Self Study Report (SSR)
For NAAC Accreditation of
Institute of Management Studies, Ghaziabad
Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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(Affiliated to CCS University, Meerut)

SELF-STUDY REPORT (SSR)

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Part A

Executive Summary

Institute of Management Studies Ghaziabad was founded in 1990 by a group of visionaries and intellectuals to impart quality education in a stimulating and innovative environment where students are empowered with knowledge and professional skills while upholding the values of integrity, tolerance and mutual respect. Since its inception, the group has promoted education in the areas of Management Sciences, Information Technology, Bio-Science, Engineering and Journalism. Institute of Management Studies, Ghaziabad has attained a unique and a highly respectable place amongst the best professional education institutions in India.

Institute of Management Studies, Ghaziabad, has a unique trilogy of students, faculty and learning resources, producing some of the best human capital in the country. Institute of Management Studies, Ghaziabad intends to graduate students with a global perspective who are competent, caring, creative, generous persons of potential and character. Its aim is to impart an unsurpassed educational experience, delivering both knowledge and the ability to use that knowledge effectively in their related professional areas. In its pursuit of achieving international level of excellence Institute of Management Studies, Ghaziabad is certified as an ISO-9001:2008 institution by Ministry of Information Technology, GOI, which is the testimony to the quality of educational experience offered to the future managers. Institute of Management Studies, Ghaziabad is also Ranked 1st in UP and 16th in all India according to MBA Universe ranking 2013. The highly qualified and committed faculty, the state-of-the-art laboratories, Computer Centre and Learning Resource Centre, the wholesome pedagogic ambience, provide the students the most exciting and gainful opportunities for the acquisition of knowledge and technical expertise to groom and orient the young minds. The faculty at Institute of Management Studies, Ghaziabad has been recruited as per the quality policy ensuring that the faculty members have the background of reputed national Institutes/Universities and none is below a master's degree. A large number of them are being regularly deputed to undergo training programmers and attending conferences and seminars to build up their expertise. Its motto of imparting quality education is also supported by its academic results. Institute of Management Studies, Ghaziabad, an Endeavour of Institute of Management Studies, Ghaziabad Society, wants its students to become perfect adventurers, confident Management experts and determined path-finder in 21st century corporate global scenario.

The SWOC analysis of the Institution

The following are the Key findings from the SWOC analysis on Strengths, Weaknesses, Opportunities and Challenges.

Strengths

1. Gets 1st position for **"Academic Excellence Performance"** among all undergraduate Institute in UP given by MBA universe portal.
2. Ranked 16th amongst "**Top BBA Institute**" in India by MBA universe
3. Institute of Management Studies, Ghaziabad is an **ISO 9001:2008 certified institute** for maintaining world class quality in education & infrastructure.
4. Institute Of Management Studies, Ghaziabad has collaboration with **Microsoft Corporation for training and development of BCA students.**
5. Institute of Management Studies, Ghaziabad has strategic collaboration with **Computer Society of India** for creating computer awareness among students.
6. Institute of Management Studies, Ghaziabad has provided facilities of **E-Resource learning** for students & faculties through EBSCO business source elite, ICFAI university press, J-Gate, DELNET and IEEE.
7. Institute of Management Studies, Ghaziabad library is enriched with 10148 numbers of books with 1139 titles.
8. Institute of Management Studies, Ghaziabad library is enriched with 13 journals, 23 magazines and 12 newspaper of national repute.
9. Institute of Management Studies, Ghaziabad has made 25 glorious year of presence in Ghaziabad which has secured a good image in the public. It is the most reputed private institution in NCR region by the students and parents.
10. The Institute is ideally situated in a spacious lush green campus area of 18480 sqm in the Industrial hub of Ghaziabad (NCR) equipped with all the latest amenities.
11. The institution has an excellent infrastructure with centralized AC for graduate and postgraduate programmes.
12. The Institute has 20 Mbps internet connectivity and a professionally designed website.
13. Learning resource centre with digital library.
14. Well efficient Career Development Center 'NIYOJAN'.
15. More than 90% of students graduate every year on a consistent basis.
16. Institute students consistently secure University ranks.
17. Additional topics, beyond syllabus are covered by the teachers.
18. Institute works for 6 days in a week so that the students and faculty get an extra day for special coaching, research and other professional development activities.
19. The Institute recognizes and appreciates top academic performers in each class in the internal evaluation and University examinations.

20. Retention level of faculty and staff members are excellent and they are been given full academic freedom.
21. Responsibilities and authorities are delegated to Chairpersons of concerned department which have resulted in a transparent management.
22. Institute motivates faculty for PhD and Post-Doctoral research.
23. Institute sponsors faculty and students to present research papers in national and international conferences.
24. Incentives and rewards are given for research paper publications in national and international journals.
25. Personality and professional development of students are given importance in the student's Evaluation processes.
26. Students are good at organizational capabilities.
27. Students are actively counseled by the faculty advisors/Mentor in which one faculty member is nominated for every 16 students.
28. Institute takes regular feedback from students about faculty members.
29. 24 hours medical facility is available for faculty, staff and students in the Institute.
30. The Institute provides indoor and outdoor sports facility to students.
31. Parents are regularly informed about the performance of their wards twice in a semester and to take their feedback for corrective actions.
32. Regular PDP sessions are conducted for the students by the trained professional.
33. Student Faculty ratio is maintained as per the CCS university norms.
34. Institute provides free insurance facility to every student on regular basis.

Weaknesses

1. Industry Institution Interaction needs to be strengthened further.
2. Faculties with industrial experience are less in number.
3. Communication skill of students needs to be improved.
4. The Institute is affiliated to the CCS University and hence has limitation in upgrading the curriculum as per the requirement of the Industry promptly.
5. Consultancy and extension activities need improvement.
6. No technology incubators to transfer the technology to industries.

Opportunities

1. Situated in Ghaziabad and near to New Delhi, where the multinational companies have set up their industries. Also, the area is a hub for the automobile, electronics and other industries.
2. The students have become more demanding. The students have a large potential, which can be honed.

3. The interdisciplinary research in niche areas is the need of the day, which gives opportunity in all areas.
4. Had the faculty members been paid as per the 6th pay commission, faculty retention could be better.
5. Student exchange programmes with premier institutions in India and foreign universities are possible.
6. Institute of Management Studies, Ghaziabad Brand image may be fully exploited through all types of media formats on regular basis.
7. Creating more demand for BBA, BCA, BJMC, B.Sc. and M.Sc. students with some industry oriented courses help in increasing the employability of the students.
8. Active Academic Tie up and collaboration with foreign universities for new generation courses.
9. Large number of undergraduate students like BBA and BCA could be converted into post graduate course like MBA, PGDM and MCA.

Challenges

1. Changing Social and economical scenario leading to unpredictable future.
2. Coping with rapid changes in technology and the industrial requirements to improve the employability of the students are the biggest challenges for an Institution affiliated to a University.
3. Declining availability of quality faculty, doctorates as well as exposing the teaching faculty to the Industrial scenario and get them trained in an industry is another challenge.
4. Unpredictable and declining quality of students may exert pressure on the Institute.
5. Existing professional courses loosing demand in the market because of weak curriculum.
6. Rapid emergence of regional Institutes, Private University stopping and restricting the choices of the students to move out of their region and towards Ghaziabad for education.
7. Competition within the local & regional Institutes leads to create wrong image for the good Institutes.
8. Lack of motivational policies implemented by the UGC/AICTE/University to protect the future of Private unaided educational institution.
9. Deteriorating industry growth which results in low placements opportunities for the students is affecting the image of the Institutes.
10. Declining numbers of admission over the past few years is the biggest threats to face.

SECTION B: PREPARATION OF SELF STUDY REPORT

PROFILE OF THE AFFILIATED/ CONSTITUENT COLLEGE

B. Profile of the Affiliated /Constituent Institute

1. Name and address of the Institute:

Name:	**Institute of Management Studies, Ghaziabad**
Address:	**N.H. 24, ADHYATMIK NAGAR, DASNA, GHAZIABAD**
City:	**GHAZIABAD - 201015** State: **UTTAR PRADESH**
Website:	www.imsuc.ac.in

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	DR. B. P PETHIYA	O:7838382761 65 R:--	09711260678	0120-2866034	director@imsuc.ac.in
Vice Principal					
Steering Committee Co-ordinator	Ms. Shivani Dixit	O:7838382761-65 R:--	09013389009	0120-2866034	shivani.dixit@imsuc.ac.in

3. Status of the Institution:

Affiliated Institute	√
Constituent Institute	X
Any other (specify)	X

4. Type of Institution:

a. By Gender

i. For Men	X
ii. For Women	X
iii. Co-education	√

b. By shift

i. Regular	√
ii. Day	X

iii. Evening	X

5. Is it a recognized minority institution?

Yes	X
No	√

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

6. Source of funding:

Government	X
Grant-in-aid	X
Self-financing	√
Any other	X

7. a. Date of establishment of the Institute: **01/10/1990**

b. University to which the Institute is affiliated/or which governs the Institute (If it is a constituent Institute)

Chaudhary Charan Singh University, Meerut

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	**23/12/2003**	
ii. 12 (B)	**N.A.**	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act) Annexure - 1

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
i.	**BBA, BCA, B.Sc. (H) Biotechnology, MIB**	**24/01/2007**	**Permanent**	
ii.	**B.Sc. (H) Microbiology**	**15/02/2007**	**Permanent**	
iii.	**M.Sc. Biotechnology**	**30/04/2009**	**Permanent**	
iv.	**BJMC**	**06/04/2010**	**Permanent**	

(Enclose the recognition/ approval letter) Annexure - 2

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

Yes [X] No [√]

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

Yes [X] No [√]

9. Is the Institute recognized?
a. by UGC as a Institute with Potential for Excellence (CPE)?

Yes [X] No [√]

If yes, date of recognition: .....(dd/ mm/yyyy)

b. for its performance by any other governmental agency?
Yes [X] No [√]
If yes, Name of the agency .....and
Date of recognition: .....(dd/mm/yyyy)

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

Location *	**Rural**
Campus area in sq. mts.	**10000 Sq.Mts.**
Built up area in sq. mts.	**10140 Sq.Mts.**

(* 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 institute 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 [x]
  - * gymnasium [√]

- Hostel

* Boys' hostel	√
i. Number of hostels	3
ii. Number of inmates	123
iii. Facilities (mention available facilities): **Wi-Fi, Medical, Power backup, Library, General store, Canteen, LCD and different indoor and outdoor games have been provided in the hostel. Green lawns are maintained for morning and evening walk of inmates.**	
* Girls' hostel	√
i. Number of hostels	1
ii. Number of inmates	58
iii. Facilities (mention available facilities): **Wi-Fi, Medical, Power backup, Library, General store, Canteen, LCD and different indoor and outdoor games have been provided in the hostel. Green lawns are maintained for morning and evening walk of inmates.**	
* Working women's hostel	X
i. Number of hostels	X
ii. Number of inmates	X
iii. Facilities (mention available facilities)	X
• Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)	X
• Cafeteria	01
• Health centre	01
• First aid, Inpatient, Outpatient, Emergency care facility, Ambulance	03

Health centre staff

Qualified doctor	Full time	X	Part-time	√
	No		**Two Doctors**	
Qualified Nurse	Full time	√	Part-time	X

- Facilities like banking, post office, book shops
  Oriental Bank of Commerce, Institute of Management Studies, Lal Quan, Ghaziabad, one stationery and photocopy shop is provided.

Transport facilities to cater to the needs of students and staff	
One bus to cater the transport need of students only	
• Animal house	X
• Biological waste disposal	X
• Generator or other facility for management/ regulation of electricity and voltage	√
Three Generator sets of 365KVA, 125KVA, 125KVA capacities respectively. The Electricity connection from Uttar Pradesh electricity board is of 375KVA	
• Solid waste management facility	√
• Waste water management	√
• Water harvesting	√

12. Details of programmes offered by the Institute (Give data for current academic)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student strength	No. of students admitted
i.	Under-Graduate	BBA	3 Years	10+2	English	360	274
		BCA	3 Years	10+2	English	240	110
		BJMC	3 Years	10+2	English	60	28
		B.Sc. (H) Biotechnology	3 Years	10+2	English	60	59
		B.Sc. (H)	3 Years	10+2	English	60	0

		Microbiology					
ii.	Post-Graduate	M.Sc. (Biotech.)	2 Years	10+2+3	English	30	12
		--	--	--	--	--	--
ix.	Any Other (specify and provide details)						

(Additional rows may be inserted as per requirement)

* Equivalence as MBA granted by AICTE/AIU

** Equivalence as MTM granted by AICTE

13. Does the Institute offer self-financed Programmes?

Yes [√] No [X]

If yes, how many? **05**

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

Yes [X] No [√] Number [0]

15. List the 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.)

Particulars	**UG**	**PG**	**Research**
Science	Biotechnology Information Technology	Microbiology	NA
Arts	---	---	NA
Commerce	BBA		NA
Any Other not covered above			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system [√]

b. semester system [√]

c. trimester system [X]

17. Number of Programmes with

a. Choice Based Credit System [X]

b. Inter/Multidisciplinary Approach [X]

c. Any other (specify and provide details) [X]

18. Does the Institute offer UG and/or PG programmes in Teacher Education?

Yes [X] No [√]

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme [X]

b. NCTE recognition details (if applicable)
Notification No.: .....
Date: ..... (dd/mm/yyyy)
Validity: .....
N/A

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes [X] No [√]

19. Does the Institute offer UG or PG programme in Physical Education?

Yes [X] No [√]

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme [X]

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?

