facility for effective teaching
- Acquiring propriety software to enhance the advanced knowledge in IT
- Purchasing more number of computers to enable the students to spend more time effectively on computer learning.

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years).

Provision made in the annual budget for update, deployment and maintenance of the computers in the College Every year college collects list of requirements from all departments. The consolidated report related to

the annual budget of the College is submitted to the Management of the institute. The management will decide and allot the annual budget for update, deployment and maintenance of the computers in the College.

S.No.	Year	Detail	Amount
1	2011-12	Maintenance and purchasing of computers etc.	1,80712.00
2	2012-13	Maintenance and purchasing of computers etc.	2,00,000.00
3	2013-14	Maintenance and purchasing of computers etc.	12,21205.00
4	2014-15	Maintenance and purchasing of computers etc.	6, 39,352.00

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

Teachers have excellent skills in preparing computer aided teaching – learning materials. Teachers can prepare their computer aided teaching – learning materials either in their respective departments or in the General Library. The smart class room or the seminar hall where the LCD projector is fixed facilitates high impact presentations.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- leaning resources, independent learning, ICT enabled class rooms/learning spaces etc) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The effective integration of ICT in teaching-learning process into classroom practices poses a challenge to teachers and administrators. The institution aimed at finding out the factors influencing use of ICT to make teaching learning effective in the institute and identifying the innovations that ICT has brought into teaching-learning process. The innovations that ICT has brought in teaching learning process include: E-learning, e-communication, quick access to information, online student registration, online advertisement, reduced burden of keeping hardcopy, networking with resourceful persons, etc. However, the presence of all these factors

increased the chance of excellent integration of ICT in teaching-learning process in the institution.

4.3.7 Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The staff and students can access e-journals and e-books and resources from internet in the college General Library. Teachers can take the students to the Library and they can also enhance their teaching by referring the materials available in the internet.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Budget Utilized During the Last Four Years:

Sl.No	Facilities	2011-12	2012-13	2013-14	2014-15
1	**Building**	17,26,726	35,75,463	16,75,531	62,09,940
2	**Furniture**	1,21,075	12,250	22,785	4,610
3	**Computers**	5,34,505	11,38,681	4,28,119	2,45,061
4	**Vehicles**	11,12,906	5,33,921	4,06,013	4,66,654
5	**Generator repair**	10,91,045	9,02,159	7,38,383	10,56,235
6	**Fire Fighting**	26,559	28,000	30,000	32,000
7	**Office Maintenance**	5,74,649	3,98,916	3,18,874	4,36,988
8	**General Repair**	-	8169	27,195	4,67,265
9	**Campus cleaning**	-	-	1,68,104	-
10	**Campus Repair**	3,71,024	2,17,319	1,58,897	1,42,977
11	**Security service**	3,68,806	5,23,218	4,62,509	-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipments of the college?

Establishment & House Keeping Cells supervise the maintenance and renovation of buildings, furniture and other aspects of College infrastructure.

- Director is in charge of the Establishment & House Keeping Cells.
- One Civil Engineer and Contractors are employed under the jurisdiction of the Central Maintenance Unit for construction work.
- Some of the staff members are given the responsibility for supervision of maintenance works.
- There is a Central Carpentry Section for making and repairing furniture.
- The college has one permanent staff member for general electrical maintenance and maintenance of the generator on a regular basis.
- There are five permanent sweepers for the college premises.
- One gardener is employed for the upkeep of the garden around the college building.
- All the computers, printers, scanners, projectors and networking facilities are under AMC with different agencies.
- All sophisticated instruments are also under AMC.
- Other laboratory instruments are serviced on a regular basis. When need arises qualified personnel are called for servicing.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for equipments/instruments?

The calibration of the equipment and other precision measures are checked and carried out by the internal experts and external agencies at least once in a semester using scientific methods. The same is also done for lab. If a major need arises for calibration; the technicians from companies are called. Every year prior to the university examinations, all the equipments/ instruments are calibrated by staff and in some cases by experts.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.

- CCTV cameras have been installed at strategic locations such as parking, Canteen, Sports ground, main gate, Reception area, examination control room, Library, Computer lab
- Fire systems have been installed at the prime locations like Library, Computer Lab, Luxmi Block, Sarsaswati block, Canteen, Durga Block and also on every floor of the building.
- Generator with the capacity of 200 KVA, 100KVA ,75 KVA and 50 KVA have been installed for continuous uninterrupted supply of power in the college campus.
- UPS mechanisms and installation of stabilizers ensure the proper maintenance of sensitive equipment..
- The water coolers / purifiers are cleaned on weekly basis.
- The central systems (water tanks) are checked on regular basis.
- The College's electrical and plumbing technicians monitor the overall electrical and water supply systems.
- Plumber, electrician, carpenters and painters are employed especially to carry out the repairing and maintenance issues whenever necessary.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include

17. CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. Every year Prospectus for all courses is published by IME for its students. The College publishes its updated prospectus annually.

The information disseminated in the prospectus are:

1. Goals / objectives / major consideration
2. Our expectations from students
3. Courses available at college
4. Academic and other achievements
5. Record of students
6. Accreditation and awards
7. Guidelines for admission
8. Rules of discipline for students
9. Attendance
10. Library
11. Scholarships
12. Fee structure of courses
13. Procedure for investigation in case of malpractices
14. Other activities and schemes

Various committees are constituted to look after proper functioning of the College. Along with this, to ensure commitment and accountability we have internal audit of each of the committee at regular intervals, by the Principal and Vice Chairman.

Besides this, students guide on rules and regulations of College, functioning of library, computer centre, estate, hostel, classes, 15 point programme of faculty for students etc. titled "Golden Guide" is also published and delivered to the newly admitted students and faculty members. Regular monitoring is being done by Director/HODs on implementation of 15 point programmes.

5.1.2 **Specify the type, number and amount of institutional scholarships/freeships given to the students for the last four years and whether the financial aid was available and disbursed on time?**

<u>**Scholarship Details**</u>

SCHOLARSHIP FOR THE YEAR 2015-16		
1	MBA	10,10,000
2	MCA	6,50,000
3	BBA	25,000
4	PGDM	3,00,000
	TOTAL	19,85,000

SCHOLARSHIP FOR THE YEAR 2014-15		
1	MBA	4,00,000
2	MCA	1,80,000
3	PGDM	2,75,000
	TOTAL	8,55,000

SCHOLARSHIP FOR THE YEAR 2013-14		
1	PGDM	12,90,000
2	MBA	10,75,000
3	MCA	4,15,000
4	BBA	2,20,000
5	BCA	90,000
	TOTAL	30,90,000

SCHOLARSHIP FOR THE YEAR 2012-13		
1	PGDM	550000
2	MCA	625000
3	MCOM	65000
4	BLIB	4000
5	BBA	460000
6	BCA	430000
7	BCOM	125000
	TOTAL	2259000

SCHOLARSHIP FOR THE YEAR 2011-12		
1	PGDM	250000
2	MCA	150000
3	BBA	330000
4	BCA	210000
	TOTAL	940000

Details of the students are given below:

SCHOLARSHIP FOR THE YEAR 2015-16
MBA

S.No	NAME OF THE STUDENT	AMOUNT
1	AAKANSHA KASHYAP	40,000
2	AKSHAY KUMAR	40,000
3	DOLLY SHARMA	40,000
4	GIRISH D.	40,000
5	IMRAN KHAN	40,000
6	KOMAL SHARMA	40,000
7	KRITIKA GARG	40,000
8	MOHD. JUNAID	40,000
9	MOHD. AFSAR RASHID	40,000
10	MEENAKSHI	40,000
11	MEGHA SHARMA	40,000
12	NAVNEET CHAUDHARY	40,000
13	NEHA DAGAR	40,000
14	RAVI KAUSHIK	40,000
15	VAISHALI GAUR	40,000
16	VISHAL KUMAR PANCHAL	40,000
17	MOHD. ARIF	40,000
18	PRIYANK BANSAL	40,000
19	ALOK GUPTA	15,000
20	AJIT KUMAR	20,000
21	ASHISH KUMAR	10,000
22	CHANDN KUMAR MISHRA	20,000
23	GARIMA CHAUHAN	10,000
24	KAPIL	20,000
25	MOHD. TIPU SULTAN	20,000
26	MOHD. AZHAR	20,000
27	NEHA TYAGI	15,000

28	NIKHIL KUMAR	10,000
29	POOJA CHATURVEDI	15,000
30	RAHUL RAJPUT	20,000
31	RAVI KUMAR	20,000
32	SAMARJEET	10,000
33	SURUCHI	40,000
34	VIKAS KUMAR	5,000
35	VIKRANT DHAMA	20,000
	MBA	1,010,000

SCHOLARSHIP FOR THE YEAR 2015-16
MCA

S.No	NAME OF THE STUDENT	AMOUNT
1	AMIT KUMAR	30000
2	GAURAV MISHRA	30000
3	DOLLY	40000
4	MAHAK JAIN	40000
5	PANKAJ KUMAR	40000
6	PRASHANT KUMAR	40000
7	SOMESH	40000
8	TANISH KA	40000
9	VISHNU	40000
10	NAVNEET KUMAR	40000
11	SHUBHAM PANWAR	30000
12	TANNU SINGHAL	40000
13	MAYANK JOSHI	60000
14	GAURAV SHARMA	60000
15	EKTA SINGH	40000
16	SNEHA	40000
	MCA	**650000**

SCHOLARSHIP FOR THE YEAR 2015-16
BBA

SN.	NAME OF THE STUDENT	AMOUNT
1	AAKANSHA KAPOOR	25000
	BBA	**25000**

SCHOLARSHIP FOR THE YEAR 2014-15
MBA

S.No	NAME OF THE STUDENT	AMOUNT
1	KRITIKA GOEL	20,000
2	DILPREET GOEL	20,000
3	ASHUTOSH BHARDWAJ	20,000
4	PAWAN KUMAR	20,000
5	VIVEK GUPTA	20,000
6	NAVEEN CHAUDHARY	20,000
7	VIVEK PANWAR	20,000
8	KANCHAN SHARMA	20,000
9	SHAILENDRA RUHELA	20,000
10	MANU TYAGI	20,000
11	RAJNIKANT	20,000
12	SIMANT KUMAR	20,000
13	NIHARIKA	20,000
14	NEHA TYAGI	20,000
15	RACHANA TYAGI	20,000
16	DEEPAK	20,000
17	ASHISH KUMAR	20,000
18	GAURAV MAHESHWARI	20,000
19	VANYA CHAUDHARY	20,000
20	VIDUSHI CHAUDHARY	20,000
	MBA	400,000

SCHOLARSHIP FOR THE YEAR 2014-15
MCA

S.No	NAME OF THE STUDENT	AMOUNT
1	PRIYA SHARMA	20,000
2	NEHA CHHOKRA	30,000
3	VISHAL CHAUDHARY	20,000
4	VINOD KUSHWAHA	30,000
5	PRADEEP KUMAR	20,000
6	VIVEK GUPTA	20,000
7	ATUL RANA	20,000
8	SHUBHAM DUBEY	20,000
	MCA	180,000

SCHOLARSHIP FOR THE YEAR 2014-15
PGDM

S.No	NAME OF THE STUDENT	AMOUNT
1	MANISH SAURABH	40,000
2	MEETPAL SINGH	40,000
3	AKASH RAJPUT	40,000
4	SHUBHAM GAUTAM	50,000
5	AZIM	40,000
6	SANGEETA	25,000
7	RAJBAHADUR	40,000
	PGDM	275,000

SCHOLARSHIP FOR THE YEAR 2013-14
PGDM

SN.	NAME OF THE STUDENT	AMOUNT
1	ANITA	20,000
2	ASHISH YADAV	20,000
3	BANTY KUMAR	20,000
4	CHANDAN KUMAR	20,000
5	NITESH SHARMA	20,000
6	PRASHAT KUMAR	70,000
7	SAURABH PANDEY	20,000
8	AISHWARYA JAISWAL	20,000
9	AKANSHA GUPTA	20,000
10	RAJESH GUPTA	20,000
11	RAJESH MAHETO	20,000
12	GAURAV TRIPATHI	20,000
13	DHEERAJ PRAKASH SINGH	20,000
14	PRATIBHA BHARDWAJ	50,000
15	HIMANSHU GAUR	50,000
16	MANOJ KUMAR	50,000
17	SHARAD KANT	50,000
18	DHIRENDRA PRATAP SINGH	50,000
19	VINEETA KUMARI	50,000
20	ROHIT CHAUDHARY	50,000
21	ANNU PRERNA	50,000
22	ROHIT KUMAR SHARMA	40,000
23	AKSHAY GUPTA	40,000
24	ABHISHEK KUMAR SRIVASTAVA	40,000

25	KAMLESH CHAUHAN	40,000
26	KRITIKA SINGH	50,000
27	ANIL KUMAR DUBEY	50,000
28	JYOTI CHAURAIYA	50,000
29	NITTY NIHARIKA	50,000
30	SHAIFALI CHAUDHARY	50,000
31	ANU AGARWAL	50,000
32	SUPRIYA SINGH	50,000
33	RITU GOYAL	50,000
34	MANOJ KUMAR	20,000
	PGDM	**1,290,000**

SCHOLARSHIP FOR THE YEAR 2013-14
MBA

SN.	NAME OF THE STUDENT	AMOUNT
1	AKANSHA ARYA	30,000
2	AAQUIB FAHIN	15,000
3	ARYAN	30,000
4	ANITA KUMAR	10,000
5	ANNU	15,000
6	ANU	15,000
7	ASHISH JAIN	15,000
8	AYUSH BHARDWAJ	10,000
9	CHHOTE LAL	15,000
10	DISHA GUPTA	15,000
11	EKTA SINGH	10,000
12	GAURAV ARYA	35,000
13	GAURAV ARYA	10,000
14	GOVIND PRASHAR	15,000
15	KANCHAN SHARMA	15,000
16	KANIKA GUPTA	15,000
17	KASHAMA	30,000
18	KOPAL VASHISTHA	15,000
19	MEGHA GUPTA	30,000
20	MOHD. ALI	10,000
21	MOHRIN KHAN	15,000
22	NAVNEET KUMAR	10,000
23	NEELAM SHARMA	10,000
24	NEHA	15,000
25	NEHA KUMARI	10,000

26	PEEYUSH YADAV	35,000
27	PIYUSH KUMAR	30,000
28	PRASHANT VERMA	10,000
29	PRATEEK	30,000
30	PRIYANKA GODARA	30,000
31	RADHIKA ARORA	30,000
32	RAHUL KUMAR	35,000
33	RAHUL YADAV	30,000
34	RAJNISH KUMAR	10,000
35	SAHIL SUJI	10,000
36	SANGEETA MAVI	15,000
37	SARFARAZ AHMED	10,000
38	SATIN KUMAR AHMED	10,000
39	SAURABH SHUKLA	10,000
40	SHASHANK KUMAR	30,000
41	SHIV SHANKAR	30,000
42	SHIVAM JINDAL	10,000
43	SHYAM	30,000
44	SNEHA	10,000
45	SUCHITRA	10,000
46	SUJEET KUMAR	10,000
47	SUJIT KUMAR	10,000
48	SURBHI TYAGI	30,000
49	SURAJ KASANA	35,000
50	SURYA SINGH	30,000
51	SWATI TYAGI	30,000
52	VARSHA GAUD	15,000
53	VIKAS KUMAR SINGH	35,000
54	VISHAL KUMAR	30,000
55	PUNEET KUMAR	20,000
	MBA	**1,075,000**

SCHOLARSHIP FOR THE YEAR 2013-14
MCA

SN.	NAME OF THE STUDENT	AMOUNT
1	PANKAJ SHARMA	35,000
2	LALIT MOHAN SINGH	35,000
3	ANCHAL MISHRA	35,000
4	KHUSHBOO RANI	30,000
5	SHUBHAM	30,000

6	SUSHMITA TRIVEDI	35,000
7	MANAUVER	30,000
8	NISHU KUMAR	30,000
9	ABHINAV PRATAP SINGH	35,000
10	SHAHANSHAH	15,000
11	VIPIN KUMAR	10,000
12	VINAY KUMAR GUPTA	10,000
13	HARSH SHARMA	10,000
14	SONALI	10,000
15	PARVEEN	10,000
16	GAGAN KUMAR	15,000
17	ANKIT RANA	15,000
18	SHYAM KANT	10,000
19	GAURAV YADAV	15,000
	MCA	**415,000**

SCHOLARSHIP FOR THE YEAR 2013-14
BBA

SN.	NAME OF THE STUDENT	AMOUNT
1	AANCHAL SINGH	10,000
2	BALBIR KASANA	10,000
3	CHANDRA BHUSHAN CHAUHAN	10,000
4	DOLLY SHARMA	10,000
5	HARSH GUPTA	10,000
6	KAVITA TOMAR	10,000
7	KRITIKA RAWAT	10,000
8	MANVI CHAUHAN	10,000
9	MEGHNA MOHAN	10,000
10	MOHIT	10,000
11	MOHD. FAIZAN	10,000
12	PRATIKSHA	10,000
13	RAHILLA SAIFI	10,000
14	RAJ GOEL	10,000
15	SACHIN BHATI	10,000
16	SAHIL	10,000
17	SIDDANT JAIN	10,000
18	SHIVANI VERMA	10,000
19	TARUN MAVI	10,000

20	UDAY SHARMA	10,000
21	URVARSHI SHARMA	10,000
22	HARSH KUMAR SHARMA	10,000
	BBA	**220,000**

SCHOLARSHIP FOR THE YEAR 2013-14
BCA

SN.	NAME OF THE STUDENT	AMOUNT
1	KOMAL	10,000
2	NEELAM ASWAL	10,000
3	ZAIKIA ANSARI	10,000
4	SATYAM RATHI	10,000
5	RAHUL YADAV	10,000
6	RISHABH GOEL	10,000
7	SHIKHA	10,000
8	SURBHI BANSAL	10,000
9	SONAKSHI SINHA	10,000
	BCA	**90,000**

SCHOLARSHIP FOR THE YEAR 2012-13
PGDM

S.No	NAME OF THE STUDENT	AMOUNT
1	AMIT JHA	50,000
2	RISHABH JAISWAL	50,000
3	HIMANSHU GAUR	50,000
4	AVNEESH KUMAR	50,000
5	SUDHANSHU SHEKHAR	50,000
6	ROHIT CHAUDHARY	50,000
7	KAMLESH CHAUHAN	50,000
8	ALOK KUMAR	50,000
9	VIKRANT TEOTIA	50,000
10	SACHIN KUMAR	50,000
11	GAUTAM KUMAR	50,000
	PGDM	**550,000**

SCHOLARSHIP FOR THE YEAR 2012-13
MCA

S.No	NAME OF THE STUDENT	AMOUNT
1	AMAN KUMAR RAI	25,000
2	ANIL KUMAR	25,000
3	ANNU KUMARI	25,000
4	ASHUTOSH MISHRA	25,000
5	AVINASH KUMAR	25,000
6	CHARU TYAGI	25,000
7	GARIMA MISHRA	25,000
8	GAURAV SHARMA	25,000
9	GAURAV SHARMA	25,000
10	HIMANSHU VERMA	25,000
11	JITENDRA PRASAD CHAUDHARY	25,000
12	JYOTI KAKKAR	25,000
13	MANOJ KUMAR	25,000
14	NAGENDRA SHARMA	25,000
15	PURNIMA CHAUHAN	25,000
16	RAJESH KUMAR	25,000
17	RAVI RANJAN	25,000
18	ROOHI JAWLA	25,000
19	SANISH KUMAR	25,000
20	SAURABH KUMAR SINGH	25,000
21	SHIVANK VERMA	25,000
22	SUMIT KUMAR	25,000
23	VIVEK CHAND GAUR	25,000
24	YASHI GUPTA	25,000
25	CHANDER KUMAR	25,000
	MCA	**625,000**

SCHOLARSHIP FOR THE YEAR 2012-13
M.COM

S.No	NAME OF THE STUDENT	AMOUNT
1	VIDHUSHI SHARMA	5,000
2	DEVSHREE KUMAR	5,000
3	LITTY THOMAS	5,000
4	RANJITH R. PILLAI	5,000
5	ASHISH KUMAR	5,000
6	RAJNARA YAN	5,000