20. Number of teaching and non-teaching positions in the Institution

Position	**Teaching Faculty**						**Non-teaching staff**		**Technical staff**	
	Professor		**Associate Professor**		**Assistant Professor**					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government	1	-	2	0	19	16	22	8	8	0

Recruited										
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*	1	-	2	0	19	16	22	8	8	0

***M-Male *F-Female**

21. Qualifications of the teaching staff:

Highest qualification	**Professor**		**Associate Professor**		**Assistant Professor**		**Total**
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	**01**	-	**01**	-	**01**	**02**	**05**
M.Phil.	-	-	-	-	-	-	-
PG	-	-	**01**	-	**18**	**14**	**33**
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
Part – Time Teacher							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

22. Number of Visiting Faculty / Guest Faculty engaged with the Institute. **07**

23. Furnish the number of the students admitted to the Institute during the last four academic years.

Categories	**Year 1 (2013)**		**Year 2 (2012)**		**Year 3 (2011)**		**Year 4 (2010)**	
	Male	Female	Male	Female		Male	Female	Male
SC	**21**	**07**	**12**	**07**	**14**	**09**	**20**	**04**
ST	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OBC	**89**	**22**	**125**	**33**	**149**	**32**	**165**	**36**
General	**222**	**98**	**227**	**96**	**298**	**110**	**273**	**135**
Others	**21**	**2**	**16**	**2**	**20**	**6**	**18**	**6**

24. Details on students enrollment in the Institute during the current academic year:

Type of students	UG	PG	M.Phil.	PhD.	Total
Students from the same state where the Institute is located	**436**	**12**	**--**	**--**	**-**
Students of other state of India	**47**	**-**	**-**	**-**	**-**

NRI Students	--	--	--	--	--
Foreign Students	--	--	--	--	--
Total	**483**	**12**			

25. Dropout rate in UG and PG (average of the last two batches)

UG **9.89%** PG **2.18%**

26. Unit Cost of Education

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

A. including the salary component **53671.37**

B. excluding the salary component **38385.1**

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

YES X NO √

If yes,

a) is it a registered centre for offering distance education programmes of another University

YES X NO √

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

N/A

c) Number of programmes offered X

d) Programmes carry the recognition of the Distance Education Council.

YES X NO √

28. Provide Teacher-student ratio for each of the programme/course offered- **1:15**

29. Is the Institute applying for

Accreditation : Cycle 1 √ Cycle 2 **X** Cycle 3 **X** Cycle 4 **X**

Re-Assessment **X**

(Cycle l refers to first accreditation and Cycle 2, *Cycle 3 and Cycle 4 refers to re-accreditation)*

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

N/A

Cycle 1: ..... (dd/mm/yyyy) Accreditation Outcome/Result .....
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. **292**

32. Number of teaching days during the last academic year **170**
(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 15th Nov 2013

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

N/A

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

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Our Vision:

- **To develop the institute into a world class center for Management studies, Information Technology, Tourism, International Business, Bioscience and other emerging areas of Education.**
- **To contribute in the dissemination of academic and applied knowledge to the society.**
- **To inculcate an academic rigor in the students, which will inspire them to realize their full potential and contribute to the development of the society.**
- **To create an understanding and regard for human values, pride in heritage and cultural values among the students.**
- **To inculcate intense professionalism in thought and practice.**

Our Mission

"Our mission is to impart vibrant, innovative and global education and to make Institute of Management Studies, Ghaziabad the World Leader for excellence in education, research and service to the nation in the 21st century"

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 Programme Chairpersons ensure that the current prescribed syllabus is implemented properly in all the programs respectively. Also all programme Chairpersons meetings are held in every term/semester in which effective implementation of the course curriculum in the form of lecture plan made by faculty members is discussed. Class test, assignment, presentation are organized by faculty members to monitor the implementation of the course structure and continuous review is made to check their effectively.

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 practices?

Faculty members are sent to attend the FDP Program, Seminars, Conferences, Workshop etc. Prescribed syllabus provided the list of books and journals which are made available to the faculty members in the library. The institute provides all equipments, infrastructure, teaching aids, computers projector etc. in order to ensure the effective implementation of the same and to adopt the best teaching

practices in the classes. Apart from this, many management games are held in which faculty takes part to improve their skills and performance.

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.

As the Institute is affiliated to the University, it is obligatory to follow the curriculum designed by the university. Still the faculty plays a participative role in the development and restructuring of the curriculum on various platforms at the university level. Many of our teachers have worked and have been working on university committees for framing and improving the syllabi at different level. Besides the regular curriculum offered by the university, the Institute has started its own certificate courses at UG Level.

For the effective implantation of curriculum, proper reading material is made available in the Institute library. Director and the Heads of the Departments arrange extension lectures, seminars, workshops etc. simultaneously educational tours are arranged for the students.

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?

The effective operationalisation of the curriculum includes the following categories:

INDUSTRIES CORPORATE WORLD

The institute has set-up a NIYOJAN cell which is responsible for the placement activities of the students. This needs a regular touch with the representative of the industries for continuous follow-up.
The eminent people from various corporate worlds are invited from time to time to interact with the students and also provide the opportunity to students for industrial visits to keep them abreast with the latest happening of the corporate world.

RESEARCH BODIES

To embrace the research work with academia, the institute motivates the student to take up the research project reports from time to time, especially in their summer internship programmes.

The faculty members on their own also keep on interacting with various research bodies. Some of the faculty members also associated with various management and research bodies and actively participate in the research work, like operation research society in India, All India management association, Noida management association, UPUEA etc.

UNIVERSITY

The Institute updates all the information regarding the university dates for examination, viva-voce and any other change related to curriculum for the convenience of the students.

1.1.6 What are the contributions 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, stakeholder feedback provided, specific suggestions etc.

From time to time, members of the staff are nominated by the university on the Boards of Studies of their respective subject. Our teachers not only interact with students in their class-rooms but also at every single time when the student is in need so that the better understanding of the subject can be developed and the need can be analyzed to further improvement. The teachers then interact with members of Board of Studies and faculty members of University Departments to express their and student's point of view and suggestions in curriculum.

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

NA

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

The institution has set certain parameters to ensure the implementation of the objectives in the form of preparation of Lesson Plan comprises of at least 40-42 lectures covering the whole syllabus designed by the University. Regular class tests, assignments, Quiz, Summer Training and projects and various presentations are also arranged for the students on regular basis.

1.2 Academic Flexibility

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

The Institute focuses on personality development programs and skill oriented workshops to cater to the needs of the students. The various certificate programs are also organized by the institution like the workshop on digital marketing, Microsoft certification programs etc.

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

The institution is in the pipeline to organize the twinning/ dual degree programmes.

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

Range of Core / Elective options offered by the University and those opted by the Institute

Choice Based Credit System and range of subject options

Courses offered in modular form

Credit transfer and accumulation facility

Lateral and vertical mobility within and across programmes and courses
Enrichment courses

Since the syllabus is designed by the university, the academic flexibility in terms of curriculum is restricted but institute help the students to enhance their academic skills through the following:

- **Remedial classes for critical subjects**
- **Guest Lectures**
- **Value addition programmes**
- **Industrial projects**
- **Technical events organized**
- **Industrial Visits**
- Choice Based Credit System and range of subject options **– N.A.**
- Courses offered in modular form **– N.A.**
- Credit transfer and accumulation facility **– N.A.**
- Vertical mobility within and across programmes and courses
- Enrichment courses: **Institute organizes various enrichment programs for the enhancement of student's technical, analytical and soft skills.**

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.

Institute of Management Studies, Ghaziabad is an established Self Financed institution. All the courses are conducted as per the university guidelines.

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

Yes, the Institute provides English and computer course for additional skill oriented programmes so as to cater to the needs of the employments markets. It also offers Personality Enhancement Program, Digital Marketing and Microsoft Academia collaboration towards enhancing programming skills for the overall development of the 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, Chaudhary Charan Singh University does not provide Distance mode of Education.

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?

The curriculum is prescribed by the university; however, efforts are made from time to time to organize special lectures and workshops from outside experts and faculty so that the students not only learn the theoretical aspect but also learn the practical implementation.

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?

The faculties update the information regarding the subjects through internet, reference books, and journals to add latest content to compliments the curriculum, which enriches the quality of information conveyed to the students. They also use research projects for this purpose.

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?

Issues such as Gender, Climate change, Environmental Education, Human Rights, ICT etc. have been in key responsibility of all the faculties. Institute organizes debates, seminars and extension lectures on these relevant issues from time to time.

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

moral and ethical values

employable and life skills

better career options
community orientation

MORAL & ETHICAL VALUES

Regular classes on values and ethics in profession are conducted as a part of curriculum. The Institute NSS team visits a surrounding areas and villages to provide awareness on various social, moral, ethical principles from time to time.

EMPLOYABLE AND LIFE SKILLS

Keeping in mind the global business needs, the institute focuses on improving communication skills of the students. Therefore the institute arranges communication skills workshops, group – discussion, presentation at regular intervals.

BETTER CAREER ACTION

The institute has a separate training and placement cell NIYOJAN, which not only focus on providing a corporate platform to the students, but also consult them in deciding their career path.

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

The feedback from various stakeholders like students, parents and society is given top priority and the suggestions contained therein are given due weightage. Aspects regarding the enrichments of curriculum and other necessary thoughts are given to the faculty, who are also members of the university boards for consultation in the university meetings so that university can make necessary changes.

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

To monitor and evaluate the quantity of its enrichment Programmes, institute has formed Internal Quality Assurance Committee which takes care of such issues on regular basis and works on a proactive manner.

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?

Our institute Director holds meetings with faculty members separately and collectively to discuss the suggestions received through students, alumni, parents and also discuss with members of various Board of Studies for necessary action at the university level to incorporate the same in the curriculum.

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 mechanism to obtain feedback from students and stakeholders on current running curriculum. It is communicated to university through the faculty members who are members of Board of Studies, Academic Council, Court etc.

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

No new programmes, courses have been introduced by the institution during the last four years.

CRITERION II:

TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

Admission notice is published in popular national and local newspapers. The admission procedure is as per the guidelines of the affiliating university. The notice is uploaded on the Institute website. The students apply at the university website and register online, and list the Institute preference. They are finally admitted on the basis of the merit list generated by the university. The admissions are made through various admission committees of the concerned subjects/courses on this merit.

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.

The admissions are made on the basis of the guidelines of the University. That adheres to the rules and guidelines of the University.

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

The minimum percentage for entry to various courses offered by the Institute has been prescribed by the university. The detail of the minimum and maximum marks as per the merit list of the Institute is given below programme wise:-

Sr. No.	Class	Max Percentage	Min percentage
UG Level			
1.	BBA	88.8%	45%
2.	BCA	88.4%	45%
3.	BJMC	83.6%	45%
4.	B.Sc(Hons)	82 %	45%
PG Level			
1.	M.Sc Biotechnology.	66%	50%

* For SC/ST Students the eligibility is lowered as per university norms.

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

Yes, there is a mechanism to review the admission process. Every year suggestions are invited from the various admission committees and advisory committee of the Institute, to make the admission process more effective. The student's profile is reviewed annually to attract high meritorious students and to ensure the better intake. The Institute has also imitated various scholarships to students from the Year 2014.

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

SC/ST

OBC

Women

Economically weaker sections

Minority community

Any other

The Institute management liberally helps students belonging to the economically weaker and disadvantaged sections of society. The Institute administration helps them by offering fee concession, books, study loan, scholarships etc. every year. In a way administration of the Institute is committed to inclusion of every part of the society including minority communities. It is worth mentioning that the Institute admission process is follows the rules and guidelines of CCS University. These rules are meant to create uniformity and equity for the various sections mentioned above so these admission policies automatically reflects the commitment of the institution to diversity and inclusion.

2.2 Catering to Diverse Needs of Students

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

To provide a free access to the differently-abled students the following steps are taken:-

- **Their section is allocated at the ground floor of the Institute Academic Block.**
- **Lifts are installed for differently abled students for hindrance free movement in various blocks, library, labs, accounts cell, etc.**
- **Toilets for differently abled students are provided on the ground floor.**
- **Full set of books are provided. And access to library is also easy as it is on the ground floor. Journals and magazines are provided in the common reading room as per requirement.**

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 on the process.

At the time of admissions, members of various admission committees interact with perspective students and their parents to council them regarding various courses. Before the actual Orientation Day the students who want to have an induction class on Math's and Accountancy or any other subject (if required), it is arranged with the concerned faculty members.

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.

After admissions, concerned faculty interacts with them in their respective classes to understand their level of knowledge. On the basis of observation some specific steps are adopted to bridge the knowledge gap of the students to enable them to cope up with the program to which they are admitted. Our efforts include arranging extra classes for weak students, communication and skill development for all the students.

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

The Institute sensitizes its staff and students on issues such as gender inclusion, environment by organizing activities through its various departmental societies/women study cell. The extension Lectures pertaining to issues related to gender inclusion were organized by woman study cell. Their prominent activities include:

- **Lecture on Women Empowerment and Legal Rights of women to celebrate International Women's Day.**
- **Cultural and literary activities concerning issues related to woman.**
- **Poster making, collage making and slogan writing competition.**
- **Organizing seminars/debates on women rights and various related issues with the participation of both boys and girls.**

To make the students aware about the environmental issues, mass plantation drives are organized by the Institute through its N.S.S. Cell.

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

Identification is done at the department level to assess the category of advanced learners. Once they are identified, they are motivated to maintain their level by providing free books from the library and scholarship etc. according to the policy framed by the Institute in this regard. Special interactive sessions are arranged for them by inviting resource persons from the industry and academia.

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

After completing particular Unit of the Syllabus, Tests are conducted and after every test such cases are enlisted department wise and corrective steps are taken by counseling the concerned weak student's individual/group wise and by inviting their parents if necessary and try to convert their potential to achieve success.

2.3 Teaching-Learning Process

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

- **The academic calendar is notified and is adhered to in letter and spirit.**
- **A Lecture plan is prepared at the departmental level for all subjects and is announced to the students periodically, a copy is also given at the Photocopier, from where the students can get it copied as and when required.**
- **The process of teaching and testing is continuous. A schedule is notified for class tests, assignment tests, project reports, seminars as per syllabus and university examination schedule.**

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

The IQAC monitors and analyses the strength and weakness of various departments and makes its suggestion for the necessary improvements wherever required.

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?

1. **We are following the syllabus provided by the CCS University where one year is divided into 2 semesters.**
2. **The syllabi are divided into the units to be covered during the duration of the semester. The topics are announced in advance to enable the students to be mentally prepared for the topics.**
3. **The lecture plan consists of timely assignments, quiz, and case studies discussion with the students.**
4. **Faculty's performances are closely monitored and encourage the students for completing assignments, quiz and case studies.**
5. **Regular internal examination system twice in every semester.**
6. **Industrial visit is organized to interact with the people to know the practical utilization of their knowledge.**
7. **Summer training under the guidance of mentor.**
8. **Tutorials are arranged for problem discussions on Saturdays.**

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?

By participating in the interactive question answer session, practical in labs, group discussion, by writing assignments and facing the seminars the skill of logical thinking and vision develops in the students to make them lifelong learners. Institute organizes various events in the area of management, IT, Journalism & Bio-Sciences to improve the critical thinking of student.

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.

Apart from the traditional teaching practices, the faculty members also make use of modern multimedia teaching aids like:

- **Multimedia Projector**
- **Internet enabled computer system**
- **Power point presentation**

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

*** Institute conducts seminars, workshop and lectures on various issues in which both faculty members and students are encouraged to participate**

*** Regular Industrial Visit are organised by NIYOJAN – the training and**

placement cell of the institute.

*** Faculty members and students are encouraged to participate in various conferences at both national and international level.**

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 advise) provided to students?

The faculties take initiatives to psycho- social and personal needs of the students. Other societies, placement cell, women grievance redressal cell and N.S.S. organize various extension lectures on personality development and professional counseling/academic counseling to train the students for ensuring better performances in different competition and interviews.

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 faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

INNOVATIVE TEACHING METHOD ADOPTED BY THE FACULTY MEMBERS

- **The teachers circulate assignments, lecture notes and other relevant materials to the students.**
- **Formation of different groups among the students to encourage peer learning.**
- **The students are given group assignments and other problem- solving small projects to inculcate learning.**

EFFORTS MADE BY THE INSTITUTION

- **Microsoft Certified Courses**
- **Digital Marketing Certificate Courses**

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

The Institute's library has rich collection of books, national and international journals, magazines, in deferent subjects and areas. Periodicals, Journals and magazines, e-journals, newspapers etc are also used in teaching learning process. The faculty of the Institute visits the library regularly. Students are also motivated and encouraged to visit and use the library for their academic growth. E-recourses are also available in Library. The Library is kept open throughout the week which facilitates optimum utilization of resources .Staff and students use the library for projects and research. Every year books, magazines, journals are added as per the norms. Institute of Management Studies, Ghaziabad is a Wi-Fi enabled campus, wherein students and faculty members can access internet from any location within the campus.

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 Institute does not face any challenge/problem in completing their respective curriculum. All the syllabi are completed within the time frame and schedule of the university as per the lecture plan prepared by the faculty members. Extra classes are arranged at the end of the session wherever required to compensate the shortfall.

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

MONITORING

- **Through feedback from the students taken every semester which is noted for the faculty appraisal as well.**
- **The director and chairperson physically examined the quality of class room teaching.**
- **A daily academic report is prepared covers topic, duration and lecture timings.**

EVALUATION

- **Result analysis at the end of each semester is done where the student performance in each subject is analyzed, and where there is a scope of improvement, the director & chair-persons guide the respective faculty-members.**

2.4 Teacher Quality

2.4.1 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ 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 the last three years.

To cope with the growing demand/scarcity of qualified senior faculty to teach new pogrammes/modern areas (emerging areas) of study faculty members are sent for training programmes/FDPs in their respective areas to update the knowledge. Eminent resource persons from the prestigious Institutes and corporate sector are invited to deliver expert lectures to cope up with the latest trends and challenges of industry. Special/customized training programmes also organized for the faculty members.

2.4.2 (a) Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Nomination to staff development programmes

Institute encouraged the faculty members to attend the FDPs, Workshops & Seminars. Following are the list of faculty members attended the FDPs, Workshop and Seminars.

Date of FDP,s /Workshops/ Seminars/ Conferences	Faculty Name	Title
1st Nov 2014	Mr. Yudhister Yadav	National Seminar on "Mobile Technology and Cloud Computing" – 2014 at Institute of Management Studies, Lal Quan Ghaziabad
1st Nov 2014	Mr. Ashutosh Sharma	National Seminar on "Mobile Technology and Cloud Computing" – 2014 at Institute of Management Studies, Lal Quan Ghaziabad
1st Nov 2014	Mr. Jitender	National Seminar on "Mobile Technology and Cloud Computing" – 2014 at Institute of Management Studies, Lal Quan Ghaziabad
1st Nov 2014	Mr. Abhishek Mishra	National Seminar on "Mobile Technology and Cloud Computing" – 2014 at Institute of Management Studies, Lal Quan Ghaziabad
1st Nov 2014	Mr. Surya Saxena	National Seminar on "Mobile Technology and Cloud Computing" – 2014 at Institute of Management Studies, Lal Quan Ghaziabad
22nd Nov 2014	Mr. Yudhister Yadav	FDP on "Big Data Computing"- 2014 at Institute of Management Studies, Lal Quan Ghaziabad
22nd Nov 2014	Mr. Ashutosh Sharma	FDP on "Big Data Computing"- 2014 at Institute of Management Studies, Lal Quan Ghaziabad
22nd Nov 2014	Mr. Jitender	FDP on "Big Data Computing"- 2014 at Institute of Management Studies, Lal Quan Ghaziabad
22nd Nov 2014	Ms. Bindu Trikha	FDP on "Big Data Computing"- 2014 at Institute of Management Studies, Lal Quan Ghaziabad
22nd Nov 2014	Ms. Deepshikha Rai	FDP on "Big Data Computing"- 2014 at Institute of Management Studies, Lal Quan Ghaziabad
14th- 15th Feb 2014	Ms. Shivani Dixit	National Conference on "Governance for Sustainable Development and Inclusive Growth: Myths and Realities-

		2014 at IPEC Institute Ghaziabad
14th- 15th Feb 2014	**Ms. Seema Garg**	**National Conference on "Governance for Sustainable Development and Inclusive Growth: Myths and Realities-2014 at IPEC Institute Ghaziabad**
22nd- 23rd Nov 2014	**Mr. Sanjeev Sharma**	**International Conference in IAMR, Duhai,Ghaziabad on Life Science & Bioengineering**
18th Oct 2014	**Ms. Akansha**	**National Seminar on " Managing Innovation Through IPR in Knowledge Era" at Institute of Management Studies, Ghaziabad EC Ghaziabad**

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

Faculty members use various delivery methods to deliver the courses such as lecture by power point presentation and the use of e resources. The Institute organizes the technical and non technical events, Entrepreneurship awareness camp, innovation meets, seminars, workshops, Faculty Development Programmes (FDP) and summer trainings, along with some other methods like

Teaching learning methods/approaches

Handling new curriculum

Selection, development and use of enrichment materials

Assessment

Audio Visual Aids/multimedia

Teaching learning material development, selection and use

c) Percentage of faculty

invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: **0.02% (Approx.)**

participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies **40.5% (Approx.)**

presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies **40.5% (Approx.)**

2.4.3 What policies/systems are 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 programmes industrial engagement etc.)

Management of the Institute works with a vision for professional development of the faculty. It always encourages the faculty to develop in all the areas of their

profession. The faculty is permitted to attend seminars/conferences/training programmes, deputations to national/international conferences. The faculty of the Institute especially in science stream is working on various research projects. The research grants received for research projects come to the Institute from various sponsoring agencies. Faculty members are given a free hand to use these grants according to the requirement of the projects.

2.4.4 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 Institute has introduced an evaluation of teachers by the students. In each semester the feedback form is filled by the student for each subject taught by a faculty. This is reviewed by Director/HOD. The feedback is rated in terms of the various academic parameters desirous of a faculty member. It is rated on a scale of five. Any faculty member having poor feedback is counseled by Director/HOD of the department for future improvement.

2.5 Evaluation Process and Reforms

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

Before the start of each semester, the evaluation scheme of university for each semester is checked and same is communicated to all the faculty members through HODs for effective implementation in terms of the internal and external exam weightage. This is further crosschecked by the respective faculty members teaching that subject and communicated to students.
Students are made aware of these processes through printed syllabi copies as well as verbal discussion during classes. All these details are also available on the University as well as Institute portal. The progress reports of the students are sent to their parents at the regular intervals by post, email or telephonically.

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?

The internal assessment marks are based on percentage of attendance, sessional exam marks and class assignments given from the syllabus, for the continuing evaluation of the students. The results are analyzed and reviewed by the HOD so as to plan and execute corrective actions, if any. The above method ensures a fool proof method of implementation of evaluation reforms.

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?

The examination branch maintains the complete data of the evaluation of the students in a planned manner to ensure the implementation of Rules/Regulations of the university. Further in case of any grievance of the student regarding their

attendance, test marks, assignment discrepancy etc., the examination branch with the help of controller of examination satisfies them as per rules.

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

Not applicable as per university scheme of evaluation

2.5.5 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 transparency/weightage in the internal assessment is maintained strictly as per university rules and regulations.

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

The institute is providing the methods to attain the graduate attribute like the skills, qualities etc, so that students become agents for social goods by enriching their academic abilities , personal qualities and transferable skills under the guidance of highly qualified faculties and guest lectures from corporate professionals.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the Institute and University level?

The Institute keeps the detailed record of the evaluation of the students in a well planned and systematic way. In case of any grievances of the student regarding their attendance, class test marks, marks of assignments, the examination branch with the help of Controller of Examinations solves them up to their satisfaction. Further, any grievances regarding their final examination, the case for redressal is handled by the university through the system of re-evaluation and the formation of UMC committee.

2.6 Student performance and Learning Outcomes

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

Yes, the students and staff are made aware of these through different notices issued in hard copy or electronically from time to time.

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

Faculty members are requested to prepare academic diary before the commencement of each semester which includes lecturer plan, assignments detail, syllabus copy, case studies, important questions and previous year question papers.

Books in the library and hand written notes according to the syllabus requirements from Institute and distributed to students.

Departmental meetings are held periodically by HOD to assess the progress in this regard.

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 Institute conducts Personality Development Program and aptitude classes, which improves the soft skills of students, building up their self-confidence and motivating them to scale new unbound heights of glory.

The main objective of Career & Development cell is to place the students in good companies by enhancing their knowledge.

Institute also offers the summer training to students based on industrial and research demand so that students develop the skill sets for enhancement of employability.

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?

- **Every student need to fulfill minimum attendance percentage criteria, which is fixed i.e. 75% as eligibility.**
- **The valuation comprising the university examination marks, internal test marks, assignments and class performance of each student.**
- **Project submission marks and final viva by students**

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

The Institute maintains the attendance record as per every lecture and monitored by faculty individuals. The internal exam and assignments are corrected within a stipulated time period and copies are shown to the students. The marks are sending and filed on timely basis in soft as well as in hard copies.

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

The graduate attributes as specified by the affiliating university are followed in the form of Entrepreneurship, Career Development, research projects, trainings, workshops, Seminars etc, to ensure attainment by students.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes 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, Class test, presentations are taken time to time for evaluation of student's performance.

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

CRITERION III:
RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/ organization?

We at Institute of Management Studies, Ghaziabad believe that the role of a faculty as a researcher and practitioner shall contribute in a better manner by way of translation of understanding into action and linkages of theory and practice. This would enhance the relevance and thoughts in various related fields for pedagogies which can be blend with leading-edge theories and case studies. Institute of Management Studies, Ghaziabad is keen to introduce this policy, which encourages and rewards high-quality research and thereby benefiting immensely from this policy.

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

In our campus C.C.S. University driven programs are taught which has little reference to research in spite of this we are aspiring to have research committee which can facilitate the Faculty as well as students to contribute time to research activities in campus.