7	PURVEEN	5,000
8	POOJA	5,000
9	MEENAL AGARWAL	5,000
10	PRADEEP KUMAR KASANA	5,000
11	MANISHA MITTAL	5,000
12	ARCHANA YADAV	5,000
13	ANU PRIYA	5,000
	MCOM	**65,000**

SCHOLARSHIP FOR THE YEAR 2012-13
B.LIB

S.No	NAME OF THE STUDENT	AMOUNT
1	ABHILASHA	1,000
2	MINAKSHI BHATI	1,000
3	ANITA	1,000
4	PRAVESH KUMAR	1,000
	BLIB	**4,000**

SCHOLARSHIP FOR THE YEAR 2012-13
BBA

S.No	NAME OF THE STUDENT	AMOUNT
1	AASHMA KHAN	10,000
2	ACHIN JAIN	10,000
3	AKSHAY PRATAP SINGH	10,000
4	ANAMIKA CHAUHAN	10,000
5	ANKIT VATS	10,000
6	ARCHANA KASHYAP	10,000
7	ARVIND KUMAR	10,000
8	ASHU	10,000
9	DEEPAK SINGH	10,000
10	DEEPANSHU JAIN	10,000
11	DHANRAJ SINGH	10,000
12	DOLLY SHARMA	10,000
13	GAURAV SHARMA	10,000
14	KAPIL DIXIT	10,000
15	KEVIN ABRAHAM	10,000
16	KIRTI MAN	10,000
17	KISHAN CHAND	10,000
18	LATA BISHT	10,000
19	MADHUPRIYA	10,000
20	MADHURENDRA	10,000

21	MANOJ KUMAR	10,000
22	MOHD. AFSAR RASEED	10,000
23	NAVEEN KUMAR	10,000
24	POOJA SHARMA	10,000
25	PRASHANT KUMAR	10,000
26	PURNIMA SHARMA	10,000
27	RAJAT GUPTA	10,000
28	RIDHIMA KHOSLA	10,000
29	RITIKA MAHESHWARI	10,000
30	ROHIT KUMAR SAINI	10,000
31	ROSHAN KUMAR CHATURVEDI	10,000
32	SHALU CHAUDHARY	10,000
33	SHIVANI SINGH	10,000
34	SHUBHAM THAPLIYAL	10,000
35	SUNNY GUPTA	10,000
36	SWATI JHA	10,000
37	UDIT JAIN	10,000
38	VAISHALI GAUR	10,000
39	VISHAKHA LAVANIA	10,000
40	VIVEK GAUTAM	10,000
41	SANTAN KUMAR	10,000
42	SHILPI KUMARI	10,000
43	RUPALI	10,000
44	HARSHIT SHARMA	10,000
45	MOHD. KAMIL	10,000
46	PAYAL DEVAL	10,000
	BBA	**460,000**

SCHOLARSHIP FOR THE YEAR 2012-13
BCA

S.No	NAME OF THE STUDENT	AMOUNT
1	AASTHA	10,000
2	ABHISHEK SHARMA	10,000
3	AKASH	10,000
4	AKASH CHAUDHARY	10,000
5	ANKUR CHAUDHARY	10,000
6	ASHU	10,000
7	ATUL KUMAR SINGH	10,000
8	AYUSH JAIN	10,000

9	CHIRAG GUPTA	10,000
10	EKTA TYAGI	10,000
11	GAURAV SHARMA	10,000
12	GURVINDER KARN	10,000
13	HIMANSHU SINGH	10,000
14	KAILASH	10,000
15	KM. KIRAN	10,000
16	MANISH KUMAR	10,000
17	MOHD. AKEEL	10,000
18	MOHIT TOMAR	10,000
19	NEHA SINGH	10,000
20	NIRBHAY PRATAP SINGH	10,000
21	NISCHAY AHUJA	10,000
22	NITIN KUMAR SHARMA	10,000
23	PARAMJEET SINGH	10,000
24	PARSURAM SHARMA	10,000
25	PAWAN KUMAR	10,000
26	QUAISAR JAHAN	10,000
27	RAHUL BHATI	10,000
28	RAHUL MISHRA	10,000
29	REEMA DUBEY	10,000
30	ROHAN	10,000
31	ROHIT PAL	10,000
32	ROOPALI	10,000
33	SUNDER VERMA	10,000
34	SHIVAM PANDEY	10,000
35	SRIKANT SHARMA	10,000
36	SHUBHAM KUMAR SINHA	10,000
37	SAURABH SINGH	10,000
38	SUMIT SAGAR	10,000
39	VARUN KUMAR	10,000
40	VINAY PAL	10,000
41	VIVEK SHARMA	10,000
42	PRANSHU PANDEY	10,000
43	SUMIT SINGH	10,000
	BCA	**430,000**

SCHOLARSHIP FOR THE YEAR 2012-13
B.COM

S.No	NAME OF THE STUDENT	AMOUNT
1	PRINCE VERMA	5,000
2	MEENAKSHI	5,000
3	TANUJ BANSAL	5,000
4	AAKANSHA KASHYAP	5,000
5	SHREECHA SHARMA	5,000
6	MANISH JHA	5,000
7	ABHAY SIROHI	5,000
8	SAPNA KUNTAL	5,000
9	RAJ KUMAR MITTAL	5,000
10	ANCHAL SINGH	5,000
11	DINESH KUMAR	5,000
12	RANDEEP SINGH	5,000
13	PRIYANSHI CHAUHAN	5,000
14	RAMA SEJWAR	5,000
15	KESHAV KUMAR	5,000
16	BRIJ MOHAN SINGH	5,000
17	PARVEEN CHAUHAN	5,000
18	KOMAL SHARMA	5,000
19	DEEPANSHU KUNTAL	5,000
20	MANISH KUMAR JHA	5,000
21	BHAWANA	5,000
22	RAHUL SHISHODIA	5,000
23	PREETI GARG	5,000
24	NEHA DAGAR	5,000
25	AVEG PALIWAL	5,000
	BCOM	**125,000**

SCHOLARSHIP FOR THE YEAR 2011-12
PGDM

S.No	NAME OF THE STUDENT	AMOUNT
1	RAHUL KUMAR	50,000
2	HIMANSHU SINGH	50,000
3	RAHUL KUMAR	50,000
4	PRANA KR. JHA	50,000
5	RISHIKA SHARMA	50,000
	PGDM	**250,000**

Institute of Management Education (IME), Sahibabad (Ghaziabad)

SCHOLARSHIP FOR THE YEAR 2011-12
MCA

S.No	NAME OF THE STUDENT	AMOUNT
1	HIMANSHU	30,000
2	PRAVESH CHAUHAN	30,000
3	SUSHIL KUMAR	30,000
4	LOCHAN SINGHAL	30,000
5	SUMIT	30,000
	MCA	**150,000**

SCHOLARSHIP FOR THE YEAR 2011-12
BBA

S.No	NAME OF THE STUDENT	AMOUNT
1	SHOBHIT VASHIST	10,000
2	NEHA PANWAR	10,000
3	HARSHIT GOYAL	10,000
4	ANKUSH	10,000
5	ANUPAM DIXIT	10,000
6	SURYA PRAKASH	10,000
7	ANSHU	10,000
8	IFTIKHAR ALI KHAN	10,000
9	ANURAG SHARMA	10,000
10	VIVEK PANWAR	10,000
11	MANOJ BHATI	10,000
12	KUMAIL ABBHAS	10,000
13	ANJALI GOSWAMI	10,000
14	ADITYA KUMAR	10,000
15	RASHMI BISHT	10,000
16	KRITIKA GOEL	10,000
17	MOHD. DANISH	10,000
18	ROHIT SINGH	10,000
19	ANKIT KAUSHIK	10,000
20	VISHAL GAUR	10,000
21	MANU TYAGI	10,000
22	UTKARSH KUMAR	10,000
23	TANVI KHANNA	10,000
24	ANCHAL SURI	10,000
25	ASHISH TIWARI	10,000
26	NUPUR	10,000
27	APURVA GOLWARA	10,000

28	RINKESH GARG	10,000
29	SAURABH BHADAURYA	10,000
30	ANAND VAIBHAV	10,000
31	PANKAJ SHARMA	10,000
32	POOJA RANI	10,000
33	AMIT BHATI	10,000
	BBA	**330,000**

SCHOLARSHIP FOR THE YEAR 2011-12

BCA

S.No	NAME OF THE STUDENT	AMOUNT
1	SHREEPAT JAGGI	10,000
2	RAJ BAHADUR SINGH	10,000
3	MAYUR CHAUDHARY	10,000
4	SHRUTI SINGH	10,000
5	AMIT KUMAR JHA	10,000
6	UDIT SHARMA	10,000
7	SALMAN KHAN	10,000
8	DEEPAK KUMAR	10,000
9	ANIL KUMAR	10,000
10	SHIVA PATIRLA	10,000
11	NEETU CHAURASIA	10,000
12	SHIVAM SINGHAL	10,000
13	LAKSHAY SHARMA	10,000
14	VARUN SHARMA	10,000
15	SWATI JAIN	10,000
16	ANUJ KUMAR	10,000
17	HIMANSHU AGARWAL	10,000
18	KAPIL AGGARWAL	10,000
19	ASHISH JOSHI	10,000
20	KRISHAN KANT	10,000
21	ANUJ KUMAR	10,000
	BCA	**210,000**

5.1.3 What percentage of students receives financial assistance from state government/central government and national agencies?

6.32% of students received financial assistance from Social Welfare Department of state government and central government in the current academic year.

5.1.4 What are the specific support services/facilities available for students from SC/ST, OBC and economically weaker sections.

Students from SC/ST, OBC and economically weaker sections

Financial aid is made available for the students from SC/ST/OBC and economically weaker sections. Help is also rendered through SAF and Book Bank Scheme for these Students. The Special cell also caters to the needs of these students. Apart from this, the College also gives concession in fees and facility to pay in installment to the needy students.

Students with physical disabilities

Students who are physically disabled are provided with the facilities that are mentioned to be made available as per University guidelines. Apart from this, the college also gives facility to pay in installment to the needy students. Along with this, the classrooms of these students are arranged at convenient locations. The physically disabled students are also given preferential treatment in the library.

Overseas students

Overseas Students are provided with the facilities that are mentioned to be made available as per University guidelines.

Students to participate in various competitions / National and International

Students are encouraged to participate in various cultural and sports events at intercollegiate, university and State level. Students are provided with the facilities that are mentioned to be made available as per University guidelines. Arrangements are also made for refreshment during practice sessions.

Medical assistance to students: health centre, health insurance, etc.

- First Aid Kit is available in the Registrar Office and Gym.
- Students Club and Sports Club give counseling related to basic health problems of the students.
- Doctor on call facility in times of emergency.

Organizing coaching classes for competitive exams

- Through Departments, the Foundation Course, expert lectures are organized and guidance is also provided to students

Skill development (spoken English, computer literacy, etc.)

- The Department of English organizes class presentations, essay and debate competition and book review sessions to enhance the spoken English skill among students.
- Well equipped computer laboratory is available for the students.
- Depending upon the proficiency level, computer facility is provided to the students
- Students use L.C.D. projector for class presentations.
- Competitive coaching is organized for College.
- Free internet facility is provided to staff and students.

Support for "slow learners"

- Slow learners are provided with personal counseling, remedial coaching,
- Meetings with slow learners, extra classes, tests and assignments.

Exposures of students to corporate/business house, etc.

- Experts from industry and corporate houses are invited as guest speaker to interact with students.
- Students visit various business/ corporate houses for completion of their projects.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills among the students and the impact of the efforts.

The institution encourages innovative, creative and entrepreneurial in their approach, to ensure skill development amongst the students:

- UG courses in Commerce have been strengthened as per global trends/needs in HRM, Marketing etc.

- Interactive sessions are arranged from Chartered Accountants, Income Tax, Investment experts and other professionals to ignite the student's desire for new ventures.
- Career oriented workshops are arranged from Corporate/Business house representatives.
- The college has started conducting Coaching Class for competitive examinations to enable the students to perform better in competitive examinations.
- Many skill development programmes are regularly organized under National Skill Development Council (NSDC).

Impact of these efforts:

- Boosting self confidence of the students which further enhances the development of their entrepreneurial skills.
- Our students are employed in Public and Private sectors.
- Skill enhancement opportunities provided by the College paved the way for their higher studies in prestigious Colleges.
- Professionalism and discipline have been instilled in them for their career growth.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

To promote participation of students in extracurricular and co-curricular activities, the sports wing and Students' Club of the College chalk out the policies and strategies. Competitions are organized for all freshers to facilitate for showcasing their talent in signing, dancing, aptitudes for debate, quizzes and theatrical skills of the students. Talented students are motivated and guided by extremely talented faculty members of the college.

Additional Academic support:

Certification, facilitation, special coaching classes and guidance, remedial coaching and peer learning.

Flexibility in examinations:

- Exemption from in-house tests and attending classes.
- Arranging special extra classes for participants to cope up with the missed topics during sports competitions.

Sports uniform and materials: Sports kit with uniform & sports materials for sports like Cricket, Table Tennis, Basket ball, Carom board, football etc are provided.

Any other: We facilitate the players with prizes and certificates to the winners and runners during annual function to motivate them.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CISR-NET, UGC-NET, SLET, ATE, CAT, GRE, TOFEL, GMAT, Central /State services, Defense, Civil Services etc.

- The students who are interested for the competitive exams are given support and guidance by the College
- Various types of books like General Knowledge, Aptitude, CSR magazine, current affairs are made available in the College library.
- College organizes Aptitude and Soft Skills Sessions by eminent personalities to build their confidence and personality.
- College grants special study leaves during competition for appearing students.

The students in most of the cases get placement instantly as soon as they get the degree or they start their own entrepreneurship.

The students of BBA, BCA, M.Com, MBA, B.Lib are given orientation training to appear in various competitive exams and entrance tests.

5.1.8 What type of counselling services are made available to the students (Academic, personal, career, psycho-social etc).

The faculty members participate in academic, personal, career and psycho-social counselling.

Academic counseling:

- One to one counseling
- Parent teacher meetings
- At class level, guidance of academic nature is provided.
- Expert lectures are arranged subject-wise after the completion of syllabus.
- For examination guidance expert lectures are organized.
- Regular test series are conducted for students to prepare them for their final examinations.
- Faculty advice students about the plan of study at the beginning of year, suggest various reference books for different papers, provide guidance for the preparation of the notes.
- Faculty give information about weightage to different chapters in different papers and also discuss about the nature of questions on the each topic.

Personal Counselling:

The teachers participate in academic counseling to a great extent. This is found necessary because a large numbers of students are either from nearby area/lower strata where such guidance cannot be availed from parents. Teachers from our college are always aware of this situation. The teachers also help the students to solve their personal problems, if any.

Psycho-social counselling:

Invited eminent Psychologists provide personal counselling to the students. Severe psychological problems of the students are resolved by Practicing Psychiatrist, who is closely associated with the institution.

Career counselling:

- Various career oriented guidance lectures are also conducted through Placement Cell.

- Women Assistance Cell is also established and deal with the problems encountered by female students and staff which they encounter many a time while struggling for making their career.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interviews and the percentage of students selected during campus interviews by different employers (list the employers and the programmes),

Yes. The College has an active Placement Cell which comprises a Co-coordinator and a group of faculty. The cell organizes the following programmes regularly:

- Soft Skill training, Mock aptitude tests
- Interview techniques and Resume writing for final year students
- Spoken English training
- Campus drives once or twice a year to recruit the students
- One day workshop on "Placement Opportunities" in collaboration with the Employment and Training Centre

5.1.10 Does the institution have a student grievance redressal cell? If 'yes', List (if any) the grievances reported and redressed during last four years.

Yes. The College has an effective student grievance redressal cell. During the year 2014-15 there was a theft case reported by a student from lab that some money has been stolen from her bag outside the lab while they were giving practical examination. The lab incharge put up the case before the grievance redressal cell, on the complaint of the aggrieved student. The redressal cell caught the culprit with the help of CCTV camera installed in the Lab. The issue was resolved by involving the parents of the culprit student by the grievance redressal cell.

5.1.11 What are the institutional provisions for resolving the issues pertaining to sexual harassment?

The women assistance cell has been formed to resolve the issues related to sexual harassment. There has been no case of sexual harassment so far.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during last four years and what action has been taken on these?

Yes, an Anti-Ragging Committee is in existence to resolve the issues relating to ragging. There has been no case so far in this regard.

5.1.13 Enumerate the welfare schemes made available to the students by the Institution.

- Providing Tutor / Mentor Scheme
- Special classes for slow learners
- Pre-placement counseling
- Training for competitive examinations
- Organizing cultural and sports events
- Organizing Foundation Day/fresher party/Manthan/Annual Function.
- Encouraging students' participation in intra/inter-college debates, sports etc.
- Facilitate to get scholarship from State Government and other organizations
- Students' canteen and safe drinking water facilities.
- Separate Hostel for Girls and Boys with mess facilities on sharing basis.
- Separate common rooms for girls and students.
- Sports facilities
- Two wheeler parking areas etc.

5.1.14 Does the institution have a registered Alumni Association? If 'yes' what are its activities and major contribution for institutional, academic and infrastructure development?

Yes, the Alumni Association has been constituted. The Alumni Association has an active participation and support to the college. The Alumni Association meets half yearly and also the members attend the annual function of the College. The following activities of the college have received active participation and support of alumni:

Guidance for Examination to the in-house students.

- A series of lectures were organized especially on Stress Management and Memory Development.
- Interactive sessions on "How to appear for competitive examinations"

- Ex-student interacted with the students regarding 'Participation and performing in Street Plays'.
- A lecture on 'AIDS Awareness' was organized by Alumni Association in association with an NGO.

Workshops:

- Conducted a workshop on performance in Corporate and Competitive examination.
- Organization of cultural events
- Campaigns on Social awareness.
- Our alumni who are presently working with banks, insurance companies and other organizations also provide us with information about the vacancies.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

Student progression	In Percentage (%)
UG to PG	25% approx.
PG to M.Phil.	0.5% approx.
PG to Ph.D	0.5% approx.
UG to employment • Campus selection • Other than campus recruitment	35% approx. Data not available
PG to employment • Campus selection • Other than campus recruitment	55% approx. Data not available

5.2.2 Provide detail of the programme wise pass percentage and completion rate for the last four years (course wise/ batch wise as stipulated by the university). Furnish programme wise details in comparison with that of previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Course	2010-12	2011-13	2012-14	2013-15	2014-16
PGDM	100	100	100	100	Result awaited

Course				2013-15	2014-16
MBA	-	-	-	97.5	Result awaited

Course	2009-12	2010-13	2011-14	2012-15	2013-16
MCA	100	100	100	100	Result awaited

Course	2011-13	2012-14	2013-15	2014-16	2015-17
M COM	96%	98%	87%	Result awaited	Result awaited

Course	2011-14	2012-15	2013-16	2014-17	2015-18
BBA	70%	74%	Result awaited	Result awaited	Result awaited

Course	2011-14	2012-15	2013-16	2014-17	2015-18
BCA	87%	85%	Result awaited	Result awaited	Result awaited

Course	2011-14	2012-15	2013-16	2014-17	2015-18
BCOM	NIL	87%	Result awaited	Result awaited	Result awaited

Course	2011-12	2012-13	2013-14	2014-15	2015-16
B LIB	95%	95%	100%	100%	Result awaited

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Students who pass UG programmes are motivated to continue their post-graduation and other studies. Approximately 25% of the students passing UG take up higher studies.

Some of the students join their family business. In the vicinity of IME, there is a huge industrial complex where a number of industries/factories employ a large number of employees. Our Placement Cell effectively coordinates and helps in recruitment of graduates and post graduates of IME.

5.2.4 Enumerate the special support provided who are at risk of failure and drop out?

- Arranging remedial classes/tutorials/interactions and discussions.
- Providing standard lecture notes / course material/assignment/question banks.
- Arranging problem solving exercise on one-to-one basis.
- Revision of topics and guidance for practical
- Special classes for enhancement of communication skills, reading-learning.
- Arranging trial test and mock examination.
- Regular interaction with parents of such students for their moral boosting.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

- Freshers' Party: In the beginning of the academic session, Students' club organizes welcome to the newly admitted students in the parent family. On this occasion various cultural activities are performed by the newly admitted students. After analysis of the overall performance, one Miss Fresher and one Mr Fresh is crowned.

- Cultural activities: The students of this institution is enthusiastic in active participation of cultural activities like singing competition, dance competition, drama and so on.

- Students festival: The college has a wide playground for sports. An annual **sports meet** is organized every year with active participation of students.   The main competitions are Football, Cricket, Volleyball, Basket Ball, Kho-kho, Tug-of-war, Badminton. .'**Manthan'** a two day annual function is organized every year.   Various cultural competitions are organized during this festival. On the concluding day, recognition and prizes distributed to the Winners & Runners of the competitions and the toppers of the various streams of academics.

5.3.2   Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels : University/State/Zonal/National/Internationals etc. for the previous four years.

- Mr Ankit Singh of B Com selected in National Level – India Got Talent in Singing
- Ms Kiran of B Com selected in District Level Skating Competition.
- Mr. Prince Kumar selected in Table Tennis at National Level
- Mr.Ashish Kumar released his own album
- Mr.Sourabh Agarwal selected at Dist. Level in Chess Competition
- Ms.Shreya Goyal performed in Modeling at national level show in Flipkart.
- Ms Preeti Chaubey, Athlet in BSF.
- Sumit Pratap Singh Player of IPCL team
- Ashish player of national level in Tug-Of-War

5.3.3   How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Informal feedback is obtained from the employers through the Placement Cell and Alumni Associations and this is utilized to improve the performance and quality of the institutional provisions. The cumulative impact of this policy on the improvement of quality assurance of IME has been very sanguine and rewarding.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine and other material? List the publications/materials brought out by the students during the previous four academic sessions.

- An annual magazine called 'Vashnavi' is published by IME every year, which is the chronicler of all literary, sports and games and cultural activities of the students. This also carries a number of articles, poems, essays etc by the students.
- Magazine Committee and student members encourage students to contribute articles, stories, poems, write-ups, etc. They keep on motivating students through written notices, organizing essay competitions etc. Oral information is also provided regularly.
- Students are encouraged to prepare articles by providing library facility and free internet services.
- Students are given topics by faculty and guided to write articles for magazines

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Students' Council: The College has a Students' Club/ Council. The students' club is constituted as per College per norms. Generally it is constituted in the month of July/ August every year. The following is composition of the student club:

S.No	Designation	No. of Persons	Representative of
1	Convenor	1	IME Students Club
2	Co Convenor	1	IME Student Club
3	Member	1	Student Proctorial Committee
4	Member	1	Student Academic Committee
5	Member	1	Student Cultural Committee
6	Member	1	Student Sports Committee

7	Member	1	Student Women Assistance Cell
8	Member	1	Student Hostel Committee(Boys)
9	Member	1	Hostel Committee(Girls)
10	Member	2	From amongst class representatives

Selection: Toppers from each class and representatives from each above mentioned category, nominated by the teacher incharge are selected for students' club.

Class Representatives: For smooth functioning of the institution two Class one boy and one girl) are chosen in each class. Class representatives are chosen by class coordinator. Principal and faculty members guide the students' club and class representatives for the smooth functioning in various events and activities.

Activities: The following activities are conducted with the help of students club and class monitors:

- Resolution of class difficulties
- Evenly spaced coverage of syllabus.
- Organization of Manthan/ Annual Day Function.
- Organizing such academic and curricular activities like quiz, debates, dance and singing competitions etc.
- Participation in the departmental study tour.
- Organizing various cultural programmes.
- Participation as volunteers in events, competitions, conferences, workshop, career fair, prize distribution ceremony organized by the college.
- Celebration of Teachers' Day and Guru Poornima,
- Organization of sports events.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The College has formed various academic and administrative Committees. These Committees work with the student representation. These Committees consist of faculty members and later the committee members choose a group of students to act as representatives. The representatives perform various tasks such as making announcement in the class to encourage the students for

participation in various events, collecting names of the student from the class, programme planning, stage arrangement, comparing, organizing the events etc.

Student representatives are appointed in the following committees:

- Students' Club
- Sports Club
- Proctorial Board
- Academic Cell
- Publication Cell
- Cultural Club
- Hostel Cell

Apart from these students are also involved in organization of various activities such as Blood donation camp, tree plantation camp, Literacy Camp, Yoga Camp etc.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The Alumni Association of the College has established a good rapport and rapprochement with the students of the College. They conduct various programmes for students' progression and their overall development.

The College also maintains a good network with its former faculties. They are invited for guest lectures, and to participate in workshops, seminars and conferences. They are also invited as moderators of examination papers.

Any other relevant information regarding Student Support and Progression which the College would like to include.

IME alumni are serving branded industries/companies and they often visit IME for recruitment purposes and their interaction with the students proves as morale boaster.

18. CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 **State the Vision and Mission of the Institution and enumerate on how the mission statement define the institution's distinctive characteristic in terms of addressing the needs of the society, the students it seeks to serve Institution's traditions and value orientations, vision for the future etc.**

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".

It is the endeavor of the IME society to work for providing best quality of technical and professional education to younger generation so as to enable and equip them to play global role. Courses offered by IME make the students self disciplined and self reliant.

In line with the mission and vision of IME, there is greater emphasis on ICT as an important tool for student for completion in the global employment market. Series of functions, international conferences and collaborations, symposia, seminars, student computer ratio etc. testify to the fact that IME society is making all out efforts to translate its mission and vision into reality.

6.1.2 **What is the role of Top Management, Principal and Faculty in design and implementation of its quality policy and plans?**

- The IME Society/Management is giving full attention by deploying Prof.H.P.Gupta as Vice Chairmen and Chief Executive officer to look after the functioning of the IME and ensures that quality and standards of teaching learning process is maintained at IME by all

means. Highly systematic and efficient monitoring and evaluation system is designed and enforced o achieve this goal.

- IME Society and its office bearers regularly meet and critically review the functioning of each and every department of IME.
- CEO in person of Vice Chairman frequently interacts with students, teachers and staff. Feedback is taken and he ensures that College follows the policies of the country with regard to higher education, and vision and mission of the institution is translated into reality.
- The management of the IME society comprises of teachers of a very high standard. They have introduced 15 point programme of faculty for the students. This document is a bench mark to determine quality and standards of teaching at IME. High degree of transparency is maintained when the 15 point programme is enforced / observed by faculty in toto.
- The role and responsibilities of each officer is defined in his/her appointment order. Golden Guide book broadly defines and also informs the students and staff on role and responsibilities of senior officers/HODs etc. IME Service Rule Book also defines the job profile of all categories of staff. Thus there is no ambiguity with regard to role of management/HOD of the institution.

  The rules/regulations/responsibilities etc. are defined in line with the UGC/AICTE, State and Central Government rules applicable in the state of Uttar Pradesh.

- Feedback, reports on activities and programmes, proposals for expenses, MIS etc. are placed before Vice Chairmen for review and perusal by the IME society.

  The Vice Chairmen reports to the IME society, issues and problems are discussed and debated. Follow-up action/direction is issued to the head of the institution.

- The management formally interacts with faculty members, staff and Directors/HODs separately. Feedback from then is collected on the working of the college, suggestions are sought for improvement of the institution, Financial requirement etc. In these meetings, progress of each department is also reviewed.
- At the end of Semester/session the management again holds discussions, collect feedback and conducts review of the achievements of each of the stakeholder of IME.

- Performance appraisal is conducted annually to ascertain efficiency/effectiveness of faculty, staff, HODs/Director.
- General body meetings of staff, faculty is convened at regular intervals to record/review progress of each department.
- Management also personally interacts with staff, faculty and directors to learn about the role played by them in progress of the college, their strengths, weaknesses and limitations.
- The office bears of IME society are professionals of a very high reputation holding status and position in society. They possess requisite skills and expertise to guide and manage he academic institution.

6.1.3 What are the involvements of leadership in ensuring plans for fulfillment of the stated mission?

Head of the Institution is a scholar of national reputation having demonstrated his expertise in the field of academics and administration.

- He is a source of inspiration, motivation and guidance for the staff, faculty and HODs.
- He is responsible for implementation of the policies and programmes of IME society as well as UGC/AICTE, CCSU, AKTU norms/rules and regulations.
- He ensures that evaluation and examination are conducted in smooth and impartial manner, academic calendar is strictly enforced. Programmes and activities are organized as per the session plan of IME.
- He ensures that revenues are collected well in time, salaries are disbursed and statutory norms/rules are observed.
- He is responsible of safety & security of students, staff and assets of the college.
- He is to report to IME society on regular basis about the progress of IME, Financial requirements, building & development of infrastructure etc.
- He is required to keep in touch with authorities of AICTE, UGC, CCSU, AKTU etc and ensures compliance of the directions received from these bodies.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

College has various committees which monitors and evaluates policies at different functioning areas as follows:

- Executive Council
- Academic Council
- Admission Committee
- Examination Committee
- Library Committee
- Proctorial Board
- Grievance & Redressal cell
- Women Assistance Cell
- Anti Ragging Committee
- IQAC

6.1.5 Give details of the academic leadership provided to the faculty by the top management.

The Higher Authorities interact with faculty members and take their issues and concerns for consideration. Top management nominates faculty as Conveners of various committees. From time to time the faculty members are nominated as:

- Head of the Departments
- Conveners of Conferences/Workshops
- Co-ordinators of different events
- Mentors for students
- Co-ordinators of different examinations

6.1.6 How does the college groom leadership at various levels?

The Institution attempts to arouse self-confidence, dedicated labour and leadership qualities at various strata amongst its stakeholders.

Grooming leadership at the level of the Students:

- During various cultural programmes the students are entrusted responsibilities for managing different sectors.
- The Research Scholars often guide the UG and PG students in lab-based classes, projects and field trips.

Grooming Leadership at the level of the Faculty:

- Many of the faculty members are involved in the Board of Studies of the University and are actively involved in framing the syllabus, examinations and evaluation processes.
- The Head of the Department coordinates the Departmental plans and programmes through mutual support and helps received from other Teaching and Non-Teaching Faculty members.
- Many of the teachers are at the helm of affairs in various administrative bodies, governing and maintaining the college. Some of the important positions held by the teachers for exercising their leadership qualities are:

    - ❖ The Secretary of the Teachers' Council
    - ❖ Coordinator of the Steering Committee of NAAC and IQAC
    - ❖ Conveners of different Committees and Sub-Committees related to the college activities.

- Many of the Teachers have their independent Research Labs with Research Scholars working under their guidance. Therefore along with academics and administration, there is a scope for leadership in the arena of research.

Grooming Leadership among the Non-Teaching Staff:

- The Head Clerk of the College Office coordinates the entire official work which includes Cash Section, Accounts, Certificates, and Examinations etc.
- The PG Coordinators play an important role in coordinating the PG academic schedule including arrangements of classes, contacting the guest lecturers, exam schedule and results etc.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

The faculty members under the leadership of the Departmental Heads are given full freedom for executing their academic plans, examinations and research works. The Principal meets the faculty and the heads regarding the current updates and progress of the department.

The Departments have sufficient liberty to supplement the prescribed syllabus by adding value added and remedial courses. The entire evaluation scheme is under the direct involvement and supervision of the Principal.

6.1.8 Does the college promote a culture of participative management?   If 'yes' indicate the levels of participative management.

Yes, the college promotes a culture of participative management. The levels of participative management are as follows:

At the Departmental Level:

The Head of the Department takes into consideration suggestions forwarded by each faculty and formulates a line of action. This participative nature is evident in the smooth and successful execution of the Departmental Curriculum dissemination, Examinations, Seminars, and Workshops etc.

At the Inter-Departmental Level:

There is ample scope for Inter-Departmental participations. Every student must pursue General courses in subjects other than his main respective subject. Hence, students from one department come to other departments and interact with faculty members of that department. Moreover, many faculty members are invited to take classes in their areas of expertise in other departments. This promotes a healthy exchange between the departments.

At the College level:

Different events call for participation of students and teachers at the collective College level. It may be during Invigilation duties for University examinations in the College or Seminars, Cultural Programmes, Sports etc. where irrespective of one's individual Department he/she is involved actively at a general and collective level. The different Committees formed for

coordinating various activities of the College include faculty and staff from different Departments.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Quality is a vital issue in the Institution. Uncompromising excellence is synonymous to quality in this College. Therefore the College makes every effort to keep a vigilant eye on quality. The IQAC of the college monitors the quality perspective. The quality policies of the Institution are developed, driven and deployed keeping in view the following:

- The Institutional ideals and vision of harmonious growth of Science, Service and Spirituality for the good of all.
- The Governmental norms and regulations.
- The instructions of the affiliating University.
- Modern improvisations in recent trends in the academic arena.

The progress and execution of the quality policies are supervised by the Academic' Council and the IQAC.

6.2.2 Does the institute have a perspective plan for development? If so, give the aspect considered for inclusion in the plan:

Yes, the College has a definite perspective plan for development. The following aspects are taken into consideration while framing the plans:

- Effective Teaching- Learning method
- Well-equipped, modern Laboratory infrastructure
- Research opportunities and Excellent research infrastructure
- Academic performance in University examinations and various National/State – level entrance examinations
- Student placement
- A calm, undisturbed academic ambience for serious study and research in the college
- Introducing students into the practice of service to mankind in a spirit of worship
- Value-based personality development

In fact, IME Society has developed a very healthy culture climate to work. Every employee is treated as family member; Inputs from everyone are taken for further advancement of the College.

Twice in a year brain storming session are organized in a very cordial atmosphere. These are planned in the beginning of the session and also at the end of each session. Existing facilities, size of students, staff and infrastructure are placed before the staff. Limiting factors are discussed. Staff members are encouraged to give valuable suggestions in concrete terms. These suggestions are recorded and forwarded to management. Deployment of staff, recruitment, fee to be charged, repair and maintenance, infrastructural development, introduction to new courses etc. are carried on by the management as per the suggestions of the staff. Here in IME collective wisdom/team work spirit prevails. Institution is managed through participatory practices. Thus governance of IME is carried on not by dictatorial method/Executive orders but by collective efforts and wisdom. Of course, Leadership is respected and followed.

6.2.3   Describe the internal organizational structure and decision making process.

The entire academic and official set up is governed at various levels:

Academic Unit:

- The Academic decisions and supervision are done preliminarily at the Departmental level under the jurisdiction of the Head of the Department.
- The next level of academic discussions and decisions are at a common platform in the Academic' Council which is an inter-departmental body comprising of the Principal/Principal and faculty members of every Department.

Administrative Unit:

The college administration and official works are supervised under the combined efforts put forth by:

- Principal
- The Principal

- Coordinator, IQAC
- Departmental PG Coordinators / HODs
- Controller of Examinations for PG

Financial Unit:
The Financial matters and the issues related to Accounts, Fees etc. are governed by:

- The Principal
- The Accountant
- The Cashier
- The Head Clerk

Apart from these basic units of the college, various Committees and Sub-Committees are designated the task of supervising different activities and sections of the college, namely:

- Managing Committee
- Academic Council
- Admission Committee
- Examination Committee
- Library Committee
- Proctorial Board
- Grievance & Redressal cell
- Women Assistance Cell
- Anti Ragging Committee
- IQAC

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following :

Teaching & Learning:

- Emphasis on ICT based teaching
- Special coaching classes for competitive entrance examinations
- Introduction of Post-Graduate courses in some of the Departments

- Encouraging students to go for short-term project work in reputed Industries.
- Exposing students to various sophisticated instruments and their use

Research & Development:

- The research labs are constantly updated with the latest versions of sophisticated instruments for better, self-sufficient, experimentation.
- Publications in peer-reviewed journals keep up the motivation for better research high amongst the Research scholars and Faculty.
- In-house projects for PG students are possible because of the superb research lab infrastructure.

Community engagement:

- The Seminars and Workshops organized in the College invite students, scholars and faculty from other institutions and provide them an opportunity to interact with renowned scientists.
- Various cultural programmes, organized by the college involve many notable persons from the locality and make them understand various events and episodes based on our rich cultural heritage.
- The Annual Blood Donation Camp is organized.
- The Annual Free Medical Camps are organized in the College caters to the need of many patients coming from very constrained financial backgrounds. During the camp, many volunteers from nearby areas join hands with our staff and students in serving the patients.
- The various festivals like Diwali, Holi, Basant Panchami, etc. in the main campus of the College draws, a major chunk of students and College is turned into a centre for radiating the rich Cultural Heritage of India.

Human resource management:

- The College offers a very calm and serene academic ambience ideal for deep contemplation and serious study. The college poses no hindrances like ragging or political involvement in its premises. Thus the students can concentrate purely on academics.
- Seminars on M.K. Gandhi's Ideals, S. Radhakrishnan's teaching postulates and Swami Vivekananda's ideas of man-making and character-building involving eminent scholars from all walks of life offer a great impetus to the youth for moving along the enlightened path of sacrifice and service.
- Regular discourses on value-based personality development and lives and teachings of the great Teachers of mankind expose the students to a rare opportunity to build their lives upon stronger foundations.
- Campus interviews are arranged to make jobs offered by reputed companies accessible to the students.

Industry interaction:

- The students of the Certificate Course in Computer Application are taken for a tour to the software companies for an exposure to the IT Sector.
- During Seminars and Cultural Programmes, various eminent people from the industries visit the College. On such occasions, the students get an opportunity to interact with them.
- During Campus Interviews by reputed companies like TCS, PEARSON, Times of India, Naukri.com, Microsoft, PROMETRIC etc. the students come to know about the job opportunities and criteria they must fulfill to join those companies.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc) is available for the top management and the stake holders, to review the activities of the institution?

The College has a system of collecting feedback from the students. The feedback is extensive and covers different aspects of the College, its

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activities and performance. The students are free to come up with any sort of difficulty to the faculty or directly to the VC.

The feedback forms are analyzed by the Principal and the AG and necessary steps are taken. The feedback forms are treated as a report card for the College and resolutions are undertaken with due concern.

Open feedback system.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional process?

- The management of the College welcomes any creative suggestions for the development of the College.
- During different meetings, all are free to express their views related to the matter of concerns.
- The entire spectrum of College activities is controlled by various committees comprising the Faculty.
- The interested faculty is helped to carry on research for enriching the academic quality of the College.
- The Departmental classes, examinations, project works, field trips etc. are solely managed by the faculty.
- The Non-teaching staff are involved in various levels, starting from Departmental activities to cultural programmes, University exam invigilation, Accounts, Office Records, Fees section etc. Everywhere they are given responsible positions to carry out various important functions of the College.
- The ideology of the College calls forth one and all to come forward and contribute to his best in a spirit of service and dedication.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The following resolutions were made by the Academic Council in the last year:

AC Meeting held on 16.03.2015

Resolution

"Accreditation by NAAC" is due in the year 2016. It was decided to initiate the working for reaccreditation by NAAC for another five years. Prof. Tushar Kanti was given the responsibility and he was authorized to do all acts and deeds.

Journal: It was decided unanimously to publish one Volume of IME Journal annually in the month of July /August 2015 in place of two volumes in a year for the time being.

Magazine: It was decided to publish only one magazine of IME group of colleges named as "Vaishnavi" to be released on Foundation Day every year having four parts as (1)Mangement (2) IT (3) Commerce (4) Law to replace all four previous magazines i.e. Jyoti, e-Shastra, Channakya and Vaishnavi.

Quality Assurance: a) To improve the quality of teaching and learning process to students, it was decided to constitute departments for better accountability and efficiency viz. marketing, finance, economic, HR, IT and Law, maths and general management".

      a.   To upgrade the contents and quality of learning / teaching it was decided to re-constitute a Quality Assurance Committee directly under the supervision and control of Academic Council".

Implementation

     i.   Work on NAAC has been initiated.
    ii.   IME Journal of Research has been published.
   iii.   Vaishnavi (Magazine) for IME group of Colleges has been released on Foundation Day.
   iv.   For improving quality assurance and upgrade the contents in quality of teaching/learning, IQAC has been re-constituted and it has started work in full swing.

AC Meeting held on 28th June 2015

Resolution No.1

"It was approved to apply for re-accreditation by NAAC for next term. The Executive Director is and be authorized to do all acts in getting the accreditation of NAAC".

Implementation : Work and preparation for NAAC Accreditation are in full swing and the SSR will be uploaded on the College Website. www.imesahibabad.ac.in before 27th May 2016 as the first accreditation of NAAC was made on 27.11.2011.

Resolution-2

" Prof. Emeritus Dr S D Sharma was given the charge of Quality Assurance as Head of Quality and Publication".