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

Institute encourages students and faculty to involve in research activities. If any project is sanctioned by UGC then full support will be provided to the principal investigator to implement the research scheme within the time frame work. To create the zeal among students and teachers, Institute has procured latest equipments, updated the library facility and subscribed the research journals. Currently there is no research project as such being implemented. Various fests

are being organized from time to time by all the departments of the Institute to motivate the students to take up research as carrier.

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

The institute motivates the students for research by encouraging them to undergo intensive Industrial training modules during their vacations. In programs like BBA, BCA and BJMC Summer training projects are part of the curriculum.

Specific Research Module is part of the curriculum of the M.Sc. Biotechnology program which students undertake in their 4th Semester.Students of the Post graduate programs are also encouraged to write review papers specific their topic of research.

To develop scientific temper and aptitude, the institution organizes industrial tours of final year students of all departments for an exposure to the industrial set ups and type of work going on in the Industry to create curiosity among the students as well as to get a chance to meet with the distinguished persons of the related area.

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

Some of the faculty members are involved in research activity at their own level.

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.

Date Conducted	Workshops/Training/Sensitization Programmes
20/09/2014	**Digital Marketing Workshop**
27/09/2014	**Dining Etiquettes**
19/09/2014	**Team Building Workshop**
21/09/2014	**Career Counseling Workshop**
17/01/14	**Team Building-Faculty Development Program**
15/09/13	**Still Camera Photography & Effect of Studio Lighting**
24/09/13	**Nuances of News Reading & Anchoring**
28/09/13	**Workshop on Job Market Scenario and PHP Technology**
30/09/14	**Nuances of Video Editing & Video Effects**
18/09/14	**Workshop on Dining Etiquette**

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

The expertise is available in the areas of Marketing, Economics, Finance, Auditing, Human Resource Management, International Business, Information Technology, Electronic Media, Print Media, Bio-Chemistry, Fermentation Technology, Genetic Engineering, Bioinformatics and Organic Chemistry.

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

As stated earlier the Institute is not having a registered research centre of the affiliating university. Despite its unavailability of a research centre, the faculty keeps on inviting experts on various subjects to deliver guest lectures to the students of both UG and PG level. The institute invites eminent personalities to visit campus in such a way that overall awareness of each student takes place.

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?

At this point time no faculty member has applied for sabbatical leave to pursue research, how ever, management of the Institute is very positive to grant such kind of leaves as and when a faculty members applies for it.

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)

Research is successful when it is communicated to the future generations and keeping this fact in mind, the faculty takes appropriate & immediate steps to communicate the research findings to the students & other faculty members. This is done through organizing seminars & conferences and the message is communicated to the students.

Also, the articles related to research activities are published in Institute of Management Studies, Ghaziabad Today (News-Paper) so that it can be communicated to all the students & Faculty Members.

An attempt in this direction is made through publication of popular articles based on research findings in magazines and news paper. The research findings are shared with the concerned authorized (Industry, Banks & State Govt.) for improvement in the process and approach. The Institute also publishes half – yearly research journal entitled "Journal of Institute of Management Studies, Ghaziabad Group". Research papers of eminent scholar from India/Abroad are published in the journal. Copy of the each issue is distributed to the faculty members and the students for creating awareness amongst them.

In addition, awareness amongst the Faculty members and the students is enhanced by organizing seminars /workshops/conferences, guest lecturers etc. The research based teaching improves the quality of teaching.

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.

As mentioned earlier the institute is not an approved research centre there is no provision of allocation of funds for research, how ever the Management is very open to spend any amount to uplift and promote research culture amongst faculty and students.

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?

To meet the increased strength of students and also to meet the demand of new leading edge technology, Management continuously identify and procures new equipments for research work Dedicated computer system for prospective faculty involved in active research to carry out research pursuit. Faculty and students always encouraged to interact with industries for exploring the avenues of collaborative research.

The concept of seed money provision is under consideration. In the last four years no amount of money has been disbursed to the faculty members.

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

No such provision is in effect at this point of time however Management of this Institute is actively taking up this matter to create a pool of money for this funding.

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

The Institute is having both PG (M.Sc. Biotechnology) and UG (BBA, BCA, B.Sc. (Hons.) Biotechnology, BJMC) programs affiliated to Chaudhary Charan Singh University, Meerut. In PG i.e. M.Sc. Biotechnology, six months research project is undertaken by the students in the 4th Semester. The heads of all the disciplines along with faculty members interact with each other and promote inter-disciplinary research. Many students choose Interdisciplinary topics for their research thus interacting with the faculty and students of other departments like Management Science, Computer Science and Journalism. Research projects areas like Bio-informatics, Chemi-informatics, Genomics and

Proteomics requires this approach and Interdisciplinary knowledge to be completed. Also, the arm of help is extended towards all research conductors so that the successful result can be found out.
However in the UG programs there is no provision of any such research work as per the university Curriculum.

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

Library facilities and its conducive environment encourage/ motivate the staff and students to take a forward step to pursue research in their relevant field/interests. The Institute has a well stocked library which includes latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year.

Basic research facilities are available in all the departments. Each Department has relevant infrastructure and instruments for basic research work. Internet connectivity through Wi-Fi enabled campus has also been provided in all the departments to help them to review their academic as well as research programs. Institute also ensures that the deserving students should be facilitated to use the equipments, books, Journal, and Laboratory facility of Biotechnology as well as Computer Science Department beyond the Institute timing and also during winter/summer vacations.

All equipments existing in the labs are calibrated and made available both to faculty members and students. Similarly for routine practical experiments all available equipments are well accessible to students for their practical purpose. Our campus is connected with full fledged LAN facility with numerous workstations in every department and also installed with required latest system and application software packages

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.

We are in continuous process of seeking special grants and finances from the Industry or other beneficiary agency for developing research facility but unfortunately have not succeeded as yet. But the Management of the Institute has always provided the necessary funds to purchase any instrument required by the faculty to promote research among students.

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.

The Institute provides all the support to the faculty in securing research funds from various funding agencies, industry and other organizations no success has been achieved as yet.

3.3 Infrastructure for Research

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

Only the School of Biosciences is running M.Sc. Biotechnology program which has component of research in their 4th Semester. To fulfill the needs all the basic research facilities are available in the Institute. Some basic and important Instruments from the research point of view Available in the Institute are as follows:

List of Instruments available in School of Biosciences:

S.NO	INSTRUMENT NAME
1	Videocon refrigerator (VIDEOCON)
2	Horizontal Laminar Flow (JINDAL)
3	B.O.D Incubator (JINDAL)
4	Binocular Microscope CH 20i (OLYMPUS)
5	Laminar Flow Bench 4'x2'x2' (MODERN)
6	B.O.D 280 Lit model CI-10S (REMI)
7	Double Distillation System 5 Lit flask (JSGW)
8	Gel Electrophoresis 20x20 cm (GENEI)
9	Power Supply PS-100 (12-01) (GENEI)
10	Centrifuge Refrigerated C-24 (REMI)
11	Rotary Microtone Spenser Type with access (MODERN)
12	U.V VIS Spectrophoto meter SL-150 (ELICO)
13	Vertical Auto Clave 10"x18" (SCIENTIFIC)
14	Auto Clave 12"x20" (SCIENTIFIC)
15	Neolab Make Orbital Shaker (NEOLAB)
16	Vestfrost Make Vertical Deep Freezer (VESTFROST)
17	Enertech Make Thermal Cycler (ENERTECH)
18	Citizen Make Digital Balance ModelCTG-302 (CITIZEN)

List of Equipments and Software of School of Computer Science.

S.No	Location	Brand
1	Server Room	HP
2	Server Room	HCL
3	Server Room	HCL
4	Server Room	IBM
5	Accounts	IBM
6	Library	HCL

S. No.	Brand	Model
1	Fortigate Firewall	310 B
2	Fortigate Analyzer	100 B
Total		

S. No.	Brand	Model
1	HP	1020 Laser Jet
2	HP	1018 Laser Jet
3	HP	2014n Laser Jet
4	HP	2025 Laser Jet
5	EPSON	ll50 LQ Dot Matrix
6	EPSON	L210 All in one
7	Samsung	4521F Laser MFP
Total		

S. No.	Location	Brand
1	Lab 1.	HP
2	Lab 2.	HP
3	Lab 3.	HP
4	BJMC Lab.	HP
5	BJMC Lab	HCL
6	BJMC Lab	Dell
7	Faculty Cubicle	HCL
8	ADMIN Block	HCL
9	Accounts Department	HP
10	Director Room	HP
11	Server Room	HP

S. No.	Brand
1	EPSON
2	View Sonic
3	Optima
4	EPSON-S03
Total	

S. No.	Location	Configuration
1	Academic	HP G-4050, Scanjet
Total		

Sr. No.	Softwares

1.	Visual Studio 2013
2.	NET Framework 4.5.1
3.	Office Professional Plus 2013
4.	Project Professional 2013
5.	SharePoint Server 2013
6.	SQL Server 2012
7.	SQL Server 2014
8.	Office Multilanguage Pack 2010
9.	Office Multilanguage Pack 2013
10.	Office Professional Plus 2010
11.	Office Professional Plus 2013
12.	Windows 7 Enterprise
13.	Windows 7 Enterprise
14.	Windows 7 Professional
15.	Windows 8 Enterprise
16.	Windows 8 Professional
17.	Windows 8.1 Enterprise
18.	Windows 8.1 Professional
19.	Windows Server 2008
20.	Windows Server 2012
21.	Windows 8.1

Sr. No.	**Softwares**
1.	Kespersky Security Certer 10
2.	Kespersky End Point Security 10 for Windows. Vendor - Graphline Computers H-29 B, Kalkaji new Delhi-110019

Sr. No.	**Softwares**
1.	Adobe Premiere Pro CS 5.5
2.	InDesign CS 5.5
3.	Photoshop Extended CS5
4.	Illustrator CS 5
5.	Adobe Design Std CS 5.5

List of Equipments and Software of School of Journalism.

S.No.	**Item Description**
1	**SONY Video Camera**
a	SONY PD 170 DV Camera S.No. SO1-0515984-I
b	Power Adaptor
c	Remote
d	Battery
e	Zoom Lenses

f	Audio Video Cable
g	Lenses Cover
h	Mini DVD Blank
i	Camera Connector Attachment
j	Power Cable
k	Battery Cell SONY Brand
l	Camera Belt
m	Mike
n	Carry Bag SONY PD 170
2	**SONY DVD Camcorder DVD810E/S.No. SO1 -1728658**
a	Power Adaptor
b	Remote
c	Battery
d	USB Interface Cable
e	Audio Video Cable
f	Power Cable
g	Software CD
h	Mini DVD RW
i	Manual Book
j	Carry Bag SONY
3	**SONY DVD Camcorder DVD810E/S.No. SO1 -1728634 -H**
a	Power Adaptor
b	Remote
c	Battery
d	USB Interface Cable
e	Audio Video Cable
f	Power Cable
g	Software CD
h	Mini DVD RW
i	Manual Book
j	Carry Bag SONY
4	**HCL Computer System Core2 Duo**
a	Core2Duo 2.66 GHz
b	RAM 2 GB
c	HDD 160 GB SATA
d	LG DVD Writer
e	TV Output Card with 512 MB Video RAM
f	Keyboard
g	Mouse
h	Power Cable

i	Creative Sound Card PCI
j	Creative Inspire 4.1 Surround Woofer
k	Creative Headphone HS -600
l	LCD LG 18.5 inch S.No. 810UXNT77403
m	LCD LG 18.5 inch S.No. 810UXKD77141
n	Studio Lights elinchrom FXRi 200
o	Studio Lights elinchrom FXRi 200 stand
p	Reflector
q	Umbrella
r	elinchrom skyport Transmitter
s	Boom Stand for Top Lighting
t	Video Lights Digi 150
u	Video Lights Digi 150 stand
v	Digi 150 Lamp Reflector
w	Halogen Lights with Lamp
x	Camera Stand with Manfrotto Head
y	Studio Cloth Back Ground
5	**Camera Nikon D 3100 VR Kit with Lens 18 -55 VR**
a	Camera Serial No. 8345311
b	Lenses Serial No. 50488598
c	Carry Bag
d	4 GB Memory Card
e	Camera Stand
6	**Camera Nikon D 3100 VR Kit with Lens 18 -55 VR**
a	Camera Serial No. 8345310
b	Lenses Serial No. 50488600
c	Carry Bag
d	4 GB Memory Card
e	Camera Stand
f	Audio Mixer Sound craft Fx16ii (Box Packed)
g	Without Audio Cables
7	**Mike -AUDIO DEVICES**
a	Wireless Hand Mike
b	Cordless Collar Mike
8	**COMCON (SAMVAD) Teleprompter**
a	Samvad the Prompter version 3.00E software C D
b	Samvad Camera Mirror S.No. 27815
c	TP Base Sets
d	Sliding Channel
e	TP Camera Riser Plate

f	Camera Plate Bolt
g	Square strip & nuts
h	Dual Display Card
i	Dual Display Card CD
j	VGA Adapter
k	TFT Monitor -17" (s.no. CN-06672H-64180-13E-okhl)
l	TP cloth with 2 Ribbon
m	TFT Monitor screw
n	Screw Driver +/- Head
o	VGA Cables 10 Mtrs.
9	**Mirror Housing consists of :**
a	TP Mirror with dark Glass
b	TP Mirror Height Adjustable Rod
c	TP Mirror Holder Rod
d	Spanners 911-12 & T)
e	User Manual And Installation Guide
f	Hand Control (S.No. 26454) make COMCON
g	HP Scanner Professional G4050 S.No.
h	HP Laser Color Printer CNCH309238
10	**ADOBE SOFTWARE & OTHER'S**
a	Adobe Premiere Pro CS.5. Edu Lic (Paper Licence)
b	In Design CS5.5 Edu Lic (Paper License)
c	Photoshop Extended CS5 Edu Lic (Paper License)
d	ILLUSTRATOR CS5 Edu lic (Paper License)
e	CS5.5 Adobe Design Std Edu Lic (Paper License)
f	Quark Express 9.0 Edu (Paper License)
g	Sony Media Sound Force Version 10.0 (Paper License)

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?