Implementation: Prof. S D Sharma has taken over as Prof. Emeritus and Head Quality Assurance. College's Journal named IME Journal of Research, which is a bi-annual referred Journal has been published and the NAAC SSR is also being completed. In addition he has also been given the charge of Principal.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, the affiliating University has not made any provision for the status of autonomy to an affiliated institution.

6.2.9 How does the institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The College is very alert in responding to the grievances of the students and the staff. Any such complaint is taken with serious concern by the College and resolved by discussion with the concerned Department.

There is a Grievance Redressal Cell in the college for attending the complaints.

The Proctorial Board attends to the complaints of the students which comprises very seasoned and experienced faculty members. The guilty is given proper opportunity to be heard. After through enquiry, a reasonable decision is taken and the guilty is punished without any favor and fear. In maintaining the discipline the student club plays an important role. The student club includes class representatives of all classes. The Students Club also works under the guidance of a very experienced teacher. The IME is a branded name for discipline and committed teachers. The recruiters all over the country particularly prefer the IMEians because of their disciplined conduct and knowledge of the subject.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, There has been no Court case instituted against the College.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, there is very specific mechanism for analyzing the student's feedback. First of all, the feedback Performa is filled by the students periodically. The Performa is based on various aspects of teaching and other academic activities. The Performa is analyzed by the Principal in consultation with all the conveners of the courses. The validity and authenticity of the feedback is verified by the Vice Chairman IME. The feedback results are conveyed to the faculty members concerned for further improvement and circumspection.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the Institution to enhance the professional development of its teaching and non-teaching staff?

The faculty members are empowered by delegating a number of powers to them. A number of empowered cells/units are formed to delegate powers to

the faculty members. Each cells/unit has a number of faculty members and carry on different responsibilities. Presently there are twelve such cells/units, as detailed below:

- Central Cell
- Students Club
- Cultural Society
- Women Assistance Cell
- Establishment & House Keeping
- Publication Cell
- Academic Activities
- Proctorial Board
- Sports Club
- Hostel Cell
- Media
- Legal Cell

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivate the employees for the roles and responsibility they perform?

The College encourages the faculty to undergo staff development programmes like Orientation Courses and Refresher Courses, participation of seminars and workshops. The following is the list of the number of staff-members who have attended all these staff development programmes in the previous years:

Name of Department	Orientation & Refresher course	Workshop & Seminar
Management	14	67
Commerce	12	103
IT	3	69

Inspired by the College, many have undergone such courses more than once.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Various forms/types of data is generated through feedback. Appraisals are compiled and processed for arriving at vital decisions regarding managerial, financial, administrative and personnel matters. Feedback/data provided by students on faculty regarding quality of teaching and guidance to students is used for career improvement/advancement of the faculty. Feedback about the students collected by teachers regarding their special qualities, talent, interest, helps in assigning different activities of his/her choice. Data compiled by Proctorial Board contribute towards systematic and effective internal assessment of students. Data on attendance of students in classroom helps in communicating to the parents about the genuine seriousness and level of involvement of their wards in studies. Data collected by accounts department helps in timely recovery of the fees and admissions of the students..

Information collected through content register provides the level of attendance in the classes and giving sufficient help in timely appraisal of the performance of teachers. Thus feedback from faculty, students, representatives, alumni, group representatives help in up-gradation of infrastructural facilities, land and building development.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The outcome of the review of performance appraisal reports seriously impact formulating policies and taking appropriate decisions thereon. They also help in communicating rather emphatically to convey the decisions to all stake holders. Decisions taken on Vital issues are based on the reviews of performance appraisal reports. Particularly hostel mess and house-keeping is wholly entrusted to the management by the students themselves on co-operative basis through the guidance of teachers. Committees are formed for organizing workshops, seminars, conferences, by the teachers and students which enthuse their confidence and inner discipline.

Socio cultural events are organized and evolve by faculty and students on their own. The role of management is just to approve the budget and provide the money. Major decisions about the calendar of the session, classes, curricular and extra-curricular activities are taken by the faculty or committees represented by the teachers.

IME Journal, proceedings of conferences, seminars and news-letters etc. provide a platform to the teachers and students to share the knowledge and responsibilities possessed by them.

6.3.5 What are the welfare schemes available to the teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The following are the welfare measures taking by the College.

- IME provides Provident Fund, ESIC facility to the staff.
- Performance based annual increments are granted to the faculty and staff,
- Staff meeting and family get-togethers are organized to promote mutual understanding and fellow feelings
- Friendly games and sports events are held for male and female staff.
- Staff is awarded prizes and awards for the best performances.
- If required, financial loan facility is provided to staff in accordance with the decisions of the IME Management.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Each and every faculty member of IME is provided well maintained and furnished office/cabin with open access to Library, Computer centre and other resources of the College including secretarial services. The faculty is also provided required logistics and support systems to carry out their academic activities effectively.

IME has created requisite infrastructure and support services so as to enable the faculty members to excel in the field of research and teaching.. For this, the faculty members are encouraged to participate in conferences and seminars, workshops and other intellectual discourses, to conduct research studies and organize academic events. Extra increments are granted to faculty members recording excellent performance in teaching, extension and research.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the Institutional mechanism to monitor effective and efficient use of available financial resources?

In order to have effective and efficient use of financial resources, the College has a very powerful mechanism. The Management Committee (MC) is the apex co-ordination and monitoring body consisting of representatives from IME Society, Academic and Administrative departments. The MC members meet on regular basis to keep a constant watch on the day to day functioning of the College. The Heads of Departments regularly give briefings to the Principal and DG gives briefing in the MC meetings and seek guidance from time to time on issues concerning various departments. At the departmental level, the concerned HODs constitute different committees for monitoring and evaluating the academic activities. The office bearers of IME society regularly collect feedback through MC headed by the Vice Chairman. The Principal looks after the administrative responsibilities of the College. They monitor conducting of classes, status of college infrastructure required for teaching, general discipline and for the keep-up of logistics. With the support of HODs, Chief Proctor, Conveners, Class Co-ordinators, each and every activity is watched and evaluated. MIS is generating on monthly basis and forwarded to the Vice Chairman for a critical review and analysis. Corrective measures are immediately taken on the basis of feedback received from the concerned. Likewise the progress of extra-curricular activities, games and sports, literary and cultural activities is reviewed and monitored.

A complaint box is also placed at the campus where students can drop their complaints/grievances faced by them.

6.4.2 What are the Institutional mechanisms for internal and external audit? When was the last audit done and what is the major audit objections? Provide the details on compliance.

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.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institution, if any.

The major sources of institutional receipts/funding are the IME Society itself.

The audited income and expenditure statement of the last four years is attached herewith.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same,(if any)?

College generates its own resources and do not depend on donation or charity. The courses offered by college are of great significance. We provide quality education and hence parents and students do not hesitate in paying fee.

Particulars	2011-12	2012-13	2013-14	2014-15
Fee Receipts	6,50,20,900	6,15,49,300	6,06,50,500	5,74,83,075
Registration charge	10,76,236	6,65,924	7,34,565	7,07,317
Hostel Charge	30,88,700	24,28,400	19,99,000	12,35,600
Interest on FDR	90,40,359	77,30,395	1,46,80,252	1,95,41,753
Miscellaneous	1,95,138	1,93,516	6,84,000	4,86,873

6.5. INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?

Being a responsible and well managed College of professional education, the founders of the IME were fully aware about the importance and need of quality teaching and system of ensuring the quality education at all levels

and times. The College has established an Internal Quality Assurance Cell comprising the following members:

S.No.	Name	Designation
1.	Prof. (Dr.) S. D. Sharma	Principal
2.	Prof. J. C. Varshney	Vice Principal
3.	Mr. V. P. Rajesh	Management Representative
4.	Dr. Sweta Singh	IQAC Coordinator
5.	Dr. Anshu Tyagi	Faculty Member
6.	Dr. Kamini Rai	Faculty Member
7.	Dr. Kalpana Chodhry	Faculty Member
8.	Mrs Lalita Bisnoi	Administrative Staff Representative
9.	Mr. Sumit Kumar	Student Representative
10.	Mr. Sanjay Gaur	Alumnus

The institution has a transparent quality assurance policy. The major points of which are as follows:

1. Development of control system
2. Guidelines for teachers and staff
3. Collection and processing of feedback
4. Full awareness about duties, rights and responsibilities.
5. System of check and balance.
6. Safeguards to protect the legitimate interest/aspiration of the students.
7. Internal assessment 15 point programme for faculty and students

b) How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

All the above policies charting the future way and development of the College have been approved by the management/authorities. It is a matter of great satisfaction that all of them have been implemented both in letter and spirit in the College**.**

c) **Does the IQAC have external members of its committee? If so, mention any significant contribution made by them.**

Yes. There are external members in the IQAC committee (see 6.5.1)
All the suggestions ever made by them are fully implemented.

d) **How do students and Alumni contribute to the effective functioning IQAC?**

- The student feedback forms help the IQAC in deciding future plans.

- The suggestions made by the Alumni are approved and put in practice from time to time, thus making IQAC effective.

e) **How does the IQAC communicate and engage staff from different constituent of the institution?**

The IQAC passes the resolutions for the welfare of the staff and they are fully carried out.

6.5.2 **Does the institution have an integrated frame work for Quality Assurance of Academic and administrative activities? If 'yes', give details on its operationalization.**

One of the unique and highly innovative system developed at IME by its founders is the 15 point programme which practically ensures an integrated frame work of quality assurance between academic and administrative activities. There is no way out for a teacher except hard work, dedication to duty and nurturing of students. One can not escape from classes if he/she is on duty. The programme is designed in such a way that its enforcement starts from day one of the academic session of the semester.

6.5.3 **Does the institution provide training to its staff for effective implementation of the Quality Assurance procedures? If 'yes', give details enumerating its impact.**

Yes. The institution provides training to its staff for effective implementation of the IQAC. Its implementation strengthens academic systems. Therefore there is no confusion or overlapping in carrying out different academic activities whether the activities are academic or extra-

curricular, the timings and systems are all set and the departments work in harmony and Unison. For example, every faculty member prepare the course file which contains course contents, syllabus content register, time-table, academic calendar, schedule of extra-curricular activities, questions bank of last years, assignment schedule etc. The lectures are delivered as per schedule.   The examinations are held as per stipulations of the university. In brief, nothing is left on chance and idiosyncratic conduct of the faculty.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes. The institution undertakes Academic Audit/external review of the academic provisions. In addition to the proposal received from the members of internal IQAC, the suggestions are received from outside experts and other stake-holders. They are debated and discussed and whatever is best for the College for its improvements, they are carried over.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanisms are adequate in order to assimilate the relevant external quality assurance/proposals in order to further improve quality. This reflects upon the flexible nature of the IQAC. More, the Golden Guide may be called the Bible of IME, because it, in summation, is the miniature of the detailed policies of IQAC.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome.

1. Syllabus of teaching course wise is prepared.
2. Lecture plan, synopsis is submitted.
3. Unit wise lectures are delivered in the class and recorded in the content register,
4. After every unit, class tests are arranged.
5. The deficiency of the students are declared in the class and accordingly they are communicated to their parents

6. Reward and punishment policy is adopted to boost the morale of the deserving students.
7. Suggestions of the external quality assurance agencies are incorporated as and when required.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The results and impacts of the IQAC are communicated to all stake holders in the following way:

- Students are communicated about the results of different courses.
- Their parents are also told about the progress of learning of their wards.
- The general public at large is made aware of the product of the College through print and electronic media.
- The branded recruiters carry tales of the IME students everywhere enhancing the market value of IMEians.

19. CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1. ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the institute conduct a Green Audit of its campus and facilities?

- Environment consciousness is enshrined in the mission of the College and tree plantation is the major concern of the management to maintain the pristine purity and beauty of the College to provide a congenial atmosphere for the academic and non-academic pursuits.
- Green audit of the campus is carried out by the Maintenance Department of the College periodically by supervising the maintenance of the existing trees and locating places for planting new trees. Nurturing Plants is one of the non-academic pursuits that develop eco-concern among the students.
- Student Club of the College conducts various activities throughout the year like tree plantation camps etc to develop eco-concern among the students. Students' club of the College plant tree sapling in and around the campus during special events and occasions to make a greener and carbon neutralized campus.
- Organizing Swatch Bharat Mission Campaigns in Ghaziabad and NCR region.
- Dustbins/Waste bins are placed at all strategic points/locations of the College.
- The College's MISSION is "PLANT TREES" and this slogan is prominently printed on all publications of IME.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

Energy Conservation

Minimal consumption of energy is the saving factor of energy conservation in the campus. Energy conservation initiatives by Maintenance Department, to optimize power consumption in the academic campus and hostels. The Maintenance department has implemented many eco-friendly practices in Campus. Some are mentioned below:

- The notices near the switch boards to prevent wastage of energy.
- The use of CFL bulbs instead of tungsten lamps.

- Copper choke in tube light is replace with electronic choke.
- Team and collaborative work in the same place.
- Functions on the open stage in pleasant weather.
- Replacement of resistance regulator with electronic regulator.
- Replacement of CRT Monitors with LCD Monitors.
- Replacing Dot Matrix printer with Desk Jet Printers.
- Spring loaded stopper in water tabs.
- Sensors for controlling motor pumps are installed.
- Energy efficient fans and light are installed
- Capacitors are used in power house to improve the power factor.

Efforts for Carbon Neutrality

Proper measures have been taken to reduce carbon emission to keep the campus, pollution-free and uncontaminated. Students are advised to use local transport and conveyance. Car pooling or share auto system is used by staff for transport and conveyance. Carbon emission is minimized and neutralized by plantation of plants and trees. Planting a variety of trees has contributed to carbon neutrality in the campus. Student Club of the college conducts various activities throughout the year like tree plantation camp etc to develop eco-concern among the students. Student club of the College plant tree sapling in and around the campus and nearby areas during special events and occasions to make a greener and carbon neutralized campus. The College campus is a smoke free zone. The campus has different varieties of trees and lush green lawns. Restricted entry of heavy vehicles in the campus, for pollution free environment.

Energy Conservation in Hostel

Energy conservation initiatives by Maintenance Department to optimize power consumption in the hostels. The Maintenance Department has implemented many eco-friendly practices in hostels. Some are mentioned below:
- The notices near the switch boards to prevent wastage of energy.
- The use of CFL bulbs instead of tungsten lamps.
- Copper choke in tube light is replaced with electronic choke.
- Team and collaborative work in the same place.
- Replacement of resistance regulator with electronic regulator.
- Replacement of CRT Monitors with LCD Monitors.
- Spring loaded stopper in water tabs.
- Energy efficient fans and light are installed

Plantation

The green ambience of the College is largely due to tree plantation. There are trees, shrubs and herbs of various kinds in the campus. Trees have nearly covered a sizeable portion of the College area. They help to maintain the ecosystem. Planting of saplings by the chief guests of various functions evinces the eco-consciousness inherent in the College practices. Planting a large number of trees in the nearby campus area is one of the regular features of the Student Club. Building and sidewalks inside the camp are well hedged with trees and lawns.

Solid/ Hazardous Waste Management

The Maintenance Department has implemented many eco-friendly practices in campus for Solid/Hazardous waste management. Some are mentioned below:

- 'Plastic Free Zone Campaign' conducted by the College has brought down the usage of disposable plastic goods to the minimum.
- Separate dustbins are provided for collecting Bio-Degradable wastes and Non Bio-Degradable wastes.
- Non Bio-Degradable wastes are collected and sold to vendors for recycling.

E-waste Management

The Maintenance Department has implemented many eco-friendly practices in campus for E-waste Management. Some are mentioned below:

- Electronic goods are put to optimum use
- The minor repairs are set right by the staff and the Laboratory assistants
- The major repairs, by the professional technicians and are reused.
- The damaged computers are used by the instructor in the practical sessions of Computer Maintenance and Hardware.
- UPS Batteries are recharged / repaired / exchanged by the suppliers
- The waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'.
- When the electronic equipments fall out of use, they are handed over to the agent of the suppliers of electronic equipments.

7.2   INNOVATIONS

7.2.1   Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Innovations made in academic and related activities speak of the rapid progress of the College. The details of the innovations are given below:

Innovations in Curricular Aspects

- Introduction of new interdisciplinary courses in core and elective as introduced by CCSU, Meerut and AKTU, Lucknow.
- Mandatory UG & PG projects
- Certificate courses for students through National Skill Development Council (NSDC) to enhance and widen knowledge and skills of the students
- Term-wise teaching plan of the faculty
- "Basic Counselor Training Programme" for faculty to enhance and widen their skills and Pedagogy methods.
- 15 Points programme implementation which encompasses rigid adherence to maintenance to students attendance register, timely delivery of lecture as per syllabus and content register, timely conduct of examination, periodic monitoring and effective communication of short fall of attendances to the parents and other concomitant problems of the students.

Innovations in Teaching, Learning and Evaluation

- Free Internet for 24X7 access.
- Weekly intensive Spoken English training programme for economically weak students.
- Marketing techniques through lectures of corporate world.
- Special classes by faculty for competitive examinations
- Special Class for weak students unable to pass after two attempts in semester examinations
- Remedial/special classes are arranged for rural and economically weak students.

Innovations in Research, Consultancy and Extension

- Paper presentations at national and international conferences
- Publication of Ph.D. theses as books
- Paper publications by students
- Project by MCA/BCA final year students for the creation of database
- Internet laboratory for residential students
- Training for "Self employment" to women and economically weak group
- Publication of IME by e-annual Research Journal
- Publication of annual 'Vashnavi'
- Publication of proceeding of national and international conferences.
- Proceeding of national conferences in CD form.
- Extension Activities entailing social Responsibilities by student club.

Innovations in Infrastructure and Learning Resources

- Indoor Sports Centre
- Separate Girl's hostel and boy's hostel with mess and other modern facilities
- Laboratory with modern facilities
- RO Drinking water plant
- Bar-coding system and Surveillance camera in the central library
- Projector and whiteboard in classrooms

Innovations in Students Support and Progression

- Self-study papers to earn extra credits
- Availing all new scholarships from State / Central Governments
- Grievance box available at central place
- Computerization of student profile

Innovations in Governance, Leadership and Management

- Biometric attendance for faculty
- Students club arranges literary, sports and cultural events
- Internet connection to the departments
- Security Marks in Grade sheets
- Computerized finance department

7.3   BEST PRACTICES

7.3.1   Elaborate any two best practices, as per annexed format, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Two best practices as per format are as under:

Best Practice No.1

TITLE: EVENLY SPACED CONDUCT OF TEST SERIES

GOAL:

- The main goal of the College is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curriculum of the University.
- Adhering to **15 Point Programme,** tests are holding after completion of every unit of the syllabus.
- To train the students to appear for examination with confidence.
- To improve the students performance at University examinations.

CONTEXT:

- The test series is believed to help to reduce the pressure on the student during/before examinations, as the student will have to sit for multiple tests throughout the year thereby decreases the accumulated stress of University examinations amongs the students.
- Still the College was facing certain challenges which were of utmost importance. The first challenge the College was facing is of administrative nature in conducting examinations.
- The College introduced remedial classes and preparing question banks keeping in view the examination perspective.
- The students belonging to the College are given extra coaching, free of cost by addressing their problems.
- Their skills are sharpened and chiseled keeping in view the patterns of the final examinations.
- They are given question bank prepared by the expert faculty. This has helped them to attain their targets in a better way..

- To sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through multiple choice questions is the one such reliable method.
- To make the summative question paper more objective, it is imperative that a quality question bank is available in all subjects. This necessitated the creation of the question bank for summative assessment on objective questions..

IMPLEMENTATION

- The test series is implemented to evaluate the skills of a student in a subject and to make the student know-how much he/she has been through.
- A student gets a wealth of valuable guidance and feedback from the teachers every time immediately after the examinations.
- The students are given extra guidance in the core subjects of their respective specialization in particular.
- The College ensures that the students are provided with the questions framed by the experienced faculty of the College.
- This action has resulted in a steep fall in the incidences of failure.
- The Question Banks have facilitated the students in such a way that their efforts in the final examinations have started bearing fruits which will reflect in their results.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED :

- Teachers identify students who may need extra support during their examinations.
- Setting and publishing internal deadlines well in advance so that there will be enough time to declare the results in time.
- Managing examination stationery, key administrative documents, attendance registers for recording the presence of each candidate in the examination.
- Completion of syllabus since the teaching faculty gets engaged in the exams
- Similarly the students also face a lot of problem in studies.
- The remedial classes came as a boon for such students.
- The students are now finding easy to combat the problems they were facing.

- The college required the infrastructure in the shape of computer systems and clerical staff.

EVIDENCE OF SUCCESS:

- The pass percentage has increased to a great extent.
- Students learn through a process of trial and error and examinations, which are an important part of learning process for students, the feedback on their performance has greatly contributed to their progress down the line.
- The question bank of all courses consists of a pool of validated multiple choice and objective questions.
- Questions comprising all the units of syllabus at the 3 cognitive levels of learning, viz., knowledge, understanding and higher ability serve as a valuable asset to the institution.
- The drop-out rate and the failure rate have scaled low, down the line.
- The students are given extra coaching, free of cost, in all the subjects in general.
- The students are given extra guidance in the core subjects of their respective specialization in particular.
- The College ensures that the students are provided with the question framed by the experienced faculty of the College.
- This action has resulted in a steep in the failure.
- The question banks have facilitated the students in such a way that their efforts in the final examinations have started bearing fruits which reflects in their results.

Best Practice No.2

TITLE: ADHERANCE TO GOLDEN GUIDE: SMS ALERTS AND GROUP E-MAIL:

GOAL: Adherence to the rules of golden guide the Bible of the college, SMS aletrs and group email are used to provide necessary and important information about the college to the students
.

CONTEXT: The principle underlying the practice is to use ICT for the benefit and welfare of the students. The main concept behind this practice was to provide updated information about the College activities to the students. Informing the students about important dates, exam time table, and performance, in internal examinations. Many students were losing their precious academic year due to lack of desired information. Girls' students have to come from far off places to the College to know simple information.

CHALLENGES: There were certain challenging issues that have had to be addressed in designing and implementing the practice.

- Gathering / acquiring mobile numbers of all the students.
- Creating grouping e-mail ID's.
- Providing for the necessary software and hardware to start the scheme.
- Cost and expenditure involved.
- Convincing a section of stakeholders about the need and benefits of the scheme.
- Creating awareness among students and staff about the importance of the scheme
- The practice looks trivial but has resulted in bridging the communication gap between the College and the students.
- Initially the scheme faced a few hurdles like data collection, data entry, operationalisation, cost aspects but the scheme has been successfully implemented.

IMPLEMENTATION: A committee has been formed to operationalise and implement the scheme. Providing for the necessary software and hardware for successful implementation of the programme. Create awareness among the different stakeholders about the need, necessity and benefit of the scheme. This scheme saves a lot of time, cost and energy.

The scheme has been a grand success. The students are able to get information on time. This has resulted in lot of saving in time and money. The results indicate that use of ICT can be of great benefit.

This practice is novel in the sense that the college has students from rural and remote areas, especially girl students.

EVIDENCE OF SUCCESS:

All the students of the college are given SMSs about the

- Fees date and documents to be submitted.
- Examination time table.
- Internal marks and percentage.
- Attendance percentage.
- Unscheduled holidays.
- Details about extra classes, special classes, etc.

20.   Department of Management

Evaluative Report

1	Name of the Department	Management
2	Year of establishment	1996
3	Name of the programme/courses offered	PGDM, MBA & BBA
4	Name of Inter-disciplinary courses and the departments/units involved	NIL
5	Examination system : Annual/Semester	Semester
6	Participation of the department in the courses offered by other departments	BCA/MCA/B.Com/M.Com
7	Courses in collaboration with other Universities, Industries, foreign institutions etc.	NIL
	Details of programmes discontinued, if any, with reasons	No
8	Number of teaching post	

Designation	Sanctioned	Filled
Assistant Professors/Lecturers	**11**	**11**
Associate Professor	**3**	**3**
Professor	**2**	**2**

9	Faculty profile with name, qualification, designation, area of specialization, (D.Sc./D.Litt. / Ph.D./ M.Phil., etc) experience and research under guidance				
Sr. No.	Name of the Teaching staff	Qualifications	Designation	Area of Specialization	Teaching Experience in years
1	Dr S D Sharma	MA, Ph D, D.Lit	Principal	English	50 Years
2	Dr J C Varshney	M.A, M.Com, Ph D	Professor	Finance & Accounts	52 Years
3	Dr Kamal Agrawal	Ph.D,, MBA, MCA	Associate Professor	Finance, Commerce	14 Years
4	Dr Meenakshi Sharma	M Com, Ph D	Professor	Finance	
5	Dr Anshu Tyagi	M. Com, Ph D	Associate Professor	Commerce	9 years
6	Dr Kamini Rai	M. Com, Ph D, NET, B.Ed.	Associate Professor	Commerce	5 Years

7	Dr Sweta Singh	Ph D, MA, MCA. B Ed	Associate Professor	Economics	
8	Ms Tanuja Tiwari	B. Com, LLM , NET,	Asstt. Professor	Law	6 Years
9	Ms Leena Sharma	MA (Eco), MBA, M.Phil	Asstt. Professor	Economics HR & IB	7 Years
10	Mr Shivam Agarwal	MBA	Asstt. Professor	Marketing & HR	8 years
11	Ms Divya Singh	MBA, NET	Asstt. Professor	Finance	6 Years
12	Ms Shalini Singh		Asstt. Professor	Human Resource	
13	Ms Namrata Singh	PGDM	Asstt. Professor	Human Resource	3 Years

10. List of senior Visiting Fellows, adjunct faculty, emeritus professors:	Dr V K Rastogi Dr V K Garg Ms Juhi Chaudhary
11. Percentage of lectures delivered and practical classes taken by temporary/ Guest Faculty – program-wise information	PGDM-12.5% MBA – 12.5%
12. Program-wise Teacher Student Ratio :	PGDM -1:15 MBA-1:15 BBA – 1:30
13. Number of academic support staff (technical) and administrative staff sanctioned, filled	Common administrative staff of the college
14. Qualification of teaching faculty with DSc/D.Litt/Ph.D./M.Phil/PG	10 Ph.D.
15. Number of faculty with ongoing and completed projects	Nil
16. Departmental projects funded by DST-FIST; UGC- DBT, ICSSR etc.; total grants received	Nil
17. Research centre / facility recognized by the University	N/A
18. Research centre / facility recognized by the University	N.A

19. Publications

Name of the Faculty	National	International	
Dr J C Varshney	28	2	

Dr Meenakshi Sharma	4	7
Mr Shivam Agarwal	10	0
Dr Kamal Agrawal	10	4
		For More details See 3.4.3

- No. of Books with ISBN with details of Publishers

Sl. No.	Name of the Faculty	Book	Publishers	Year & Edition	ISBN Number
1	Dr J C Varshney	Financial Accounting & Auditing	Wisdom Publications , Delhi	2013 First	978-93-81505-66-3
2	Dr J C Varshney	Corporate Accounting	Wisdom Publications	2013 First	978-81-89547-80-6
3	Dr J C Varshney	Financial Accounting (Hindi)	New Royal Book Company, Lucknow	2014 First	978-93-83138-31-3
4	Dr J C Varshney	Statistical Methods (Hindi)	New Royal Book Company, Lucknow	2015 First	978-93-83138-18-0
7	Dr Meenakshi Sharma	Indian Financial System	Wisdom Publications	2014	978-81-89547-80-9

20. Area of Consultancy and Income Generated	Nil
Faculty as Members in : a) National Committee	NO
b) International Committee	NO
c) Editorial Board	NO
21. Students Projects: a) Percentage of students who have done in-house projects including inter-departmental project b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/Other agencies.	100% Nil

22. Awards / recognitions received by faculty and students	Sumit Pratap Singh Player of IPCL team Ashish player of national level in Tug-Of-War.
23. List of eminent academicians and scientists / visitors to the department	

24. Seminars/ Conferences/Workshop organized and the source of funding:

Year	Name of the Event	Level of Organization	Participants	Source of funding
2011-12	1. Conference 2. Conference 3. Workshop	National International District	125 110 100	Own funding
2012-13	1. Conference 2. Conference 3. Workshop	National International District	150 100 100	Own funding
2013-14	1. Conference 2. Conference 3. Workshop	National International District	100 55 75	Own funding
2014-15	1. Conference 2. Conference 3. Workshop	National International District	75 60 50	Own funding
2015-16	1. Conference 2. Conference 3. Workshop	National National District	110 100 60	Own funding

25. Student profile course / program-wise

Name of the Course	Application Received for		Selected			No. of students completed and pass percentage
	Year	Nos	Total	M	F	
PGDM	2011-12	49	49	41	8	100%
	2012-13	42	42	32	10	100%
	2013-14	15	15	12	3	100%
	2014-15	15	15	12	3	Result awaited
	2015-16	17	17	15	2	Result awaited

MBA	2011-12	-	-	-	-	-
	2012-13	-	-	-	-	-
	2013-14	56	56	33	23	100%
	2014-15	33	33	17	16	Result awaited
	2015-16	42	42	28	14	Result awaited
BBA	2011-12	184	184	155	29	70%
	2012-13	149	147	112	35	80%
	2013-14	147	147	109	38	Result awaited
	2014-15	158	158	127	31	Result awaited
	2015-16	142	142	106	36	Result awaited

26. Diversity of students				
Name of the Course	**Year**	**%of students from the same state**	**%of students from other States**	**%of students from abroad**
PGDM	2011-12 - 49	(47%)	(51%)	(2%)
	2012-13 - 42	(38%)	(62%)	
	2013-14 - 15	(60%)	(40%)	
	2014-15 - 15	(53%)	(47%)	
	2015-16 - 17	(59%)	(41%)	
MBA	2013-14 - 56	50%	48%	2%
	2014-15 - 33	45%	55%	
	2015-16 - 42	52%	48%	
BBA	2011-12 - 184	36%	64%	0
	2012-13 - 149	47%	52%	1%
	2013-14 - 147	44%	56%	0
	2014-15 - 158	44%	56%	0
	2015-16 - 142	44%	56%	0

27. How many students have cleared national and state competitive examinations such as, NET, SET, GATE, Civil Services, Defense Services etc.
12 Students have cleared competitive examinations.

28. Student progression	
Student Progression	**% against enrolled**
UG to PG	90%
PG to M. Phil	13%
PG to Ph.D.	7%
Ph.D. to Post-Doctoral	DATA NOT AVAILABLE
Employed: 1) Campus selection 2) Other than campus recruitment 3) Entrepreneurs / Self employment	70% 12% 18%

29. Details of infrastructural facilities :	
a) Library	
b)Internet facilities for staff and students	: Common Internet facility
c) Class rooms with ICT facility	Yes
d) Laboratories	Yes (Shared with other departments).

30. Number of students getting financial assistance from college, university, government or other agencies

Type of Agency	Year	No. of students
IME	2015-16	36

31. Give details of student enrichment program (special lectures/value added programs/ workshops / seminar) involving external experts :

Sr. No.	For UG	For PG
1	Guest Lectures - 20 on Soft Skills, PHP Developer, Entrepreneurship etc.	Guest Lectures - 20 on Soft Skills, PHP Developer, Entrepreneurship etc.
2	Workshops – 10 on Stock Market, D-met Account, Net-banking, Marketing Skills, Retail Management etc.	Workshops – 10 on Stock Market, D-met Account, Net-banking, Marketing Skills, Retail Management etc.
3	Value added programmes - 4 on Communication Skills, Personality Development, Language programmes etc.	Value added programmes - 4 on Communication Skills, Personality Development, Language programmes etc.

32.List the teaching methods adopted by the faculty to improve student learning
-     Group discussions, Paper Presentation, Case Study
33. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Swatch Bharat Abhiyan, Blood donation camps, Tree Plantation			
34. SWOC analysis of the department and future plans.			
Strength	Weakness	Opportunity	Challenges
The department has efficient dedicated and experienced staff.	Linkage with Industry needs to be strengthened	To train students to enter into fields such as Human Resource Management, Marketing Management, Financial Management, Information Technology	To develop research laboratory with modern equipments
ICT enabled classrooms		2. Enhancement of knowledge levels of students through add on courses and value added courses.	Increase in number of Management Colleges in Vicinity
All India 18th Rank in B School Survey		3. Improvement in the quality of education to be at par with the global standards	To enhance the placement of maximum number of students.

21. Department Of Information Technology

Evaluative Report

1	Name of the Department		INFORMATION TECHNOLOGY
2	Year of establishment		1996
3	Name of the programme/courses offered		MCA & BCA
4	Name of Inter-disciplinary courses and the departments/units involved		NIL
5	Examination system : Annual/Semester		Semester
6	Participation of the department in the courses offered by other departments		BBA/MBA/B.Com/M.Com
7	Courses in collaboration with other Universities, Industries, foreign institutions etc.		NIL
	Details of programmes discontinued, if any, with reasons		No
8	Number of teaching post		
Designation	Sanctioned		Filled
Assistant Professors/Lecturers	5		5
Associate Professor	2		2

9 Faculty profile with name, qualification, designation, area of specialization, (D.Sc./D.Litt. / Ph.D./ M.Phil., etc) experience and research under guidance

Sr. No.	Name of the Teaching staff	Qualifications	Designation	Area of Specialization	Teaching Experience in years
1	Dr S D Sharma	MA, Ph.D, D.Litt.	Principal	Business Communication/Phonetics	50 Years
2	Dr Anshu Tyagi	M. Com, Ph D	Professor	Commerce	9 years
3	Ms Ankita Sardana		Asst. Professor	IT	
4	Ms Gagandeep Kaur	B.Ed, MCA, M.Phil (CS)	Professor	Computer Science	10 years
5	Ms Sangeeta Pathak	MCA	Associate Professor	Computer Science	11 years

6	Ms Amita Chaudhary	M Sc, MCA, B.Ed,	Associate Professor	Mathematics	7 Years
7	Ms. Mehak Sharma	MCA, B.Ed	Associate Professor	Computer Science	3 Years
8	Ms Shalini Srivastava	MCA, B.Ed	Asstt. Professor	Computer Science	10 years
9	Ms Juhi Chaudhary	M. Tech (CS)	Asstt. Professor	Computer Science	2 Years
10	Ms Namrata Singh	PGDM	Asstt. Professor	Human Resources	3 Years

10. List of senior Visiting Fellows, adjunct faculty, emeritus professors:	2
11. Percentage of lectures delivered and practical classes taken by temporary/ Guest Faculty – program-wise information	15%
12. Program-wise Teacher Student Ratio :	15 : 1
13. Number of academic support staff (technical) and administrative staff sanctioned, filled	Common administrative staff of the college
14. Qualification of teaching faculty with DSc/D.Litt/Ph.D./M.Phil/PG	Two Faculty members Pursuing PhD
15. Number of faculty with ongoing and completed projects	Nil
16. Departmental projects funded by DST-FIST; UGC- DBT, ICSSR etc.; total grants received	Nil
17. Research centre / facility recognized by the University	N/A
18. Research centre / facility recognized by the University	N.A
19. Publications	

Name of the Faculty	National	International
Dr S D Sharma		
Ms. Gagandeep Kaur	7	1
Ms Amita Chaudhary	1	1
Ms Sangeeta Pathak	1	2

- No. of Books with ISBN with details of Publishers

Sl. No.	Name of the Faculty	Book	Publishers	Year & Edition	ISBN Number
1	NO	NO	NO		
20. Area of Consultancy and Income Generated				Nil	

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Faculty as Members in : a) National Committee	NIL
b) International Committee	NIL
c) Editorial Board	NIL

21. Students Projects:	
c) Percentage of students who have done in-house projects including inter-departmental project	100%
d) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/Other agencies.	Nil

22. Awards / recognitions received by faculty and students	10 Students received awards
23. List of eminent academicians and scientists / visitors to the department	Dr Tapan Kapri Dr Pramod Dewan Prof Dr V K Jain

24. Seminars/ Conferences/Workshop organized and the source of funding:

Year	Name of the Event	Level of Organization	Participants	Source of funding
2011-12	1. Conference 2. Conference 3. Workshop	National International District	90 110 100	Own funding
2012-13	1. Conference 2. Conference 3. Workshop	National International District	125 80 60	Own funding
2013-14	1. Conference 2. Conference 3. Workshop	National International District	100 55 75	Own funding
2014-15	1. Conference 2. Conference 3. Workshop	National International District	75 60 50	Own funding
2015-16	1. Conference 2. Conference 4. Workshop	National National District	110 100 60	Own funding

25. Student profile course / program-wise						
Name of the Course	Application Received for		Selected			No. of students completed and pass percentage
	Year	Nos	Total	M	F	
MCA	2011-12	53	53	44	9	83%
	2012-13	24	24	19	5	86%
	2013-14	20	20	18	2	Result awaited
	2014-15	19	19	13	6	Result awaited
	2015-16	14	14	10	4	Result awaited
BCA	2011-12					
	2012-13	110	110	94	16	
	2013-14	105	105	78	27	100%
	2014-15					Result awaited
	2015-16					Result awaited

26. Diversity of students				
Name of the Course	**Year**	**%of students from the same state**	**% of students from other States**	**% of students from abroad**
MCA	2011-12 - 53	47%	53%	0
	2012-13 - 23	20 (87%)	3(13%)	0
	2013-14 - 19	13	6	0
	2014-15 - 18	NA	NA	
	2015-16 - 14	8 (57%)	6 (43%)	
BCA	2011-12 -			
	2012-13 - 110	48 (44%)	62 (56%)	0
	2013-14 - 105	41 (39%)	64 (61%)	0
	2014-15 -			
	2015-16 -			

27. How many students have cleared national and state competitive examinations such as, NET, SET, GATE, Civil Services, Defense Services etc.

DATA NOT AVAILABLE

28. Student progression

Student Progression	% against enrolled
UG to PG	90%
PG to M. Phil	10%
PG to Ph.D.	5%
Ph.D. to Post-Doctoral	DATA NOT AVAILABLE
Employed: 1) Campus selection 2) Other than campus recruitment 3) Entrepreneurs / Self employment	60% 20% 20%

29. Details of infrastructural facilities :

a) Library	
b)Internet facilities for staff and students	: Common Internet facility
c) Class rooms with ICT facility	Yes
d) Laboratories	Yes (Shared with other departments).

30. Number of students getting financial assistance from college, university, government or other agencies

Type of Agency	Year	No. of students
IME	2015-16	18

31. Give details of student enrichment program (special lectures/value added programs/ workshops / seminar) involving external experts :

Sr. No.	For UG	For PG
1	See Details Provided at Criterion 3.7.3	See Details Provided at Criterion 3.7.3

32.List the teaching methods adopted by the faculty to improve student learning

-   Group discussions, Paper Presentation, Case Study

33. Participation in Institutional Social Responsibility (ISR) and Extension activities:

-   Swatch Bhararat Abhiyan, Blood donation camps, Tree Plantation

34. SWOC analysis of the department and future plans.			
Strength	Weakness	Opportunity	Challenges
Committed and qualified faculty	Advanced Research Linkages to be straightened	Has the Potential to play a vital role for national development	To attract best students from NCR
Modern Hi Tech Infrastructure	More Research Publications Needed	Digital India and Make a India Campaigns	Foreign Academic Collaboration

22. Department of Commerce

Evaluative Report

1. Name of the department : **COMMERCE**
2. Year of Establishment : **2000**
3. Names of Programmes / Courses offered: **UG and PG**
   UG Course: B.Com
   PG Course: M.Com

4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise) :
   Annual: B.Com
   Semester: M.Com

6. Participation of the department in the courses offered by other departments:: **Yes, Management and IT**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons **NA**
9. Number of teaching posts

	Sanctioned	Filled
Professor	**3**	**3**
Associate Professors	**6**	**6**
Assistant Professors	**10**	**10**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

S. No	Name	Qualification	Designation	Specialization	No. of years of 1experience
1	Dr JC Varshney	M.A, M.Com, Ph.D	Professor	Finance	52 Years
2	Dr Kamal Agrawal	M.Com, Ph. D	Associate Professor	Finance	10 Years
2	Dr Anshu Tyagi	M.Com, Ph. D	Associate	Accounts	6 Years

			Professor		
4	**Dr Kamini Rai**	**M. Com, Ph.D**	**Associate Professor**	**Accounts**	**5 Years**
5	**Mr Anoop Kumar**	**M. Com, C.A**	**Assitt. Professor**	**Taxation**	**10 Years**
6	**Mr Kush Mishra**	**M. Com, C.A**	**Assitt.. Professor**	**Taxation & Law**	**4 Years**

11. List of Senior Visiting Faculty: Yes Dr Arun Julka, Delhi Univ.

Dr V K Agarwal, Delhi Univ.