- **In line with the curriculum requirement issued by the affiliating University i.e. C.C.S.University, Meerut, the basic infrastructure is available for both under graduate & post graduate courses.**
- **To meet the increased strength of students and also to meet the demand of new leading edge technology, Management continuously identify and procures new equipments for research work.**
- **Encouragement given to faculty for Applying to funding agencies like U.G.C., D.B.T, and D.S.T through their various schemes like Research Promotion**

Scheme (RPS) mainly to establish research facilities through sanctioned funded project.

- **The funds have never been a constraint for the purchase of latest software and equipments to carryout research.**
- **Dedicated computer system for prospective faculty involved in active research to carry out research pursuit.**
- **Faculty and students always encouraged to interact with industries for exploring the avenues of collaborative research.**
- **Establishment of facilities for functional testing to promote consultancy through meeting the testing needs of the neighboring /interacting industries.**
- **Constant initiatives taken to develop collaborations with Industry, Research Institutes and Abroad Universities etc.,**
- **Sophisticated instruments, modeling tools, data processing software, and modern equipments will be purchased every year for upgrading and creating the research infrastructural facilities to meet the needs of new and emerging areas of research.**
- **Institute has industry institute interaction cell (Niyojan) for creating and enhancing new facilities to conduct joint research activity.**

The most important step in this direction is taken by making Library more resourceful. So, that the Faculty remains aware of latest developments in various areas. Also, steps are taken to develop Computer Labs & Bio-Tech Labs with modern equipments & latest software's , which facilitate in research and the Institute has an open policy under which any requirement which is felt by the Faculty can be arranged for, so that the research takes place in a fruitful manner.

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

We are in continuous process of seeking special grants and finances from the Industry or other beneficiary agency for developing research facility.

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

The students within the campus can access the online research portals such as EBSCO, J-GATE, IEEE etc.

- **We are trying that Costly equipments available at Industry and Research Institutes can be made available to our staff members by entering suitable MOU arrangement for mutual benefit.**

- **UG and PG students are always encouraged to do their project work at Research organizations and Industries like ISRO, IIRS, DBT, NIFTM, IARI, JNU, HP, HERO HONDA, ICICI BANK etc.**
- **Faculty members registered for Ph.D. programmes in different Universities are allowed to avail their respective University research facilities.**

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

The institute's library is enriched with latest books, periodical journals & references for enhancing the research needs.

Our central library is fully computerized by automating the issue of books. The library has 1110 titles covering all major fields of Biological Sciences, Management, Computer Application and Journalism. The library covers an area of 285.84 sq.mt, with an ample study space. The process of air conditioning the library is in its advance stage.

The Institute subscribes to most of the major journals. To encourage online learning, computer with the connectivity of internet are provided to explore CDs, e-books, e-journals etc.

A library committee headed by Assistant Professor Ms. Geeti Sharma, comprising of departmental faculty coordinators, all heads of Departments, and Student Representatives, meets every semester to discuss the functioning of the library.

3.4 Research Publications and Awards

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

* Patents obtained and filed (process and product) **NIL**
* Original research contributing to product improvement **NIL**
* Research studies or surveys benefiting the community or improving the services

Yes, the students undertake research projects of various financial services providing companies and helps them to improve their services.

* Research inputs contributing to new initiatives and social development **NIL**

Faculty members working to create an eco system of Intellectual Property Rights and patents. Ms. Akansha (Assistant Professor, Biotechnology) & Mr. Santosh Shah (Assistant Professor, Management), Ms.Bindu Trikha (Assistant Professor, Computers) are looking after the issues of IPR.

Research studies or surveys benefiting the community or improving the services

The ERP system developed jointly at Institute of Management Studies, Ghaziabad helped us to achieve improved e-learning facility.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If yes', indicate the composition of the editorial board, publication policies and hether such publication is listed in any international database?

Yes, It our endeavor to upgrade our benchmarks continuously and in our pursuit to disseminate quality education, "Journal of Institute of Management Studies, Ghaziabad Group "(ISSN 0973-824X) which is a biannual publication, is being brought out regularly. The Journal includes research based articles, focusing on current issues on Management , Information Technology, latest innovations in Computer Applications including e-CRM, e-business etc. It is one of very few journals in India, which are listed in Cabell's Management Directorate, USA. "Journal of Institute of Management Studies, Ghaziabad Group" has been released in the backdrop of our objectives. To bring the thinking minds together to generate many more potential ideas in the upcoming fields of Management/IT. The Journal has highly illustrious and reputed experts on its advisory board and is the testimony of our commitment towards excellence.

The Editorial Board consists of:

Patron & Editor –in – Chief: Dr. Urvashi Makkar, Director Institute of Management Studies, Lal Quan, Ghaziabad

Associate Editors- Dr. Rinku Sanjeev, Associate Professor

Prof. Rajanish Jain, Assistant Professor

Advisory Board:

1. **Prof. Joseph Horton, Professor University of Central Arkansas, USA**
2. **Prof. Brij Mohan, Professor Social Work, Louisiana State University, USA**
3. **Dr. S.K. Jain, Professor and Head, Dept. of Management Studies, IIT, Delhi**
4. **Prof. D.K. Agarwal, Professor IIM, Shillong, Meghalaya**
5. **Prof. M.P. Gupta, For Professor and Dean, FMS, Delhi University, Delhi**
6. **Prof. V.K. Nangia, Dean, IIT, Roorkee, Uttrakhand**
7. **Dr. Sanjiva Dubey, Asia Pacific Delivery Exe. IMB Global Account, IBM, Gurgaon**
8. **Dr. Elisante ole Gabriel, Faculty of Commerce, Mzumbe University, Mzumbe, Africa**
9. **Mr. R.P. Mittal, VP- Sales & Marketing, Delphi Automotive systems P Ltd., Gurgaon**
10. **Dr. Prafulla Agnihotri, Founder Director, IIM, Trichirapalli**
11. **Dr. Djamchid ASSADI, Professor, Groupe Esc Dijon Bourgogne, France**

12. **Prof. Anu Singh Lather, Dean USMS, GGSIP University, Dwarka, New Delhi.**
13. **Mr. Rajiv Sahdev, Vice President HR, Moser Baer India Ltd., Greater Noida.**
14. **Prof. (Dr.) Eric Dorion, DBA, Director, University oc Caxias Do Sul, Brazil.**

3.4.3 Give details of publications by the faculty and students:

Our students and faculty members have got rich record of publishing the research papers in reputed national / international journals.

Provide details (if any) of

* research awards received by the faculty **Nil**
* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally **Nil**
* Incentives given to faculty for receiving state, national and international recognitions for research contributions.

The researchers are encouraged and inspired to undertake quality research in emerging area and are sent to different national/international agencies for awards and other recognitions.

At Institute level enough motivation and financial assistance (Under consideration) is given to the faculty members to undertake research work. The following benefits are given to them:

1. **Academic leave to pursue research & Ph.D.**
2. **National & International conference participation financial support.**
3. **Fund to carry out innovative project in campus**
4. **Encouragement to get associated with industries/ institution of repute to carry out joint innovative projects.**

Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally

Incentives given to faculty for receiving state, national and international recognitions for research contributions. To encourage quality research work by faculty members, the Institute management continues to give incentives on case to case basis.

3.5 Consultancy

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

- **Institute-Industry Interaction Cell by the name of NIYOJAN interacts with industry to ascertain its needs and if these needs are felt missing in the curricula, the gap is filled by hosting special classes and by providing the required teaching for the students.**
- **Centralized placement cell Niyojan of the institution also interact with industries to know their job requirement and the placement officer of this institution acts as a liaison officer between the companies and Institute management.**
- **Our Institute has good alumni base who are currently working with many reputed companies. This group certainly helps us in campus placements.**
- **An assessment is made periodically by the Institute to ensure the employability objectives of the entire department – which make sure to prepare the students on par with industry standards.**
- **The Industry-Institute Interaction Cell Niyojan of the Institute aids in the assessment of student related industry objectives of the department. The degree to which the objectives are attained is presented in review meetings conducted regularly and the proper remedial action is taken in the event of any non accomplishment of set objectives.**
- **Institute-Industry Interaction Cell Niyojan convenes meetings with various Industries by inviting expert personals every semester to explore the possibility of making new technical collaboration**
- **Every department explores the possibility of our students to undergo in-plant training and to carry out their academic project work in such industries and also depute our faculty member to undergo industrial exposure during their vacation in reputed industries.**

Entertaining the industry in the department by engaging them in the following activities

- **Inviting industry experts for our UG/PG students for guest lecturers providing training at our laboratories for the working Engineers at industries**
- **Conducting joint technical programs and events**

The institute's placement cell NIYOJAN is functioning in this area. The cell is responsible for maintaining the liaison with industries and arranges the following:

- **Summer Internship Programme.**
- **Final Placement Drive**
- **Resume preparation**
- **GDP/PI presentation**

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

- **Consultancy is encouraged, however in directly as we provide free of cost expertise in terms of students to the industry as summer trainees who are in turn guided by our faculty members.**
- **Consultancy works are very much allowed to carry out in house with the available equipments in the department.**
- **Industrial problems are always solicited to provide solution through expertise of faculty members**

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

- **Faculty members are always encouraged by reducing the academic and administrative work load while executing consultancy works with the available equipments without any limitation.**
- **Each department is motivated to develop the multi disciplinary faculties to address the present needs of both students and industries**
- **The department encourages faculty members to visit industries to supervise the project work carried out by the students in industries and ascertain the possibilities for any consultancy/collaboration activities.**
- **Through personal visits to industries in order to obtain consultancy work**
- **Always the labs are made available to industry members by extending the working hours of laboratories.**

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

N/A

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?

No such case has come till date however it will be dealt with liberally in favor of faculty by the Management.

3.6 Institutional Social Responsibility (ISR) and Extension Activities

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?

The student community is being helped by implementing the government reservation schemes and offering good scholarships for both merit and economic basis. The major strength of this Institute is its ability to ensure holistic development of students to make them responsible citizens by teaching the moral values. The Institute management always motivates the students' social participation and also drives to achieve its goal of providing higher technical education to create equitable society with ethical values. To provide quality

based education to the students by inculcating moral values, scientific temper and employing state of art technologies.

It aims to pursue excellence towards creating students with high degree of intellectual, professional and cultural development to meet the national and global challenges. The institute is conscious of its role in campus community connection, wellbeing of its neighborhood and has initiated a number of community development activities. These activities does include

- **Organizing NSS Camps, when our cadets teach students in village school children.**
- **Pehal- an initiative to distribute cloths to poor and needy.**
- **By involving students in Blood Donation Camps**
- **Making the Institute play ground available to neighboring communities on weekends**
- **Conducting the flag hoisting at national festival involving the local government authorities and Institute NSS cadets**
- **The Institute has been promoting the participation of students and faculty in extension activities through NSS.**
- **Blood Donation camp in campus every year.**
- **Institute organizes a Sports Meet every year**
- **Adoption of needy and meritorious students.**
- **Provides books.**
- **Plantation program to make city green.**
- **Cleanliness drive.**
- **Women empowerment.**
- **Polio eradication drive.**
- **Survey about the problems of local community**
- **Village under developed school network.**

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Through faculty advisors, the student involvement in various social movement activities is observed and also motivated. Faculty coordinator NSS Mr. Ashutosh Sharma and other faculty members are the one to give the required permission to students for participating in such activities and continuously to monitor their progress in such extension activities. Faculty advisor has to file the student achievement in such extension activities in the respective advisor file for record purposes. Extra-curricular activities and value education provides avenues to

students to become aware of the social environment, the social evils, citizen responsibility and individual contribution to make the society a better place to live. Periodic and regular meetings are conducted for highlighting the social and ethical values.

The Institute encouraging these students for their involvement in social activities by recognizing their efforts by awarding them certificates. The Institute has maintained the students' dossier and these activities are credited to their accounts. The points earned by them are shared with the potential recruiters for placement.

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

The stake holders are invited to visit the campus and its various infrastructural facilities, interact with the members of faculty to obtain necessary information on the overall performance and quality of institution. Parent-Teachers meeting are regularly being conducted to know about academic performance and quality of their wards and to provide constructive suggestions to improve the overall performance and quality of their wards and quality of institution. Periodically performance reports are being sent to the stake holders through SMS, e-mails, web publication and also through hard copies.