12. Percentage of lectures delivered and practical classes handled (programme wise) by Temporary Faculty :

B.Com: 11.11%
M.Com: 12.5%

13. Student -Teacher Ratio (programme wise) :

B.Com: 30:1
M.Com: 15:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Staff (technical):

	Sanctioned	**Filled**
Academic Support Staff	**2**	**2**
Administrative Staff	**2**	**2**

15. Qualifications of teaching faculty with D Sc/ D. Litt/ Ph. D/ M Phil : **Ph.D;03**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants   received: **NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publications:

a) Publication per faculty:

Name	Total publications	Number of papers published in peer reviewed journals (National and International)	Number of publications listed in database	Monographs	Chapters in Books	Books Edited	Books with ISBN /ISSN	E-Lessons	Citation Index
For details, please see Criterion 3.4.3									

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in :

National committees b) International Committees c) Editorial Boards: **NIL**

22. Students Projects: **NA**

23. Awards/ Recognitions received by faculty and students:

- Doctoral / post doctoral fellows   06 Ph Ds
- Students :
    - Mr Ankit Singh of B Com selected in National Level – India Got Talent in Singing
    - Ms Kiran of B Com selected in District Level Skating Competition.
    - Mr. Prince Kumar selected in Table Tennis at National Level
    - Mr.Ashish Kumar released his own album
    - Mr.Sourabh Agarwal selected at Dist. Level in Chess Competition
    - Ms.Shreya Goyal performed in Modeling at national level show in Flipkart.
    - Ms Preeti Chaubey, Athlet in BSF.

24. List of eminent academicians and scientists/ visitors to the department:

S. No	Name	University
1	Ann Kobs Abbott	Benedictine University, Illinois , USA
2	Alexander George	University of Windsor, Windsor, Canada
3	Jennifer L. Garrett	JG Consulting Services, LLC., Dowling, MI, USA

4	Manjari Maheshwari	University of Windsor, Windsor, Canada
5	Michael T. Murphy	Ashford University, Clinton, IA, USA
6	Michael L Flynn	Assured Venture Group LCC
7	Monty G. Miller	International Performance solutions, Ltd& Colorado Tech University
8	Olivier Joffre	University Paris Est
9	Rosmimah Mohd Ros:	University Technology MARA Selangor, Malaysia
10	Tojo Thatchenkery	School Of Public Policy, George Mason University, Virgina, USA
11	Kokila Doshi	University of San Diego, USA

25.   Seminars/ Conferences/Workshops organized & the source of funding:

26.   Student profile programme/course wise:

B.COM

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled Male	Enrolled Female	Total	Pass percentage
2012-15	64	60	37	23	60	98%
2013-16	160	159	96	63	159	RESULT AWAITED
2014-17	250	202	137	65	202	RESULT AWAITED
2015-18	160	159	105	54	159	RESULT AWAITED

M.COM

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled Male	Enrolled Female	Total	Pass percentage
2011-13	25	25	15	10	25	96%
2012-14	47	47	16	31	47	91%
2013-15	30	30	10	20	30	83.3%
2014-16	36	36	9	27	36	RESULT AWAITED
2015-17	44	44	9	35	44	RESULT AWAITED

27. Diversity of Students

Name of the Course	Year	% of the Students from the same State	% of Students from other State	% of Students from abroad
M.COM	2011-13	92%	8%	0%
M.COM	2012-14	72%	28%	0%
B.COM	2012-15	91%	9%	0%
M.COM	2013-15	80%	20%	0%
B.COM	2013-16	87%	13%	0%
M.COM	2014-16	86%	14%	0
B.COM	2014-17	91%	9%	0%
M.COM	2015-17	87%	13%	0
B.COM	2015-18	83%	17%	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?
Data Not Available

29. Student progression –

Graduate to Post Graduate	90%
Graduate to Employment	10%
Post Graduate to M.Phill	Data not available
Post Graduate to Ph.D	Data not available
Post Graduate to Employment	95%

30. Details of Infrastructural facilities -
- Library : **Yes, Common Central library facilities**
- Internet facilities for staff and students : **Wi-Fi campus**
- Total number of class rooms: **08**
- Class rooms with ICT facility : **Yes**
- Students' laboratories: **NA**
- Research laboratories: **NA**

31. Number of students receiving financial assistance from college, university, Government or other agencies: 20 students receiving financial assistance from Social Welfare Department,U.P

32. Details on student enrichment programme (special lectures / workshops / seminar) with external experts:

Year	Name of the Event	Level of Organization	Participants	Source of funding
2011-12	1. Conference 2.Conference 3.Workshop	National International District	125 110 100	Own funding
2012-13	1. Conference 2.Conference 3.Workshop	National International District	150 100 100	Own funding
2013-14	1. Conference 2.Conference 3.Workshop	National International District	100 55 75	Own funding
2014-15	1. Conference 2.Conference 3.Workshop	National International District	75 60 50	Own funding
2015-16	1. Conference 2.Conference 3.Workshop	National National District	110 100 60	Own funding

33. Teaching methods adopted to improve student learning –

AUDIO-VISUAL INTERACTIVE CLASSES, REMEDIAL & TUTORIAL CLASSES

34. Participation in Institutional Social Responsibility (ISR) and Extension activities – Parent-Teachers Meeting, Students take active part in NSS and Extension Activities.

35. SWOC analysis of the department and Future plans

Strengths –
The overall result of the department is best in the locality in many years.

Weaknesses –

- College established at backward zone of the state. Industrial scenario of the zone is poor and thus the employment opportunity is very limited.
- Due to financial backwardness of the majority students it is very difficults to introduce compulsory computer training or other add-on courses.

Opportunities –
- There is a lot of scope for add on courses, and other professional training programme for the students.

Challenges -
- The general reduction in the student enrolment in commerce stream in the locality.

Future Plan:

- Departmental expansion; permanent teaching & permanent non-teaching post sanction/creation.
- Introduction of M.Com Course at the college.
- Introduction of B.Com programme in Management and Taxation.
- Introduction of compulsory computer training programme as value added programme.
- Introduction of CPT, ICMA and CS Foundation classes in the college to provide better career option to the students.

23.   Department of Library

Evaluative Report

1. Name of the department :   **LIBRARY**
2. Year of Establishment   :   **2000**
3. Names of Programmes / Courses offered: **UG and PG**
              UG Course: B.lib & Information Science
              PG Course: -

4. Names of Interdisciplinary courses and the departments/units involved:
   IT- Dept. of Computer Science
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments:: **Yes, IT**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons **NA**
9. Number of teaching posts

	Sanctioned	Filled
Assistant Professors	**4**	**4**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

S. No	Name	Qualification	Designation	Specialization	No. of years of experience
1	**Ms Parul Tyagi**	**M lib, M Phil**	**Assitant Professor**	**Information Source& Services**	**13**
2	**Ms Megha Jain**	**M lib, M Phil**	**Assitant Professor**	**Library Cataloguing**	**13**
3	**Mr Ravinder Kumar**	**M A, M Lib**	**Assitant Professor**	**Library classification**	**9**
4	**Mr Sahender Kumar**	**M Lib**	**Assitant Professor**	**Library Management**	**5**

11. List of Senior Visiting Faculty: **No**

12. Percentage of lectures delivered and practical classes handled (programme wise) by Temporary Faculty :

Department IT- 20%

13. Student -Teacher Ratio (programme wise) : **B Lib: 15:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Staff (technical):

	Sanctioned	Filled
Technical Lab Assistant	**1**	**1**
Administrative Staff	**Common Administrative staff**	

15. Qualifications of teaching faculty with M Phil : **2 /** PG 2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants   received: **NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publications:

Publications Per Faculty:

Faculty Name	International	National	Others
Ms Parul Tyagi			3
Ms Megha Jain			3

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in :

National committees b) International Committees c) Editorial Boards….:

NIL

22. Students Projects: **NA**

23. Awards/ Recognitions received by faculty and students:

- Doctoral / post doctoral fellows   NIL
- Students :   NIL

24. List of eminent academicians and scientists/ visitors to the department:

S. No	Name	University
1	A.K SHARMA	Shyamlal College Delhi

25. Seminars/ Conferences/Workshops organized & the source of funding:

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled Male	Enrolled Female	Total	Pass percentage
2011-12	25	17	4	13	17	100
2012-13	30	21	4	17	21	100
2013-14	20	14	5	9	14	100
2014-15	20	11	3	8	11	90
2015-16	25	16	7	9	16	RESULT AWAITED

27. Diversity of Students

Name of the Course	Year	% of the Students from the same State	% of Students from other State	% of Students from abroad
B LIB	2011-12	88	12	0
B LIB	2012-13	100	0	0
B LIB	2013-14	71	29	0
B LIB	2014-15	72	28	0
B LIB	2015-16	50	50	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?
Data Not Available

29. Student progression –

Graduate to Post Graduate	**70%**
Graduate to Employment	**30%**
Post Graduate to M.Phill	**N/A**
Post Graduate to Ph.D	**N/A**
Post Graduate to Employment	**N/A**

30. Details of Infrastructural facilities -

- Library : **Yes,**
- Internet facilities for staff and students : **Wi-Fi campus**
- Total number of class rooms: **01**
- Class rooms with ICT facility : **Yes**
- Students' laboratories: **Yes**

31. Number of students receiving financial assistance from college, university, Government or other agencies: **20 students receiving financial assistance from Social Welfare Department,U.P**

32. Details on student enrichment programme (special lectures / workshops / seminar) with external experts – **Group discussions, Paper Presentation, Case Study**

33. Teaching methods adopted to improve student learning –

AUDIO-VISUAL INTERACTIVE CLASSES, REMEDIAL & TUTORIAL CLASSES

34. Participation in Institutional Social Responsibility (ISR) and Extension activities –
Parent-Teachers Meeting, Students take active part in NSS and Extension Activities.

After the completion of course college provides one month Training programe for all students.

35. SWOC analysis of the department and Future plans

Strengths –
- The overall result of the department is best in the locality in many years.

Weaknesses –

- Due to unawareness of the importance of course of Library Science seats are not filled according to sanctioned seats.

Opportunities –

- To start add on and value added courses
- Learner centric CAI

Challenges –

- The general reduction in the student enrolment in Library science and Information Science stream in the locality.

Future Plan –

- Departmental expansion;
- Introduction of M Lib is in process.
- To ensure maximum Placement

Best Practices:1. Mentor System, 2. Skill Development Programs

ANNEXURES:

ANNEXURE 1: NAAC Accreditation Certificate

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायन संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Institute of Management Education (IME)

Sahibabad, Dist. Ghaziabad, affiliated to Ch. Charan Singh University,

Uttar Pradesh as

Accredited

with CGPA of 2.76 on four point scale

at B grade

valid up to November 29, 2016

Date : November 30, 2011

Director

EC/57/A & A/11

ANNEXURE 2: Peer Team Report

Peer Team Report

on

Institutional Accreditation
Of

INSTITUTE OF MANAGEMENT EDUCATION

178, Main G. T. Road, Sahibabad,
Ghaziabad-201005
Uttar Pradesh

Dates of Peer Team Visit
17th-18th October, 2011

Submitted

to

National Assessment & Accreditation Council
Bangalore, Karnataka

Institute of Management Education (IME), Sahibabad (Ghaziabad)

Peer Team Report
on
Institutional Accreditation
Of
Institute of Management Education

Ghaziabad, Uttar Pradesh

Section 1: GENERAL INFORMATION

1.1. Name & Address of the Institution:	Institute of Management Education (IME) 78, G.T. Road, Sahibabad, Ghaziabad 201 005, Uttar Pradesh
1.2 Year of Establishment:	1995
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/Schools:	4 (Commerce, Management, Computer Science, Library Science)
• Departments/ Centres:	4 (Commerce, Management, Computer Science, Library Science)
• Programmes/ Courses offered:	UG: 3(BBA, BCA, B.Lib), PG: 3 (M.Com, MCA, PGDM)
• Permanent Faculty Members:	10
• Temporary /Regular Teachers:	38
• Permanent Support Staff:	16-Non Teaching, 5-Technical
• Students:	1447
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	• A self financing, multi faculty, coeducational UG & PG institution (Management, Commerce, Computer Science and library science) • MOUs with four foreign universities established. • Managed by Senior Professionals of corporate sector and public life; emphasis on discipline, ethics and values.
1.5 Dates of visit of the Peer Team:	October 17-18, 2011

Institute of Management Education (IME), Sahibabad (Ghaziabad)

NAAC for Quality and Excellence in Higher Education

1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairperson	Prof. Satinder Singh (Former Pro-Vice Chancellor) Guru Nanak Dev University Amritsar-143 005, Punjab
Member Coordinator	• Prof. Y.M. Jayaraj Professor and Chairman, Dept of Microbiology (Former Dean, Faculty of Science), Gulbarga University Gulbarga -585106, Karnataka
Member	Prof. Mangal Mishra Principal, Shri Cloth Market Kanya Vanijya Mahavidyalaya Indore-452 002, Madhya Pradesh
NAAC Officer:	Dr. M.S. Shyamsundar Deputy Adviser, NAAC Bangalore University Campus Nagarbhavi, Bangalore-560072 Karnataka

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on Key-Aspects
(Please limit to three major ones for each and use telegraphic language (It is not necessary to indicate all the three bullets each time; write only the relevant ones)

2.1 Curricular Aspects:

2.1.1 Curricular Design & Development:	• Curriculum design of PGDM is done by the institution under AICTE autonomous mode; that of MCA, BCA as per MTU Technical University, Noida and BCA, BBA, M.Com and B.Lib. as per Chaudhary Charan Singh University, Meerut. • Curriculum is designed and developed as per national & global needs in PGDM. • Scope for add on / value added courses.

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2.1.2 Academic Flexibility:	• Flexibility restricted for the choice of courses at entry point. • All courses are independent with three choices of subjects / specialization at PGDM. • Scope for introduction of choice of special subjects with inter-disciplinary approaches. ✓
2.1.3 Feedback on Curriculum	• Formal and informal method of student feedback followed; informal feedback from alumni and other stake holders. • Brain storming and open sessions are conducted for feedback. • Scope for systematic analysis and possibility of outsourcing / external agency intervention. ✓
2.1.4 Curriculum Update	• Curriculum update at regular intervals and minor modification on annual basis. • Scope to constitute BOS for PGDM and suitable regulations with system approaches. ✓ • Feedback is used as a basis for updating of curriculum.
2.1.5 Best Practices in Curricular Aspects (If any):	• PGDM course on autonomous mode.

2.2. Teaching-Learning & Evaluation:

2.2.1 Admission Process and Student Profile	• Wide publicity through notice board, news papers, website and oral communication of stake holders. • Admission to professional courses (PG) based both on direct walk-in as well as candidates qualified in CAT/MAT/University entrance tests etc. • Student profile indicate decline on enrollment to all courses, students of neighborhood states attracted; impressive percent of women enrollment. ✓ • Reservation policy of State Government is followed.
2.2.2 Catering to the Diverse Needs:	• Informal method for identification of slow/fast learners in class rooms. • Informal attempts to impart remedial coaching and bridge courses. • Scope for institutionalization for guardian / tutors/ mentorship, bridge courses and remedial coaching. ✓

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2.2.3 Teaching-Learning Process:	• Traditional method of chalk and talk being supplemented with learner centric approaches. • Field / Industrial visits, case studies, assignments, project work for PG courses initiated. • Of late emphasis to ICT enabled teaching learning has been initiated; needs total strengthening and its integration; scope for enhancing practicals and hands on experience. ✓
2.2.4 Teacher Quality	• Of 48 teachers, 10 are on permanent basis and 38 are on temporary / regular basis, majority of them being inducted recently. (less than 1-2 years of service at the institution). • Rate of attrition is high, due to severe competition and mobility to other institutions / industry etc. • Around 15% of teachers have a Ph.D and 14% have M.Phil and very few have NET/SLET eligibility. ✓
2.2.5 Evaluation Process and Reforms:	• Semester system for all courses except B. Lib; Continuous internal assessment for PGDM for 40% of marks. • Examination systems are made known to students informally in class rooms and through prospectus; Grievances regarding evaluation are redressed. • Scope for institutionalization of the office of Controller of Examination for PGDM, standard examination manual and protocol. ✓
2.2.6 Best Practices in Teaching-Learning and Evaluation (If any):	• Around 40-50% students are admitted based on CAT/MAT/GD and interview basis. • Students from neighborhood states, impressive women enrollment.

2.3. Research, Consultancy & Extension:

2.3.1 Promotion of Research.	• Teachers are encouraged to undertake research work. • International (2) and national level seminars (3) conducted in collaboration with foreign universities. • Proposals prepared for getting recognition as research centre and taking up of sponsored research is under preparation / process.
2.3.2 Research and Publications Output	• Nine edited books published by a publishing company based on the proceedings on international/national seminars and other contributions, two books in social science published. • Institution has launched the publication of a ISSN

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	• numbered, non-refereed journals in the field of management and commerce comprising articles of teachers of the Institutions. • Around 16 articles published by the staff in research journals and conference proceedings; teachers are encouraged to participate in seminars.
2.3.3 Consultancy:	• Scope to undertake professional consultancy exists. ✓
2.3.4 Extension Activities	• Environmental protection and blood donation awareness programmes are being organized as CSR. • Scope to establish extension Forums / NSS-NCC to undertake specific extension and out reach programmes. ✓
2.3.5 Collaborations:	• MOUs with 4 foreign universities signed with a validity of a year to undertake organization of international seminars and faculty exchange; needs proper implementation and realization of the goals set. ✓ • Scope to extend and diversify MOUs with neighborhood institutions and establishing linkages with industries. ✓
2.3.6 Best Practices in research, Consultancy & Extension	• Publication of the proceeding of seminars by a reputed publishing company.

2.4 Infrastructure and Learning Resources:

2.4.1 Physical Facilities for Learning:	• A Campus of 6.10 Acres comprising 6 building blocks (suitably named) and expanded as per the need. • Provisions made for 38 class rooms, seminar hall, 4 computer laboratories and office, apart from space for support services and facilities. • Available building space can be put to use in a judicious and optimum manner. ✓
2.4.2 Maintenance of Infrastructure:	• Regular maintenance through the estate office. • Budget provision available for maintenance. • Computer maintenance through AMC/Outsourcing.
2.4.3 Library as a Learning Resource:	• Library is housed on the first floor of a block comprising 30985 books and 5181 titles, good number of journals; open access book bank facility is in place. • Membership of INFLIBNET and DELNET is pending. ✓ • Data entry initiated; proposes to complete automation. ✓
2.4.4 ICT as Learning Resources:	• Four computer laboratories comprising 234 computers (50 of latest configuration). • Students of PGDM and MCA are provided with laptops (210). • Wi-Fi facilities, server as well as LAN at 4 computers laboratories, LCDs are provided; relevant software in place

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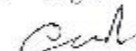
2.4.5 Other Facilities:	• Hostels units for boys (56 rooms and 108 inmates) and girls (55 rooms and 63 inmates) (with separate cooperative mess facility. • Water facility (RO system and overhead tank); Generator backup, Basket ball court, Volleyball court and practicing cricket pitch made available. • Canteen, indoor sports and gymnasium facilities provided.
2.4.6 Best Practices in the development of Infrastructure and Learning Resources (If any):	• Good, clean and secure campus with academic ambience.

2.5 Student Support and Progression:

2.5.1 Student Progression:	• Around 70% of students of PGDM and MCA get placements. • Impressive success rate in university examinations and progression to higher education. • Informal career guidance is in place.
2.5.2 Student Support:	• Publication of prospectus, annual management magazine (Vaishnavi), IT magazine (e-Shastra) and newsletters. • Placement cell is functional. • Training on soft skills initiated. ✓
2.5.3 Student Activities:	• Cultural clubs are active in nurturing student talent; annual College fest conducted. • Participation in inter departmental and inter collegiate and sports competitions are encouraged.
2.5.4 Best Practices in Student Support and Progression (If any):	• Publication of two magazines.