The Feedback from Students Alumni Members, Employees, Industry Experts Prominent Citizens is being taken and necessary changes based on their recommendations are implemented.

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 Institute is continuously organizing a number of extensions and outreach activities which are directly connected with students academic, social, cultural, community services etc., and the Institute management with the help of many voluntary organizations and NGOs organizes the outreach programs. The NSS Society of the Institute in association with the Rotary Club, Ghaziabad, has conducted several blood donation camps and tree plantations. The expenditures for the same are generally borne by such organizations if any is being reimbursed by our Institute.

The institute constantly organizes a number of outreach activities which relate to academic, social, cultural and community e.g. these include blood-donation camp, Intra-Institute sports activity – "SPARDHA", NSS etc.

These outreach progrmmes help in developing leadership attitude and concern for social issues among the student.

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 Institute performs various activities through NSS, Rotary Club Ghaziabad, NGOs and other forms of community development services. During induction, the coordinators of these sections narrate students on the benefits and scope of the extension activities. The information about the proposed activities is disseminated on the Institute notice board, circulars, web notifications, and also by oral interaction / briefing by section in charges.

The institute conducts various activities through NSS and other forms of community development services. The information about the same is displayed on Institute Notice-Board, web-notification and announcement in the classes. The students are encouraged by involving them as coordinators, motivators & organizers.

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

Our Institute NSS offers opportunities to the cadets for personality development, participation in adventure activities, travel to various places through youth exchange programme.

The Institute organizes various social activities in the nearby villages focusing on:

- **Literacy**
- **Pulse Polio**
- **HIV AIDS**
- **Drinking Water**
- **Child Health**
- **Donation of Ration and Cloths distribution to the under-privileged section of the society.**

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

The students of NSS committee actively participate in the activities related to social welfare. For example in the summer camp they educate to the wards of poor laborers /workers.

In winter Institute organizes a social event called Pehal in which the students collect House hold things and woolen clothes and distribute it to the poor and needy people.

Extension activities organized by the Institute inculcate organizational capabilities of team spirit, self-discipline, human values and ethical behavior among the students.

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

Our management is very generous in giving scholarship to the students who excel in Academics and to other sections involving in extracurricular activities. In addition to these Institute also provides Scholarships to students seeking admission in first year of the various programs of the Institute.

The Scholarships are given based on their academic performance in 12th class as well as various other criteria's like sibling scholarship, etc. The Institute also provides special consideration / permissions for our students who have weaker economic background.

The Institute ensures the involvement of the community in its activities by organizing mass blood donation movement and plantation drives through different N.S.S. and NGO's of the city.

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 Institute has many constructive relationships with other organizations and few of them are given below to highlight our interactions with other esteemed organizations.

- **COMPUTER SOCIETY OF INDIA**
- **MICROSOFT CORPORATION FOR TRAINING AND DEVELOPMENT**

Faculty members are also encouraged to visit the institutions/industries for getting the required exposure.

We have inspired about 20 institutions to organize blood donation camps every year on their campus. We have involved around 30 institutions to participate and cooperate in the sports activities and have produced sports persons of state and national level.

3.6.10 Give details of awards received by the institution for extension activities nd/contributions to the social/community development during the last four ears.

The Institute achieved 1st ranking in U.P in B.B.A and 16th ranking all over India by MBA Universe in year 2013.

Institute has been honored by the governor of Uttar Pradesh/Blood Bank Society PGI, Chandigarh and Red Cross Society, Uttar Pradesh for its contribution in the field of Blood Donation.

3.7 Collaborations

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 scholarships etc.

Through interactive sessions with industry experts by way of periodic meetings

- **Deputing faculty members for exposure to industrial practices.**
- **In plant training and industrial visits for students**
- **Guest lectures by industry experts on state of art technologies**
- **Getting permission to carry out experiments in institutes of repute**
- **Permission to make use of software and hardware by research candidates of other institution**
- **Allowing incubation of start up companies**

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.

This campus has been established recently and we are constantly aspiring to have to new and fruitful relationships with the industries and other Institutes of National and International repute.

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.

School of Biosciences has collaborated with National Centre of Organic Farming, IARI, JNU, FRI, Dabur and continuously sends M.Sc. Biotechnology students for advanced training and research work.

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 Institute during the last four years.

N/A

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 – **N.A.**

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 programmes
k) Introduction of new courses
l) Student exchange
m)Any other

CURRICULUM DEVELOPMENT/ ENRICHMENT:

The institute is affiliated to CCS University. The courses guidelines are specified by the university, hence there is no scope of change of any curriculum.

INTERNSHIP:

The institute is facilitated with a corporate cell NIYOJAN to look after summer internship program me for UG students at various corporate houses.

SUMMER PLACEMENTS:

Students are encouraged to participate in various organizations as part of their course curriculum

RESEARCHES:

STUDENT PLACEMENT:

Corporate connect cell NIYOJAN facilitates a platform for the students to choose from the plethora of industrial domain. Various esteemed organization visit the campus for final placements.

TWINNING PROGRAMMES= NIL

INTRO TO NEW COURSES =NIL

STUDENT EXCHANGE= NIL

ANY OTHERS= NA

Up to last years we were conducting NIESBUD Programmes in our campus but

from this year it is organized in our sister concern, Institute of Management Studies, Ghaziabad, Lal Quan, but we are in continuous efforts to pursue this programme here in this campus.

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

We are in continuous efforts to pursue this part here in this campus.

The institute consistently put efforts for creating linkage with core industries / organization for the establishment for research, academics, community development programmes. In reference to the above are- NSS, Blood Donation Camps, Workshops, Industrial Visits, Guest lecturers etc.

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

N.A.

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 Institute plans expansion and up gradation on a regular basis of the infrastructure as per the needs of various courses and the departments much before the commencement of the new academic session.

4.1.2 Detail the facilities available for

Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The Institute has a Campus spread over an area of about 2.5 acres on environment friendly piece of land. It has different academic blocks catering to the needs of students. It has an Auditorium, Common rooms separate for boys & girls, Cafeteria, Computer Labs, Parking area. The Institute provides separate hostel facility for boys and girls with modern amenities and utility areas. The details are as below:

Sr. No.	Type of room	Number
1.	Lecture Theaters/class room	44
2.	Laboratories	6
3.	Teachers' room	40 Cabins
4.	Research room	2

5.	Tutorial room	1
6.	Seminar room	1
7.	Conference Hall	1
8.	Auditorium	1
9.	Botanical Garden	N/A
10.	Workshops.	N/A

Extra -curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- **A well equipped Gymnasium Hall, Stadium for different games**

Indoor/outdoor games and sports have been provided for the holistic development of the students, details given below:

Sr.No.	Game
1	Cricket
2	Football
3	Hockey
4	Athletics
5	Basketball
6	Volleyball
7	Lawn Tennis
8	Badminton
9	Table Tennis
10	Kabaddi
11	Judo
12	Taekwondo
13	Chess
14	Carom Board

- **Institute has a big multipurpose fully equipped Auditorium.**
- **NSS - There are four NSS units i.e. 3 for boys and 1 for Girls in the Institute. A separate office and store are provided for smooth working of the units.**
- **NCC - There is one company of NCC cadets comprising of two platoons of boys and one for girls. Both boys and girls wings have independent furnished offices with stores.**
- **Cultural activities -Institute has a RANGMANCH to synchronize all the cultural activities and public speaking events.**
- **Communication skills and Personality Development - Institute has a special wing with two teachers in charges for coordination of these activities around the year. A Language lab equipped with special software and other gadgets has been provided.**

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

The Institute believes in providing equal learning opportunities for all. It sees that the infrastructure facilities meet the requirements of the Physical disabled persons as per as following steps:

- **Proper guidance and counseling to Physical disabled students for creating awareness about the issues concerning disabilities.**
- **Institute has ramps to facilitate the movement of Physical disabled persons.**
- **Lifts are installed for the easy movement of Physical disabled students at upper floors.**
- **The Library is on the Ground Floor for easy access to all.**

4.1.4 Give details on the residential facility and various provisions available within them:

- Hostel Facility - Accommodation available
- Recreational Facilities, Gymnasium, Yoga Center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy Constant supply of safe drinking water
- Security

a) Occupancy

Boys -350

Girls - 150

Total – 500

a) Details of Rooms in the hostel (to be given separately for boys and Girls)

BOYS HOSTEL

S.No.	Type	Room	Seats
1	**Single Seater**	-	-

2	Two Seater	40	80
3	Three Seater	80	240
4	Dormitory	01(Gymnasium)	
5	Guest Room	-	-
6	Guest House	02	02

GIRLS HOSTEL

SNo	Type	Room	Seats
1	Single Seater	-	-
2	Two Seater	40	80
3	Three Seater	20	60
4	Dormitory	-	-
5	Guest Room	-	-
6	Guest House	-	-

- Recreational facilities, gymnasium, yoga center, etc.

  A spacious dinning cum recreation hall fitted with LCD TV set.

  Gymnastic indoor facility along with outdoor games like Volleyball, Basket Ball, Football, Badminton court.

- Computer facility including access to internet in hostels - **Yes**
- Facilities for medical emergencies-

  Yes(Ambulance, Doctors on Visit, Tie-up with 2 hospitals (Columbia Asia & Yashoda Hospital) Group Health Insurance for students, Full time Nurse &First-Aid Facility).

- Library facility in the hostel- **Yes**
- Internet and Wi-Fi facility- **Yes**
- Recreational facility -**Common room with audio-visual equipments**
  Common room is fitted with LCD TV. Audio visual equipments are provided for functions.
- Available residential facility for the staff and Occupancy Constant supply of safe drinking water.

The Institute has ten rooms for supporting staff with 24 Hrs water supply i.e. own tube wells, RO system, Water coolers.

- Security **YES - 24X7**

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

- **A Medical Room is in the campus with required medicines for the first aid purposes.**
- **Tie up with the hospitals as detailed below:-**

1. **Yashoda Hospital**
2. **RSG Hospital**
3. **Columbia Asia Hospital**

- **Vehicle is made available to cater to any emergency situation (for taking students/staff to the nearby hospital).**
- **Paramedical facility is available on campus.**
- **All the students and staff (teaching as well as non teaching) are covered under the Group Insurance, Group Mediclaim Policy and ESI.**

4.1.6 Give details of the Common Facilities available on the campus -spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

IQAC	**Yes**
Grievance Redressal unit	**Yes**
Women cell	**Yes**
Placement unit	**Yes**
Canteen	**Yes**
Recreational spaces	**Yes**
Safe drinking water facilities	**Yes**
Auditorium-	**Yes**

4.2 Library as a 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?

The institute has an effective Advisory Committee which acts a link between the library and the users. The composition of the Library Advisory Committee includes:

1. **Dr. B.P. Pethiya (Director Institute of Management Studies, Ghaziabad)**
2. **Ms. Geeti Sharma (Chairperson , Library Advisory committee)**
3. **Ms. Meenakshi Verma (Assistant Librarian)**
4. **Ms. Pooja Rastogi (Chairperson BBA)**
5. **Mr. Yudhishthir Yadav (Chairperson BCA)**
6. **Mr. Sanjeev Sharma (Chairperson B.Sc-Bio Science)**
7. **Mr. Girish kumar (Chairperson BJMC)**

The library committee renders advises and augment upon the library affairs. They also seek for the requisition form from the faculties in order to update the volume of various course-books. News-paper & journals Stands are also maintained to provide an access of researches, news and others information to the readers.

4.2.2 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

1. **OPAC- Online Public Access catalogue terminals are accessible in campus. the faculty members and students can avail it trough internet.**
2. **Electronic resource management Package for E-journals**
3. **Federated searching tools to search articles in multiple databases.**
4. **Library website = the link to the library can be accessed through the Institute of Management Studies, Ghaziabad website. It gets updated regularly. It gives a general introduction to the library, its collection of magazines, journals, videos etc.**
5. **In-house/ remote access to e-publications=yes**
6. **Library automation= semi-automated**
7. **Total no. Of computer for public access=2**
8. **Total no of printers for public access= no**
9. **Internet Bandwidth/speed= 20mbps**
10. **Institutional Repository= NA**
11. **Content management system for e-learning= NA**
12. **Participation in Resource sharing network/ consortia.**

4.2.3 Enumerate on the support provided by the Library staff to the students and teachers of the Institute.

The library staff is available to assist the students & faculties to access books and magazines. The seating arrangement for students in the library is also availed. Library staff restores the books in the selves & continuous online updating of the same is also provided.
The library staffs mails the list of various publications and relevant books to the faculty – members on continuous basis. Inspirational novels and references are also available to motivate students in their career path and lives.

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

The library is situated on ground floor which makes this for such students. The physically/ visually challenged students and members are given priority to access the books. The section-in-charge is available to attend them personally, when required. Teachers also provide personal assistance in regard to arrangement of courses books and notes.

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

The student can pen down there problems and suggestion and drop these in the library suggestion box. The students can also directly approach the library staff and advisory committee to communicate their problem and suggestion. The issues are discussed in the monthly committee meetings and needful actions are taken for further improvements.

4.3 IT Infrastructure

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

All computer Labs and Systems issued to faculties are connected through Internet.

Apart from ILL on Fiber a RF-Link of 20 MBPS dedicated bandwidth as back bone already installed in our campus.

There is no shared bandwidth in the campus; we have only dedicated internet lease line.

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

Upgrading of infrastructure is an ongoing process. Modern IT apparatus and infrastructure peripheral have been added in all the laboratories/blocks are made available as per requirements. Currently we are working on upgrading the infrastructure of our BJMC Lab and we have already added certain instruments like teleprompter to upgrade the studio.

4.3.3 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?

To assist the comprehension and learning process and to make teaching efficient, a combination of advanced teaching methods are used. To make the teaching methodology effective modern ICT (what are they?) resources like LCD and Projectors are used for development of the teaching materials and the dissemination of knowledge and teaching in the classes. Audio – Visuals tools like Head phones and projectors are also used for communication labs.
Class notes are also provided in the form of soft copy to the students by sharing them with the students on a shared IP Address.
The students are also encouraged to use these devices while making their presentations. ICT devices like computer, internet, Educational CD's are also made available to teachers and students.

4.3.4 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/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.

LCD projectors for power point presentation are monitored in 8 classes and labs. Apart from above wi-fi embedded computing facility is available in the entire campus.

4.3.5 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 Institute has membership of various online journals such as

IEEE (www.ieee.org/ieeexplore)

J-Gate (www.jgateplus.com)

DELNET (www.delnet.nic.in)

Through these online resources one can have an access to a number of research papers of all the fields.

4.4 Maintenance of Campus Facilities

4.4.1 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the Institute?

The maintenance and upkeep of the infrastructure facilities and equipment is done through the following modes:

1. **Through outsourcing the services**
2. **A.M.C.(Annual Maintenance Contract).- For AC's/Aqua guards/pest Control.**
3. **Own staff and technicians.**
4. **Hiring of the experts as and when required-**

- **Shri Sai is appointed for the maintenance of the campus.**
- **Our architectural experts are M/S Creators Architect.**

- **Our electrical expert for proper distribution and maintenance of electrical systems**

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

The Institute upgrades its systems in a planned manner. The road map is prepared just after the academic session is over to provide the updated requirement for the new session.

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

The location of power house with distribution panels, pumping sets and the water tank is so planed that the supply and electricity and water is systematically distributed with minimum losses. For upkeep and maintenance, the service of an electrician, a plumber and other technicians are available to the Institute. UPS and AVRs have been provided at various locations as per requirement.

4.4.4 Any other relevant information regarding Infrastructure and Learning Resources which the Institute would like to include.

Following are the innovations/best practices in 'Infrastructure and Learning Resources':

- **A beautiful and much used conference hall fitted with all modern gadgets.**
- **A seminar hall**
- **A smart class room for special lectures by eminent resource persons.**
- **Internet connectivity through Wi-Fi.**
- **A Vibrant training and placement cell.**
- **PPSP Department**
- **Computer Labs.**
- **A Vibrant Corporate Resource Centre for training and placement cell.**
- **LCD Projectors in the class rooms**

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, the institution publishes its updated Prospectus annually which gives information regarding:

- **The Institute of Management Studies, Ghaziabad Group**
- **Overview of campus**
- **Rules and Regulations of admission**
- **Eligibility as per university rules**
- **Subjects introduced with list of all the courses offered**
- **Fee structure**
- **List of faculty members**
- **List of facilities available to students**
- **Hostel rules and regulations**
- **Library rules and regulations**
- **Anti-Ragging Committee**
- **No Smoking warning**
- **Details of Placement cell**
- **Evaluation and eligibility rules for appearing in examination**
- **Alumni Details**
- **Scholarships criteria**
- **Whom to consult for availing of any other assistance**

The information about Institute and its departments is also available on the Institute Website www.imsuc.ac.in. The Institute has developed a mechanism to ensure full enforcement of the commitments made in the Institute prospectus by constituting various committees of staff members whose meetings are held from time to time which are chaired by Institute Director. Periodic Review of the progress in the matter of enforcement is undertaken and remedial steps, if any, are taken to ensure full accountability towards the commitment made by the Institute.

5.1.2 What percentage of students receives financial assistance from state government, central government and other national agencies?

23.13%

5.1.3 What are the specific support services/facilities available for:- Students from SC/ST, OBC and economically weaker sections

Post-Matric Scholarship is provided to SC/ ST, OBC category students and students falling under the economically weaker section of the society.

Students with physical disabilities: Handicapped Scholarships are also provided from Social Welfare Department for such disabled students.

Overseas students: NA

Medical assistance to students: health centre, health insurance etc are provided. One Paramedic and One ambulance with first aid facility are available on 24 X 7 bases in the campus hostel. The institute of Management Studies, Ghaziabad Society has collaboration with Ram Saran Garg (Indo-German) Hospital. Two doctors from there visit the institute regularly to provide medical assistance to our students. Our students are covered under the Group Medical/Accident Insurance Policy of value Rs. 50,000 for each student.

Organizing coaching classes for competitive exams

Books are provided for all competitive examinations.

Coaching facility is also provided to the students requiring of the assistance.

Skill development (spoken English, computer literacy, etc.): Skill development programmes such as Workshop, Personality Development Programmes etc are organized which are conducted by expert Personalities of eminence and our alumni placed at different reputed organizations. They are invited for interactive sessions with students to inspire, motivate and prepare them to face the interviews and selection panels. The institute also provides training on soft skills which include attitude building, effective writing and team work.

Support for "slow learners": **Extra classes and time is provided to the weaker and deficient students every year in the month of December/ January and May/ June i.e. at the end of the respective semesters.**

Exposures of students to other institution of higher learning/corporate/business house etc.

- **Industrial trips are organised**
- **Expert lectures from Corporates are conducted on regular basis**
- **The students are also encouraged to take up the training in the industry to get the hands on experience about the current technology in the industries.**

Publication of student magazines: **The students are actively involved in the publications of Institute magazine and facilitate in each section of the magazine.**

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

Yes, the efforts are taken by the institute to facilitate entrepreneurial skills in students and the most prominent effort in this direction is their direct interaction with the industry experts. Regarding this dedicated corporate connect cell (NIYOJAN) is functioning in the institute. This Cell bridges the gap between the existing and required skill set of the students. Regularly the students are taken for industrial visits to the concerned units as per the requirements of the syllabus and industries in demand.

5.1.5 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.

* additional academic support, flexibility in examinations
* special dietary requirements, sports uniform and materials
* any other

The Institute is well known for it's participation in sports, cultural and other co-curricular activities at Institute/inter-Institute/university and national level competitions. Institute organizes annual sport festival named "SPRADHA" to enhance the liking towards sports activities of the students. Institute also takes part in inter Institutes sports competition named "CHAKRAVYUH" which is organized by Institute of Management Studies, Ghaziabad Group of Institutions. Institute also organizes annual fest PULSE which is an inter Institute festival to promote cultural activities. Apart from these various IT Fest, Marketing Fest, Journalism Fest and Bio Sciences Fest are also organized. Extra classes and tests are arranged to compensate the loss of time and opportunities to such students. Sport dresses are also provided to all of team members on non-returnable basis.

5.1.6 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-CSIR-
NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central/State services, Defense, Civil Services, etc.

Yes, the Institute provides immeasurable support to such students. The library is well equipped with competitive exam books and journals which are upgraded on regular basis. Also the faculty members facilitate as mentor and conduct quizzes on logical reasoning, data interpretation and verbal aptitude.

5.1.7 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The following are the various areas of counseling which are provided to students by:

1. **Experts of relevant areas and H.O.D at the time of admission to help the student to choose the relevant stream of studies.**

2. **The professional agencies and the Corporate Connect Cell of the Institute to help students to get appropriate placement.**
3. **Faculty mentors are allotted to the group of students to take care of their personal and psycho-social issues.**
4. **Faculty members, programme Chairperson & Director.**
5. **Members of admission cell to help the student to choose the best career option.**
6. **Faculty members to encourage the students to participate in various co-curricular activities (cultural, sports, fests etc.) organized not only within the campus but also at national & international level.**
7. **Female faculty members to help the girls students to cope up with the various gender related issues, women upliftment etc.**
8. **Members of placement cell (NIYOJAN) of the Institute to help students to get placed.**
9. **Strong faculty mentorship.**

5.1.8 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 interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes, the institute has a fully functional career guidance and placement cell "NIYOJAN" for the students of all the programmes. The cell helps the students not only to identify job opportunities but also prepares them for interviews and group discussion. In the final year the students are prepared in the following areas-.

1. **Tutorials- for the preparation of CAT/MAT/GMAT**
2. **Mock GDPI**
3. **English Aptitude Training**

The following table shows the list of employers and the programmes

PROGRAMME	**COMPANY**
BBA	HDFC Sales Pvt ltd.
	ICICI Prudential Life Insurance Company Ltd.
	Snapdeal.com
	India Infracon Private Ltd.
BCA	Tech Mahendra
	Infosys
	Wipro
	HCL

BJMC	4'S International Ltd.
	IBN 7
	Focus Television
	Paras Television, Zee News
	Times of India , Chennai
	APN NEWS
B.Sc. Bio Science	Cordlife
	Sanofi
	Lupin

5.1.9 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Ours is a student oriented Institute. Students are free to meet the Director round the clock. Their views /complaints are properly attended through the mechanism of Suggestion Box which is regularly opened and the replied through the Notice Board. Hence, no serious grievance on the part of the student has been reported during the last four years.

5.1.10 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Institute has constituted Committees like Legal Literacy Cell.
Women Grievance Redressal Cell with senior and dedicated teachers which look after women gender sensitive issues. In addition the Institute has constituted a committee to check 'sexual harassment of women at work places' under the direction of government of Uttar Pradesh.

5.1.11 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, we have anti-ragging committee consisting of male and female members of the faculty and staff members to keep a watch on the activities of the students. No case of ragging has been reported so far.

5.1.12 Enumerate the welfare schemes made available to students by the institution.

1. **Students are covered under the Group Medical/Accident Insurance Policy of value Rs. 50,000 for each student.**
2. **The institute sponsors students for participation in various sports events.**
3. **The institute gives cash prizes to its meritorious students.**
4. **The institute helps/facilitates students get government scholarships.**
5. **"Earn while Learn" scheme has been launched to assist the students to work after their class hours and thus habit of utilization of their leisure**

time for gainful purpose is inculcated among them. Many needy students are availing of these facilities.

6. **The Women Grievance Redressal Cell organizes various programmes aimed at welfare of the girl students.**
7. **The NSS unit of the Institute organizes programmes by organising various camps like literacy camp, cleanliness drive, Tree plantation drive etc.**
8. **Students in Institute regularly participate in various activities such as Quiz, Debate, Role Play, cultural competitions and have been bringing laurels and accolades for the Institute.**

5.1.13 Does the institution have a registered Alumni Association? If 'yes', what are ts activities and major contributions for institutional, academic and infrastructure development?

Yes, the institute has a dedicated Alumni association. Institute organizes Alumni meet once in a year in the institute to network and collaborate with the Alumni, to take Alumni feedback to improve functioning and services of organization.
Our alumni association works as partners to bridge the gap between the industry and academics and continue bringing good name to the organization.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	Percentage
UG to PG	**85%**
PG to M.Phil.	**25%**
PG to Ph.D.	**15%**
Employed • Campus selection • Other than campus recruitment	 **10%** **5%**

5.2.2 How does the institution facilitate student progression to higher level of education and/or towards employment?

A Corporate Resource Centre (CRC) and a career guidance cell assists the students to secure placement by arranging job interviews and examinations by private and multinational companies in India. The Centre also extends counseling services to the students by periodically organizing personality development programmes. Special sessions, Information about admissions in higher educational institutions and different job fairs and job openings in various sectors is provided to students by displaying it on notice boards of the Institute. Students are sent to various industries for interview /training /live projects. Students are guided and encouraged to pursue higher education by their respective departments.

5.2.3 Enumerate the special support provided to students who are at risk of failure and drop out?

First of all, such students are identified by taking following factors into account:

1. **Attendance**
2. **Academic performance**
3. **Involvement in various Institute activities**
4. **General behavior**

To help such students, first of all a positive relationship is developed by the teachers. They are given open atmosphere to express their weaknesses and strong points and then the needful action is initiated in the form of extra attention towards them by the faculty in their free periods.