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2.6 Governance and Leadership:

2.6.1 Institutional Vision and Leadership:	• The institutional vision and mission are in tune with national and marketing need based activities. • Senior professional and retired academicians are heading the management. • Chairman, Vice Chairman and Principal provide effective leadership.
2.6.2 Organizational Arrangements:	• Organizational set up as per bye-laws • Conventional committee system and academic council exists. • Scope for streamlining the structure and functioning of an autonomous institution in case of PGDM. ✓
2.6.3 Strategy Development and Deployment:	• Annual planning and implementation is in place. • Strategic action plan for consolidation is needed immediately. ✓ • A long term perspective plan on academic growth and development is expected. ✓
2.6.4 Human Resource Management	• Management is trying to fill up all the posts; rate of attrition is very high due to severe competition; Difficulty faced in recruiting qualified staff; 75-90% are new recruitees. • Performance appraisal and faculty development activities are in place. • Specific complaint and grievance redressal mechanism is in place; needs transparency and strengthening. ✓
2.6.5 Financial Management and Resource Mobilization:	• Being a self financing institution, entire revenue is through fee collection only; there is surplus budget and hence good scope to provide better incentive and welfare measures to staff and students. ✓ • Management follows the strict discipline; does not collect public donation and contributions as a policy. • Financial internal audit is in place; needs scope for better utilization of financial resources to enhance infrastructure and incentives. ✓
2.6.6 Best Practices in Governance and Leadership (if any):	• Institutional vision and mission as per core values and national needs.

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2.7 Innovative Practices:

2.7.1 Internal Quality Assurance System:	• 15 point quality steps initiated; international accreditation opted; scope to establish IQAC. • Informal interaction with stake holders on quality initiatives and sustenance. • Scope for swot analysis, A-A-A (internal external) at regular intervals. ✓
2.7.2 Inclusive Practices:	• Good number of students are from neighboring states; and around 25 -35% enrolment of girls. • Sensitive towards differently abled and SC, ST, and OBCs. Olympic type games arranged for differently abled students.
2.7.3 Stakeholder Relationships:	• Good relationship with neighborhood.

Section III: OVERALL ANALYSIS

Observations (Please limit to five major ones for each and use telegraphic language)

3.1 Institutional Strengths:	• Good ranking by some external survey agencies on B Schools of this region. • Competent and committed management. • Establishment of international linkages through MOUs. • Thrust to discipline and values, cordial atmosphere, thrust to growth and development. • Surplus financial resources and scope for better utilization to enhance / upgrade incentive and infrastructure as per the modern requirements. ✓
3.2 Institutional Weaknesses:	• Weak in developing research culture, consultancy and extension activities. ✓ • High rate of attrition of teachers; difficulty in retaining / recruiting qualified staff. ✓ • Lack of formal collaboration/linkages with institution and industries of neighborhood for better learning strategies and research; absence of professional consultancy. ✓ • ICT enabled pedagogy is yet to get institutionalized and also research culture. ✓ • Non automation of library and incomplete digitalization. ✓
3.3 Institutional Opportunities:	• To make MOUs with foreign universities more functional. ✓ • To undertake collaborative research and faculty exchange

NAAC for Quality and Excellence in Higher Education

	programme; twinning programmes. • To make use of autonomy in PGDM for curriculum design and update as per current needs. ✓ • To explore policies to retain qualified staff through attractive incentives and welfare measures. ✓ • To make research journal a referred journal, with systematic constituted editorial board and reference system.
3.4 Institutional Challenges:	• To attract meritorious students and committed qualified staff, despite severe competition in the field of Business and IT education; to strengthen the HR personnel and their level of competence. ✓ • To institutionalize and enhance research culture and output. ✓ • To take up productive, result oriented / visible extension activities. ✓ • To create a brand name for the institutional inputs and outputs. ✓ • To strengthen ICT enabled pedagogy. ✓

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)
(It is not necessary to indicate all the ten bullets)

- To introduce value- added certificate/diploma courses under dual degree certificates, leading to skill development. ✓
- To institutionalize ICT enabled learner centric pedagogy and online examination methods and industrial experience for exposure. ✓
- To systematize courses and the remedial evaluating and strategies for fast learners as well as tutor ward system and student counseling. ✓
- To evolve policy frame work with proper incentives for recruitment of qualified staff & strategies for their retention for a reasonable period. ✓
- To promote sponsored Research projects and their output in the form of publications in referred journals. ✓
- To initiate and implement need based collaboration / linkages at national / international level and with industries. ✓
- To complete the library computerization and automation, provide digital library facility, enhance collections of books, reading room capacity. ✓
- To initiate registration of Alumni forum and evolve strategies for their involvement in institutional development. ✓

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- To strengthen canteen service, water facility, sports facility and indoor parking facility, health care and insurance; to appoint a sports Director / coaches / hostel Wardens / Housekeepers for all round supervision.

- To strengthen and pro-activate placement cell and career guidance to provide professional counseling, programmes on communication skills & entrepreneurship and competitive examination.

- To initiate suitable welfare measures for staff and students.

I agree with the observations of the Peer Team as mentioned in this report.

For Institute of Management Education-II

Signature of the Head of Institution

Seal of Institution   Principal

Signature of the Peer Team Members:

Designation	Name	Signature with date
Chairperson	Prof. Satinder Singh	
Member Co-ordinator	Prof. Y.M. Jayaraj	
Member	Prof. Mangal Mishra	18/10/2011
NAAC Officer	Dr. M.S. Shyamasunder	

Place: Sahibabad, Ghaziabad

Date: 18th October 2011
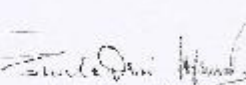
ANNEXURE 3: Audited Income & Expenditure Account,2015

INSTITUTE OF MANAGEMENT EDUCATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2015

EXPENDITURE	AMOUNT (Rs.)	INCOME	AMOUNT (Rs.)
To Salaries to Teaching & Non-Teaching Staff	76,62,749.00	By Fee Receipts	102,597,781.00
To Electric Charge	1,11,325.00	By Registration Charges	1,286,053.00
To Employers Contribution to PF	91,596.00	By Hostel Receipts	1,544,500.00
To Employers Contribution to ESI.	26,495.00	By Interest on FDR from Bank	19,541,743.58
To Scholarship to Students	1,075,000.00	By Other Receipts	985,223.00
To Fees, Taxes & Subscription	1,113,547.00		
To Student & Staff Welfare Expenses	255,533.00		
To Electricity Charges	2,116,314.00		
To Training & Development Expenses	5,684,890.00		
To Examination Fee & Expenses	1,245,268.00		
To Travelling & Conveyance	1,254,518.00		
To Printing & Stationery	413,329.00		
To Postage, Telephone & Fax Expenses	165,778.00		
To Rent Paid	250,000.00		
To Advertisement & Publicity	15,753,075.00		
To Repair & Maintenance	9,526,431.00		
To Donation	3,005,000.00		
To Insurance Charges	185,874.00		
To Bank Charges & Interest	1,504.04		
To Audit Fee	50,000.00		
To Depreciation	4,809,019.00		
To Excess of Income over Expenditure	14,693,219.54		
Total (Rs.)	125,955,300.58	Total (Rs.)	125,955,300.58

As per our report of even date

For RAMA KANT MAHESHWARI & Co.

Chartered Accountants

Firm Reg No: 002246C

FOR AND ON BEHALF OF SOCIETY

(R.K.MAHESHWARI)

Partner

M.No: FCA 071311

PRESIDENT   SECRETARY   TREASURER

Place : Ghaziabad

Dated : 15th June, 2015

Institute of Management Education (IME), Sahibabad (Ghaziabad)

INSTITUTE OF MANAGEMENT EDUCATION

BALANCE SHEET AS AT 31ST MARCH 2015

AMOUNT (RS.)

LIABILITIES :				
CAPITAL FUND				
As per last year			482,518,306.02	
Add Excess of Income over Expenditure			14,695,219.54	498,213,525.56
		Total (Rs.)		498,213,525.56

ASSETS:				
FIXED ASSETS (Less Dep.)				235,546,293.00
(As per Annexure 1)				

CURRENT ASSETS, LOANS & ADVANCES

(A)	CURRENT ASSETS :			
	(a)	Cash in Hand	113,417.60	
	(b)	Balance with HDFC Bank	5,056,594.37	
	(c)	Balance with Oriental Bank of Commerce (SDV)	140,416.00	
	(d)	Balance with Oriental Bank of Commerce (PG College)	246,240.00	
	(e)	Balance with Oriental Bank of Commerce (Main)	22,744,977.05	
	(f)	Balance with Indian Bank (IME LAW COLLEGE)	2,848,350.00	
	(g)	Balance with Oriental Bank of Commerce (Hostel)	134,936.00	
	(h)	Balance with Yes Bank Ltd	108,825.99	
	(i)	Fixed Deposits with Banks	254,800,000.00	
	(j)	Fixed Deposits with Banks (Against Society Membership Fee)	147,000.00	
	(k)	Interest accrued on FDR with Bank	926,857.16	287,357,623.47

(B)	LOANS & ADVANCES :			
	(a)	Security Deposits	388,474.00	
	(b)	Prepaid Expenses	280,815.00	
	(c)	Deposit With Government Authorities	1,982,897.00	
	(d)	Income Tax Refundable	3,893,791.09	
	(e)	Sundry Recoverables	156,290.00	6,702,267.09
				294,059,890.26

Less :	CURRENT LIABILITIES :			
	(a)	Caution Money/Security Received from Students & others	562,433.00	
	(b)	Sundry Creditors For Expenses	4,542,454.00	
	(c)	Advance Fee Received (Academic)	26,169,285.00	
	(d)	Advance Fee Received (Hostel)	518,586.00	31,392,658.00	262,667,232.56

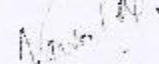| | | Total (Rs.) | | 498,213,525.56 |

As per our report of even date
For RAMA KANT MAHESHWARI & Co.
Chartered Accountants
Firm Reg No: 0022460

(R.K.MAHESHWARI)
Partner
M.No: M.A 071311

FOR AND ON BEHALF OF SOCIETY

PRESIDENT   SECRETARY   TREASURER
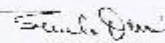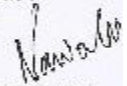
Place : Ghaziabad
Dated : 15th June, 2015

ANNEXURE 4: Audited Income & Expenditure Account, 2014

RAMAKANT MAHESHWARI AND Co.
Chartered Accountants,
125-A, Chanderpuri
Ghaziabad
Phone No. 2900780
Telefax: 2866220

INSTITUTE OF MANAGEMENT EDUCATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2014

EXPENDITURE	AMOUNT (Rs.)	INCOME	AMOUNT (Rs.)
To Salaries to Teaching & Non-Teaching Staff	19,061,697.04	By Fee Receipts	98,925,875.00
To Faculty Charges	1,364,192.00	By Registration Charges	1,245,022.00
To Employer's Contribution to PF	49,199.00	By Hostel Receipts	2,438,750.00
To Employer's Contribution to ESIC	26,450.00	By Interest on S/F A/c with Bank	103,396.00
To Scholarship to Students	3,370,000.00	By Interest on FDR from Bank	14,608,252.52
To Student & Staff Welfare Expenses	208,584.00	By Profit on Sale of Building	5,133,665.00
To Journals & Periodicals	394,997.00	By Miscellaneous Receipts	1,159,334.00
To Training & Development Expenses	10,521,346.00		
To Examination Fee & Expenses	1,063,452.00		
To Fee, Taxes & Subscription	909,035.00		
To Electricity Charges	1,652,189.00		
To Travelling & Conveyance	1,431,804.00		
To Printing & Stationery	452,296.00		
To Postage, Telephone & Fax Expenses	158,778.00		
To Advertisement & Publicity	15,645,961.00		
To Donation	12,500,000.00		
To Repairs & Maintenance	4,430,710.24		
To Insurance Charges	312,955.00		
To Bank Charges & Interest	3,189.47		
To Miscellaneous Expenses	150,981.00		
To Audit Fee	30,000.00		
To Depreciation	5,112,592.00		
To Excess of Income over Expenditure	44,441,775.81		
Total (Rs.)	**123,672,297.52**	**Total (Rs.)**	**123,672,297.52**

As per our report of even date

For RAMA KANT MAHESHWARI & Co.
Chartered Accountants
Firm Reg No: 002246C

(R.K.MAHESHWARI)
Proprietor
M.No: FCA 071311

FOR AND ON BEHALF OF SOCIETY

PRESIDENT   SECRETARY   TREASURER

Place : Ghaziabad
Dated 11th June, 2014

RAMAKANT MAHESHWARI AND Co.
Chartered Accountants,
125-A, Chanderpuri
Ghaziabad.
Phone No: 2990780
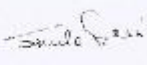
INSTITUTE OF MANAGEMENT EDUCATION

BALANCE SHEET AS AT 31ST MARCH 2014
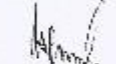
AMOUNT (Rs.)

LIABILITIES:
CAPITAL FUND
As per last year 384,576,530.21
Add - Excess of Income over Expenditure ... 44,441,775.81
Donation towards Corpus Fund .... 54,500,000.00 ... 483,518,306.02

Total (Rs.) ... 483,518,306.02

ASSETS:
FIXED ASSETS (Less Depr.) ... 236,639,940.50
(As per Annexure-)

CURRENT ASSETS, LOANS & ADVANCES

(A) **CURRENT ASSETS:**
(a) Cash in Hand ... 91,096.00
(b) Balance with HDFC Bank ... 25,917,263.33
(c) Balance with Oriental Bank of Commerce (SDV) ... 53,640,416.00
(d) Balance with Oriental Bank of Commerce (PG College) ... 52,846,251.00
(e) Balance with Oriental Bank of Commerce (Main) ... 52,456,819.09
(f) Balance with Indian Bank (IME LAW COLLEGE) ... 57,395,718.00
(g) Balance with Oriental Bank of Commerce (Hostel) ... 61,864.00
(h) Balance with Yes Bank Ltd ... 19,377,219.17
(i) Fixed Deposits with Banks ... 5,454,998.00
(j) Fixed Deposits with Banks(Against Society Membership Fee) ... 149,000.00
(k) Interest accrued on FDR with Bank ... 617,425.00 ... 268,023,995.81

(B) **LOANS & ADVANCES:**
(a) Security Deposits ... 563,334.00
(b) Prepaid Expenses ... 1,244,076.00
(c) Deposit With Government Authorities ... 1,932,897.00
(d) M/s Vedic Communication ... 952,883.00
(e) Mahesh Bushra Education Trust ... 153,061.00
(f) Capital Cars Pvt Ltd ... 58,314.00
(g) Income Tax Refundable ... 3,331,007.21 ... 8,89,572.21
... 276,215,568.02

Less: **CURRENT LIABILITIES:**
(a) Caution Money/Security Received from Students & others ... 595,634.00
(b) Salary Payable ... 728,314.00
(c) Sundry Creditors For Expenses ... 2,171,569.00
(d) Advance Fee Received (Academic) ... 25,752,035.00
(e) Advance Fee Received (Hostel) ... 589,600.00 ... 29,337,192.00 ... 246,878,376.02

Total (Rs.) ... 483,518,306.02

As per our report of even date
For RAMA KANT MAHESHWARI & Co.
Chartered Accountants
Firm Reg No: 002246C

(R.K.MAHESHWARI)
Proprietor
M.No: FCA 071311

FOR AND ON BEHALF OF SOCIETY

PRESIDENT   SECRETARY   TREASURER

Place: Ghaziabad
Dated: 11th June, 2014

ANNEXURE 5: Audited Income & Expenditure Account, 2013

INSTITUTE OF MANAGEMENT EDUCATION

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2013

EXPENDITURE	AMOUNT (Rs.)	INCOME	AMOUNT (Rs.)
To Salaries to Teaching & Non Teaching Staff	17,167,011.00	By Fee Receipts	88,645,192.00
To Faculty Charges	555,875.00	By Registration Charges	979,300.00
To Employer's Contribution to PF	85,778.00	By Interest on FDR from Bank	7,730,395.65
To Employer's Contribution to ESIC	30,902.00	By Miscellaneous Receipts	284,583.00
To Scholarship to Students	3,013,000.00	By Hostel Receipts	3,035,500.00
To Student & Staff Welfare Expenses	180,378.00		
To Journals & Periodicals	704,562.00		
To Training & Development Expenses	6,685,084.00		
To Examination Fee & Expenses	1,485,807.00		
To Fee, Taxes & Subscription	949,675.00		
To Electricity Charges	1,546,496.00		
To Travelling & Conveyance	754,145.00		
To Printing & Stationery	381,344.00		
To Postage, Telephone & Fax Expenses	168,193.00		
To Advertisement & Publicity	20,154,815.00		
To Repairs & Maintenance	7,631,758.00		
To Insurance Charges	196,479.00		
To Bank Charges & Interest	101,377.47		
To Miscellaneous Expenses	113,840.00		
To Audit Fee	30,000.00		
To Depreciation	6,595,572.00		
To Excess of Income over Expenditure	32,164,679.18		
Total (Rs.)	100,674,970.65	Total (Rs.)	100,674,970.65

As per our report of even date
For RAMA KANT MAHESHWARI & Co.
Chartered Accountants
Firm Reg No: 002246C

FOR AND ON BEHALF OF SOCIETY

Place : Ghaziabad
Dated 1st June, 2013

(R.K.MAHESHWARI)
Proprietor
M.No: FCA 071311

PRESIDENT   SECRETARY   TREASURER

RAMAKANT MAHESHWARI AND Co.
Chartered Accountants
125-A, Chander puri,
Ghaziabad.
Phone No. 2866220/2703562

INSTITUTE OF MANAGEMENT EDUCATION

BALANCE SHEET AS AT 31ST MARCH 2013

		AMOUNT (Rs.)
LIABILITIES :		
CAPITAL FUND		
As per last year	352,411,851.03	
Add Excess of Income over Expenditure	32,164,679.18	384,576,530.21
Total (Rs.)		384,576,530.21

ASSETS:				
FIXED ASSETS (Less Depr.)				324,262,832.00
(As per Annexure 1)				
CURRENT ASSETS, LOANS & ADVANCES				
(A)	CURRENT ASSETS :			
	(a) Cash in Hand	85,659.00		
	(b) Balance with HDFC Bank(Main)	26,209,725.25		
	(c) Balance with Oriental Bank of Commerce (SDV)	140,416.00		
	(d) Balance with Oriental Bank of Commerce (PG College)	346,251.00		
	(e) Balance with Oriental Bank of Commerce (Main)	49,657,384.33		
	(f) Balance with Indian Bank (IME LAW COLLEGE)	5,123,479.00		
	(g) Fixed Deposits with Banks	4,654,953.00		
	(h) Fixed Deposits with Harico(Against Society Membership Fee)	147,000.00		
	(i) Interest accrued on FDR with Bank	874,492.00	87,239,359.58	
(B)	LOANS & ADVANCES :			
	(a) Security Deposits	267,621.00		
	(b) Prepaid Expenses	3,089,260.00		
	(c) Deposit With Government Authorities	1,446,071.00		
	(d) Income Tax Refundable	876,183.63	5,701,435.63	
			92,940,995.21	
Less :	CURRENT LIABILITIES :			
	(a) Caution Money/Security Received from Students & others	1,762,834.00		
	(b) Salary Payble	64,725.00		
	(c) Sundry Creditors For Expenses	7,631,048.00		
	(d) Advance Fee Received (Academic)	22,436,950.00		
	(e) Advance Fee Received (Hostel)	731,750.00	32,627,297.02	60,313,698.21
	Total (Rs.)			384,576,530.21

As per our report of even date

For RAMA KANT MAHESHWARI & Co.
Chartered Accountants
Firm Reg No: 0027460

(R.K.MAHESHWARI)
Proprietor
M.No: FCA 071311

FOR AND ON BEHALF OF SOCIETY

PRESIDENT   SECRETARY   TREASURER

Place : Ghaziabad
Dated : 1st June, 2013

ANNEXURE 6: Audited Income & Expenditure Account, 2012

Chartered Accountants,
123-A, Chanderpuri
Ghaziabad.
Phone No. 2990760
Telefax: 2856229

INSTITUTE OF MANAGEMENT EDUCATION
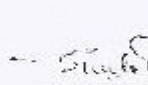
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2012
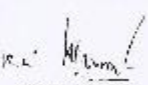
	EXPENDITURE	AMOUNT (Rs.)		INCOME	AMOUNT (Rs.)
To	Salaries to Teaching & Non Teaching Staff	17,895,914.00	By	Fee Receipts	104,062,518.00
To	Employer's Contribution to PF	265,292.00	By	Registration Charges	1,416,100.00
To	Employer's Contribution to ESIC	39,616.00	By	Hostel Charges	3,860,875.00
To	Travelling & Conveyance	1,334,432.00	By	Interest on TDR from Bank	9,040,359.41
To	Advertisement & Publicity	10,975,056.00	By	Consultancy Receipts	959,984.00
To	Electricity Charges	1,364,595.00	By	Miscellaneous Receipts	256,761.00
To	Printing & Stationery	324,865.00			
To	Postage, Telephone & Fax Expenses	223,835.00			
To	Social, Donation & Humanity Cause Expenses	235,350.00			
To	Training & Development Expenses	9,416,043.50			
To	Examination Fee & Expenses	1,599,793.00			
To	Fee, Taxes & Subscription	1,208,714.77			
To	Repairs & Maintenance	5,938,590.00			
To	Student & Staff Welfare Expenses	198,612.00			
To	Journals & Periodicals	247,924.50			
To	Faculty Charges	977,174.00			
To	Insurance Charges	154,795.00			
To	Audit Fee	40,000.00			
To	Bank Charges & Interest	20,202.87			
To	Depreciation	8,015,064.00			
To	Miscellaneous Expenses	100,626.00			
To	Excess of Income over Expenditure	58,534,104.82			
	Total (Rs.)	119,596,597.41		Total (Rs.)	119,596,597.41

As per our report of even date

For RAMA KANT MAHESHWARI & Co.

Registered Accountants

(R.K.MAHESHWARI)
Proprietor

FOR AND ON-BEHALF OF SOCIETY

PRESIDENT   SECRETARY   TREASURER

Place : Ghaziabad
Dated :4th, June, 2012

RAMAKANT MAHESHWARI AND Co.
Chartered Accountants,
125 A, Chandergupti
Ghaziabad
Phone No. 2990780
Telefax: 2826729

INSTITUTE OF MANAGEMENT EDUCATION

BALANCE SHEET AS AT 31ST MARCH 2012

LIABILITIES :			AMOUNT (Rs.)
CAPITAL FUND			
As per last year		293,768,414.21	
Add - Excess of Income over Expenditure		58,334,194.82	
Add - Unclaimed Balances exceeding 3 yrs		109,242.00	352,411,851.03
Total (Rs.)			352,411,851.03

ASSETS:			
FIXED ASSETS (Less Dep.)			
(As per Annexure 1)			239,207,265.00
CURRENT ASSETS, LOANS & ADVANCES			
(A) CURRENT ASSETS :			
(a) Cash in Hand		98,469.00	
(b) Balance with HDFC Bank (A/c No. 1927)		175,081.17	
(c) Balance with HDFC Bank (A/c No. 088)		6,077,099.33	
(d) Balance with Oriental Bank of Commerce (A/c No. 1000)		5,146,251.00	
(e) Balance with Oriental Bank of Commerce (A/c No. 2540)		115,279,428.33	
(f) Balance with Indian Bank (IME LAW COLLEGE)		6,170,513.00	
(g) Fixed Deposits with Banks		4,454,953.00	
(h) Fixed Deposits with Banks(Against Society Life Membership Fees)		147,000.00	
(i) Interest accrued on FDR with Bank		460,711.00	
(j) Claim Receivable		103,435.00	138,092,908.83
(B) LOANS & ADVANCES :			
(a) Security Deposits		297,921.00	
(b) Prepaid Expenses		3,467,013.00	
(c) Deposit with Government Authorities		1,432,321.00	
(d) Income Tax Refundable		537,224.20	5,734,479.20
			143,827,388.03
Less : CURRENT LIABILITIES :			
(a) Caution Money/Security Received from Students & others		2,534,534.00	
(b) Salary Payble		233,872.00	
(c) Sundry Creditors For Expenses		3,215,004.00	
(d) Advance Fee Received (Academic)		21,799,542.00	
(e) Advance Fee Received (Hostel)		840,850.00	30,623,802.00	113,203,586.03
Total (Rs.)			352,411,851.03

As per our report of even date
For RAMA KANT MAHESHWARI & Co.
Chartered Accountants

FOR AND ON BEHALF OF SOCIETY

Place : Ghaziabad
Dated : 4th, June, 2011

(R.K.MAHESHWARI)
Proprietor

PRESIDENT   SECRETARY   TREASURER

ANNEXURE 7: AICTE Approval for PGDM, MBA & MCA, 2016-17

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi-110 001
PHONE : 23724151/52/53/54/55/56/57 FAX: 011 23724183 www.aicte-india.org

						Lucknow					
MANAGEME NT	1st Shift	POST GRA DUA TE DIPL OMA	POST GRADUATE DIPLOMA IN MANAGEMENT	FULL TIME	None	120	120	NA	NA	NA
MANAGEME NT	1st Shift	POST GRA DUA TE DIPL OMA	POST GRADUATE DIPLOMA IN MANAGEMENT (MARKETING)	FULL TIME	None.	60	60	NA	NA	NA
MCA	1st Shift	POST GRA DUA TE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Dr. A.P.J. Abdul Kalam Technical University Uttar Pradesh, Lucknow	120	120	NA	NA	NA

The above mentioned approval is subject to the condition that INSTITUTE OF MANAGEMENT EDUCATION shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Note: Validity of the course details may be verified at www.aicte-india.org

Dr. Avinash S Pant
Vice - Chairman, AICTE

Copy to:
1. The Regional Officer,
   All India Council for Technical Education
   Govt. Polytechnic Campus
   Adjoining Directorate of Technical Education,
   Vikas Nagar, Kanpur 208 002, Uttar Pradesh

2. The Director Of Technical Education,
   Uttar Pradesh

Application Number: 1-2812878474
Note: This is a Computer generated Report.No signature is required.

Printed By : AP6916821

Page 2 of 3
Letter Printed On 30 April 2016

3. The Registrar,
Dr. A.P.J. Abdul Kalam Technical University Uttar Pradesh, Lucknow

4. The Principal / Director,
INSTITUTE OF MANAGEMENT EDUCATION
178, MAIN G.T.ROAD, SAHIBABAD, GHAZIABAD,
GHAZIABAD,GHAZIABAD,
Uttar Pradesh,201005

5. The Secretary / Chairman,
INSTITUTE OF MANAGEMENT EDUCATION
178,MAIN G.T. ROAD, SAHIBABAD,.
GHAZIABAD,GHAZIABAD,
Uttar Pradesh,201005

6. Guard File(AICTE)

Application Number: 1-28*2676474
Note: This is a Computer generated Report.No signature is required.

Printed By : AICBF0021

Page 3 of 3
Letter Printed On:06 April 2016

NNEXURE 8: UPTU Approval, MBA & MCA

पंजीकृत उ.प्र.प्रा.वि./कु.स.प्रा.वि./2015/1200-4494

College Code - 037   दिनांक 15.05.2015

DIRECTOR,
INSTITUTE OF MANAGEMENT EDUCATION, GHAZIABAD

विषय:- शैक्षिक सत्र 2015-16 की अस्थायी सम्बद्धता (Provisional Affiliation)के सन्दर्भ में।
महोदय,

S.No.	Branch Name	Ist Shift	IInd Shift
1	MASTER OF BUSINESS ADMINISTRATION	60	0
2	MASTER OF COMPUTER APPLICATIONS	120	0
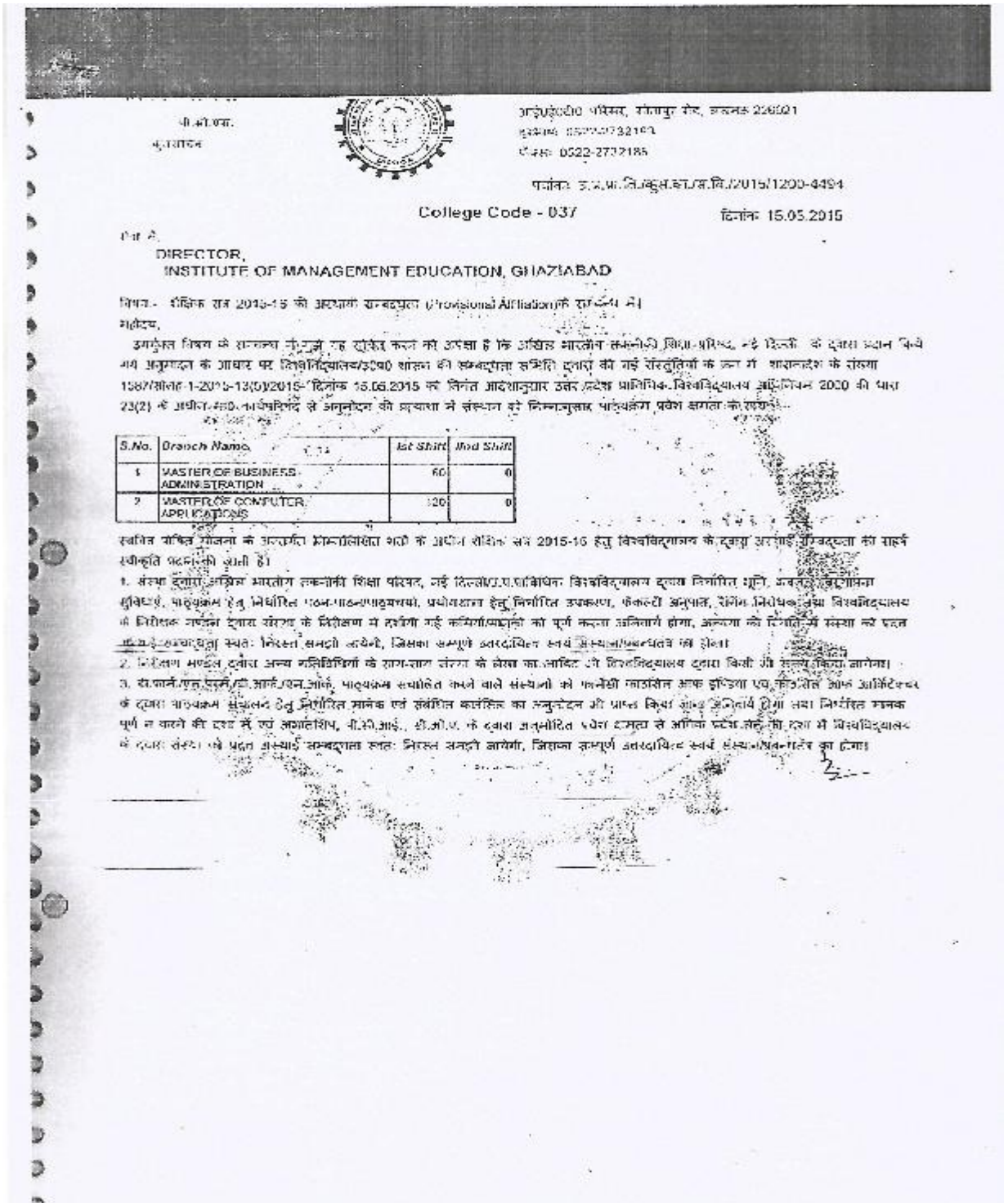
Institute of Management Education (IME), Sahibabad (Ghaziabad)

ANNEXURE 9: CCSU Affiliation letters (M.Com, BBA,BCA, B.Lib & B.Com)

Ch. Charan Singh University, Meerut

पत्रांकः- सम्बद्धता/ / 2.9

दिनांकः- 25.09.2003

सचिव,
इंस्टीट्यूट ऑफ मैनेजमेन्ट एजुकेशन,
178, मेन जी०टी० रोड,
साहिबाबाद ।

महोदय,

भारतीय कुलाधिपति सचिवालय के पत्र संख्या-टी.स. 1825/जी.एस.डी./जी०ए०(एस) दिनांक 21.06.2003 का सन्दर्भ ग्रहण करते का कष्ट करें जिसके माध्यम से आपके संस्थान को कुलाधिपति महोदय ने उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम 1973 की धारा-37(7) के अधीन आई०एम०ई०, गाजियाबाद को स्नातकोत्तर स्तर पर वाणिज्य संकाय के अन्तर्गत एम०कॉम० पाठ्यक्रम में स्ववित्त पोषित योजना के अन्तर्गत निम्नलिखित शर्तों के अधीन दिनांक 01.07.2003 से सम्बद्धता की स्वीकृति प्रदान कर दी है ।

1. संख्या उच्च शिक्षा विभाग द्वारा जारी शासनादेश संख्या-2851/सत्तर 2-2003-16(92)/2002 दिनांक 2 जुलाई 2003 में उल्लिखित दिशा-निर्देशों एवं स्ववित्त व्यय पर उक्त विषय में निर्गत अभ्यर्थियों का पालन करेंगे । विश्वविद्यालय द्वारा सुनिश्चित किया जायेगा कि उक्त महाविद्यालय द्वारा शासनादेश एवं अन्य सुसंगत नियमों का पूर्णरूपेण अनुपालन किया जा रहा है ।

2. यदि संस्था द्वारा विश्वविद्यालय की परिनियमावली में वर्णित तथा शासन द्वारा निर्धारित शर्तों एवं मानकों की अवहेलना एवं उनके निर्वहन को सुनिश्चित नहीं किया जायेगा तो उ०प्र० राज्य विश्वविद्यालय अधिनियम 1973 के सुसंगत प्रावधानों के अन्तर्गत संस्था को प्रदान की गई सम्बद्धता वापस लिये जाने की कार्यवाही निष्पादन की जाये ।

कुलाधिपति महोदय द्वारा प्रदत्त उक्त सहर्षकृति के आलोक में कर्म संख्या की स्वीकृति की प्रत्याशा में कुलपति जी के आदेशानुसार वाणिज्य संकाय के अन्तर्गत एम०कॉम० पाठ्यक्रम में दिनांक 01.07.2003 से उपरोक्त शर्तों के अधीन सम्बद्धता की स्वीकृति प्रदान की जाती है ।

भवदीय,

कुलसचिव

प्रतिलिपि: 1. सहायक कुलसचिव(लेखा) को सूचनार्थ ।
2. प्रभारी कर्मचारी शिक्षा-चौधरी चरण सिंह विश्वविद्यालय को सूचनार्थ प्रेषित ।

कुलसचिव

चौधरी चरण सिंह विश्वविद्यालय, मेरठ
Ch. Charan Singh University, Meerut

पत्रांक : सम्बद्धता / ......
दिनांक : ....

सम्बद्धता आदेश

अप शासन राज्य, नोटिफिकेशन संख्या ९७५/७० दि-1-14-1(क)13/2014 दिनांक 18.07.2014 द्वारा उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम 1973 की धारा-37 की उपधारा-2 द्वारा प्रदत्त अधिकार के तहत् माननीय कुलपति जी के आदेशानुसार कार्यपरिषद के स्वीकृति के प्रत्याशा में इंस्टीट्यूट ऑफ मैनेजमेंट एजुकेशन, साहिबाबाद (गाजियाबाद) को वाणिज्य, संकायान्तर्गत, स्नातक स्तर पर बी०कॉम० माइक्रण (दो वर्षीय) में वर्णित योजनान्तर्गत निम्नलिखित पदों के अधीन दिनांक 01.07.2016 से आगामी तीन वर्ष हेतु सशर्त सम्बद्धता की स्वीकृति प्रदान की जाती है।

1. शासन द्वारा उ०प्र० राज्य विश्वविद्यालय (द्वितीय संशोधन) अध्यादेश 2005 द्वारा मूल अधिनियम 1973 की धारा 37(2) में विवेचित पुस्तक के अनुरूप सम्बद्धता प्राप्ति के तिथि से एक वर्ष की अवधि में सभी निर्धारित मानकों को पूर्ण करना होगा, अन्यथा अगले शैक्षणिक वर्ष में छात्रों का प्रवेश प्रतिबन्धित रहेगा।

2. केन्द्रीय संस्थानों/महाविद्यालयों के प्रति सम्बद्धता की पूर्णता के लिए आवश्यक है ...

3. संस्था/महाविद्यालय अपने सम्बद्धता/सम्बद्धता आदेश में रिक्त पदों की पूर्ति कर लेगा एवं विश्वविद्यालय के कुलसचिव को इस आशय का प्रमाण पत्र प्रतिवर्ष 15 अगस्त तक प्रेषित करेगा कि संस्थान/व महाविद्यालय सम्बद्धता की शर्त विधवत पूरी कर रहा है।

4. शासन शासनादेश संख्या 2651/सत्तर-2-2003-6(92)/2002 दिनांक 2 जुलाई 2003 में उल्लिखित दिशा-निर्देश एवं उस विभाग में समय-समय पर निर्गत शासनादेशों का पालन करेगी।

5. यदि संस्था उत्तर विश्वविद्यालय की परिनियमावली/अध्यादेश में वर्णित तथा शासन एवं विश्वविद्यालय द्वारा निर्धारित शर्तों एवं मानकों की पूर्णता एवं उनकी निरन्तरता को सुनिश्चित नहीं किया जाता तो उत्तर प्रदेश राज्य विश्वविद्यालय अधिनियम 1973 के प्राविधानों के अन्तर्गत प्रदान की गई सम्बद्धता समाप्त किये जाने की कार्यवाही नियमानुसार की जायेगी।

अतः कार्य परिषद की स्वीकृति की प्रत्याशा में कुलपति जी के आदेशानुसार इंस्टीट्यूट ऑफ मैनेजमेंट एजुकेशन, साहिबाबाद (गाजियाबाद) को वाणिज्य संकायान्तर्गत स्नातक स्तर पर बी०कॉम० माइक्रण (दो वर्षीय) में वर्णित योजनान्तर्गत उपरोक्त पदों के अधीन दिनांक 01.07.2016 से आगामी तीन वर्ष हेतु सशर्त सम्बद्धता की स्वीकृति प्रदान की जाती है। इसी क्रम में यह भी सूचित है कि उक्त पाठ्यक्रम में छात्रों के प्रवेश विश्वविद्यालय के निर्देशन के अनुसार किये जायेंगे।

भवदीय,

कुलसचिव

प्रतिलिपि :-
1. सचिव, एवं शिक्षा अनुभाग-2, उत्तर प्रदेश शासन, लखनऊ को सूचनार्थ प्रेषित।
2. सचिव, इंस्टीट्यूट ऑफ मैनेजमेंट एजुकेशन, साहिबाबाद (गाजियाबाद)।
3. सहायक कुलसचिव (लेखा) को सूचनार्थ।
4. प्रभारी, कॉपी सेल, चौधरी चरण सिंह विश्वविद्यालय को इस आशय के साथ प्रेषित के संदर्भ में ...
5. प्रभारी, कंप्यूटर, चौधरी चरण सिंह विश्वविद्यालय को सूचनार्थ प्रेषित।
6. प्रभारी, वेबसाइट (इन्फोरमेशन) सेल, चौधरी चरण सिंह विश्वविद्यालय को सूचनार्थ प्रेषित।
7. प्रभारी, डायरेक्ट्री के इस आशय के साथ प्रेषित कि वह सम्बंधित संस्थान/महाविद्यालय का नाम, वेबसाइट व ...
8. गार्ड फाइल सेल।

कुलसचिव

ANNEXURE 10: UGC Recognition Certificate under 2(f)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002.

F.8-290/2003 (CPP-1)

December, 2003

The Registrar,
Ch. Charan Singh University,
Meerut

Sub:- List of Colleges prepared under Section 2 (f) of the UGC Act, 1956-Inclusion of New Colleges.

Sir,

I am directed to refer to the letter No. Nil dated 16-10-2003 received from the Institute of Management Education, Sahibabad on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Post-Graduate Degree:-

Name of the College	Year of Establishment	Remarks
Institute of Management Education, (GT Road) Sahibabad (Ghaziabad)-201 005.	1956	The College is not eligible to receive Central assistance. The UGC has yet not finalised the details to provide financial assistance under Section 12 (B) of the UGC Act, 1956 to the self financed colleges.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:

1. The Principal, Institute of Management Education, GT Road, Sahibabad, Ghaziabad-201 005
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road, New Delhi-110 001
4. Section Officer, FD-EI Section, UGC, New Delhi-110 002.
5. All Sections, UGC, New Delhi
6. Guard file.

(Prem Chand)
Section Officer