5.3 Student Participation and Activities

5.3.1 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Students Participation outside the campus:

S.No	Place	Student Name	Year	Event	Prize Won
1.	**Lal Kuan (Melange)**	**Aashish, Priyanka, Manish, Sayyad, Mansuid, Rajat, Ekansh**	**2014**	**Skit**	**First Prize**
2.	**Lal Kuan (Melange)**	**Gaurav Dhawan, Sheetal**	**2014**	**Group Dance**	**Participation**
3.	**Lal Kuan (Melange)**	**Shailya, Neha, Akshay**	**2014**	**Skit**	**First Prize**
4.	**Lal Kuan (Melange)**	**Akshay Kapoor**	**2014**	**Photography**	**Participation**
5.	**Institute of Management Studies, Ghaziabad EC**	**Sandeep Kumar, Aditya, Nasim**	**2013**	**Tug of War**	**Participation**
6.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Radhika Gupta**	**2014**	**Group Dance**	**Participation**
7.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Abhishek Tyagi**	**2014**	**Group Dance**	**Participation**

8.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Abhishek Tyagi**	**2014**	**Solo Dance**	**Participation**
9.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Prakhar Rakesh**	**2014**	**Duet Singing**	**Participation**
10.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Priyanka Bisht**	**2014**	**Solo Singing**	**Participation**
11.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Priyanka Bisht**	**2014**	**Duet Singing**	**Participation**
12.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Sumit Singh Nagar**	**2014**	**Solo Singing**	**Participation**
13.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Sumit Singh Nagar**	**2014**	**Duet Singing**	**Participation**
14.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Vashu Panwar**	**2014**	**Quiz**	**Participation**
15.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Yatendra Sharma**	**2014**	**Quiz**	**Participation**
16.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Abhishek Tyagi**	**2014**	**Solo Dance**	**First Prize**
17.	**Institute of Management**	**Abhishek Tyagi**	**2014**	**Group Dance**	**First Prize**

	Studies, Ghaziabad Lal Quan				
18.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Vikas Saraf**	**2014**	**Face Painting (Melange)**	**Participation**
19.	**Shanti Niketan Vidyapeeth, Meerut**	**Mohit Besoya**	**2013**	**Chess (East Zone Level)**	**Participation**
20.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Ashutosh Pandey**	**2013**	**Painting, Solo Singing, Skit(Melange)**	**Participation**
21.	**Institute of Management Studies, GhaziabadEC**	**Gopi Kishan**	**2013**	**Chakravuh(Cricket)**	**Participation**
22.	**Institute of Management Studies, GhaziabadEC**	**Shalini Verma**	**2013**	**Chakravuh(Tug Of War)**	**Participation**
23.	**Institute of Management Studies, GhaziabadEC**	**Manisha**	**2013**	**Chakravuh(Tug Of War)**	**Participation**
24.	**Institute of Management Studies, GhaziabadEC**	**Kalpana**	**2013**	**Chakravuh(Tug Of War)**	**Participation**
25.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Suraj Srivastava**	**2014**	**Melange 2014**	**Second Prize**
26.	**Institute of Management Studies, Ghaziabad**	**Akansha Sachdeva**	**2014**	**Melange 2014**	**First Prize**

	Lal Quan				
27.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Raghav Sharma**	**2013**	**Melange 2014**	**Participation**
28.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Shiv Kumar Sharma**	**2013**	**Melange 2014**	**Second Position**
29.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Vimmy Vashistha**	**2014**	**Chakravyuh**	**Participation**
30.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Raghav Sharma**	**2014**	**Inmantech Fest**	**Participation**
31.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Vivian Naidu**	**2014**	**Melange**	**Participation**
32.	**Institute of Management Studies, Ghaziabad Delhi**	**Shiv Kumar Sharma**	**2014**	**Debate**	**Participation**
33.	**Jaipuria**	**Mayur Agarwal and Aman Maheshwari**	**2014**	**Treasure Hunt**	**Second Position**
34.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Mayur Agarwal and Aman Maheshwari**	**2014**	**Collage Making**	**First Position**
35.	**Institute of Management**	**Ayush Gupta and Ayushi**	**2014**	**Rangoli**	**First Position**

	Studies, Ghaziabad Lal Quan				
36.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Pooja Saxena and Niharika**	**2014**	**Rangoli**	**Second Position**
37.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Shreya Saini**	**2014**	**Solo Dance**	**First Position**
38.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Aman Garg**	**2014**	**Ramp Show**	**Participation**
39.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Kazi Sultan**	**2014**	**Ramp Show**	**Participation**
40.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Rohit Kumar and Shipra Garg**	**2014**	**Antakshri**	**Second Position**
41.	**Institute of Management Studies, Ghaziabad Lal Quan**	**Nishu Gupta and Team**	**2014**	**Role Play**	**First Position**

Program Calendar 2013

A. MARKFEST (25th and 26th October 2013)

S.No	Event	Date
1	**Splash it Up (Print Ad Making)**	**25th Oct 2013**
2	**Rockit Singh of Institute of Management Studies, Ghaziabad (Art of Selling)**	**25th Oct 2013**
3	**Brand Mania (Brand Quiz)**	**25th Oct 2013**
4	**Get Set Go (Product Launch)**	**26th Oct 2013**
5	**Rangmanch (Creating TV Ad)**	**26th Oct 2013**

6	Meri Awaz Suno (Radio Ad Making)	26th Oct 2013

B. SPARDA 2013 (11th Dec to 13th Dec)

S.No	Event	Date
1	Cricket	11th Dec to 13th Dec
2	Badminton	11th Dec to 13th Dec
3	Table Tennis	11th Dec to 13th Dec
4	Chess	11th Dec to 13th Dec
5	Carom	11th Dec to 13th Dec
6	Tug of War	11th Dec to 13th Dec

C. BIOFEST 2013 (30th Nov 2013)

S.No	Event	Date
1	Open Quiz	30th Nov 2013
2	True Models	30th Nov 2013
3	Live Presentation	30th Nov 2013
4	Creative Poster Making	30th Nov 2013

D. CRETIO 2013 (25th Nov and 26th Nov 2013)

S.No	Event	Date
1	Media Quiz (Fact and Furious)	25th Nov 2013
2	PTC (Piece to Camera)	25th Nov 2013
3	RJ Show (Vani)	25th Nov 2013
4	Mr. and Miss Cretio	26th Nov 2013
5	Nukkad Natak (Street Play)	26th Nov 2013

List of Winners of 2013

S.No	Position	Name of Students	Event
1	First	Ms. Vidhushi Sharma and Furqan Chaudhary	Open Quiz
2	Second	Mr. Anurag Solanki and Ms. Komal Pundir	Open Quiz
3	Third	Ms. Asma Benazir and Ms. Shruti Sharma	Open Quiz
4	First	Mr. Shahnawaj Khan and Ms. Shivani Dubey	True Models
5	Second	Ms.Vidushi Sharma and Mr. Anupriya Gupta	True Models
6	Third	Ms. Navneet Kaur and Ms.Deepika Sishodia	True Models
7	First	Ms. Sneha Chaudhary	Live Presentation

8	**Second**	**Ms.Ebra Nadir**	**Live Presentation**
9	**Third**	**Ms. Shruti Sharma**	**Live Presentation**
10	**First**	**Ms. Pranjul Dwivedi and Mr. Vivek Tripathi**	**Creative Poster Making**
11	**Second**	**Ms.Ayushi Shandilya and Ms. Anjali Kashyap**	**Creative Poster Making**
12	**Third**	**Ms. Diksha Gaur and Ms.Mahima Kalra**	**Creative Poster Making**
13	**Third**	**Akshay Kapoor**	**Media Fest (PTC)**
14.	**Second**	**Akshay Kapoor**	**Salesman of Institute of Management Studies, Ghaziabad**
15.	**Third**	**Shailya, Deepakshi, Aditya, Anwesha, Sheetal, Aditya,**	**Nukkad Natak**
16,	**Second**	**Akshay, Sheetal, Aditya,**	**Creatio (Quiz)**
17.	**First**	**Shailys**	**Face Painting**
18.	**First**	**Neha, Pallavi, Neha Singh**	**Jingle**
19.	**First**	**Mayur Agarwal ans Aman Maheshwari**	**Ppt Presentation**
20.	**Second**	**Aman Maheshwari**	**Extempore**
21.	**First**	**Antara Srivastava, Ridhima, and Pratik Singh**	**Collage Making**
22.	**Second**	**Hridesh, Nitish and Shivam**	**Collage Making**
23.	**Third**	**Mayur Agarwal and Pooja Saxena**	**Collage Making**
24.	**First**	**Shivani Pandey and Soma Khanna**	**Ppt Presentation**
25.	**Second**	**Aman, Pooja, Nancy and Manisha**	**Ppt Presentation**
26.	**Third**	**Aman, Shalini, Shiv and Sachin**	**Rangmanch**
27.	**First**	**Darpan Agarwal**	**T.T**
28.	**First**	**Darpan Agarwal andAshka**	**Mix Doubles**
29.	**First**	**Darpan Agarwal**	**Doubles**
30.	**First**	**Alman Khan and Abuzar**	**Cricket**
31.	**First**	**Alman Khan and Abuzar**	**Tug of War**
32.	**First**	**Uttra and Shivani**	**Tug of War**

Program Calendar 2014

PULSE 2014 (6th March -7th March 2014)

S.No	Event	Date
1	**Capture the Event (Imagery)**	**6th March 2014**
2	**Collage Making (Reflections)**	**6th March 2014**
3	**Team Building Game (Sanrachna)**	**6th March 2014**
4	**Quiz (Gyan Manthan)**	**6th March 2014**
5	**IT Gaming (Counter Strike)**	**6th March 2014**
6	**Antakshari (Tal Se Tal Mila)**	**6th March 2014**

7	**Presentation (Bio Sciences)**	**6th March 2014**
8	**Solo Dance (Natrajan)**	**6th March 2014**
9	**Duet Singing (Mere Sang)**	**6th March 2014**
10	**Fashion Show (Fashionista)**	**6th March 2014**
11	**Nukkad Natak (Abhinay)**	**7th March 2014**
12	**New Product Launch (Get Set Go)**	**7th March 2014**
13	**Rangoli (Kalakriti)**	**7th March 2014**
14	**Solo Singing (Meri Awaaz)**	**7th March 2014**
15	**Self Face Painting (Manzar)**	**7th March 2014**
16	**Battle of Bands (Symphony)**	**7th March 2014**
17	**Group Dance (Razzmatazz)**	**7th March 2014**
18	**Musical Evening**	**7th March 2014**

List of Winners of 2014

S.No	Position	Name of Students	Event
1.	**Second**	**Anwesha, Keshav**	**Pulse (Duet Singing)**
2..	**First**	**Sheetal, Deepakshi, Neha, Priyanka, Abhishek, Akshay**	**Pulse (Group Dance)**
3.	**Third**	**Manoj**	**Photography**
4.	**First**	**Mayur Agarwal and Pooja Saxena**	**Collage Making**
5.	**First**	**Mayur Agarwal and Pooja Saxena**	**Rangoli**
6.	**Third**	**Ayush Gupta and Ayushi**	**Collage Making**
7.	**Third**	**Ayush Gupta and Ayushi**	**Rangoli**
8.	**First**	**Aman, Ridhima, Antara and Himanshu Pandey**	**Rangmanch**

5.3.2 How does the Institute seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

For the continuous improvement of the Institute, feedback & suggestions are called up and accepted from the Graduates of the Institute and employers. Employers help in understanding the current need of industry and graduates help in understanding the extra knowledge regarding course curriculum. Data and feedback taken from the graduates and employers/recruiters is used and looked upon for continuous improvement of the Institute.

5.3.3 How does the Institute involve and encourage students to publish materials like catalogues, wall magazines, Institute magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The Faculty members inculcate and encourage the spirit of writing among the students.

The students are given the responsibility of write-ups regarding various events held in the Institute which are posted on Institute websites. The articles of the student's also get published in institute's newspaper named Institute of Management Studies, Ghaziabad TODAY. The faculty acts as a co-author to help the student's who are writing research papers.

5.3.4 Does the Institute have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

There are class Representatives and different area wise clubs like Marketing and HR Club, IT Club, Journalism Club & Bio-Sciences Club. Students contribute actively in all the activities of these clubs.

5.3.5 Give details of various academic and administrative bodies that have student representatives on them.

Various subject clubs are functioning in the Institute which have student representatives. They are listed below:

- **Management and HR Club**
- **IT Club**
- **Journalism Club**
- **Bio-Sciences Club**

In addition, time to time other committees are formed to organize workshops, Pulse (annual fest), Seminars, Quizzes & debates etc.

5.3.6 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Industry representatives and alumni are invited for Orientation Programme at the beginning of the session to share the corporate expectations from the young managers. They are always invited to participate in various functions organized by the Institute like Blood Donation camp, Sports Week Convocation Function/Annual Function etc. Institute invites the expert faculty members from different areas of expertise for all other activities in annual fests, workshops, seminars, conferences etc.

Many of the superannuated teachers are re-employed on priority basis to enable the Institute to take advantage of their rich experience.

Any other relevant information regarding Student Support and Progression which the Institute would like to include.

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 defines the institution's distinctive characteristics 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.?

Our Vision:

- **To develop the institution into a world class center for Management, Information Technology, Tourism, International Business, Bioscience, Engineering and other emerging related areas of Education.**
- **To contribute in the dissemination of academic and applied knowledge to the society.**
- **To inculcate in the students an academic rigor, which will inspire them to realize their full potential and contribute to the development of the society**
- **To create an understanding and regard for human values, pride in heritage and culture besides a keen sense of knowing what is right and wrong amongst our student's community.**
- **To impart intense professionalism in thought and practice.**

OUR MISSION

"Our mission is to impart vibrant, innovative and global education and to make Institute of Management Studies, Ghaziabad the World Leader for excellence in education, research and service to the nation in the 21st century"

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

Institute managing committee has a progressive outlook for evolving and sustaining the quality policy and plans for the running and growth of the institution. Management lays the guidelines and broad policy parameters for the further academic growth of the institution.
The Director executes the policy decisions taken by the managing committee through the committees of the teachers to maintain and achieve the goals and objectives as laid down by the Governing body.
The Chairman and the Secretary play a vital role in administration of the Institute successfully with the help of the Director. The aim of the Management is provide value based education and to exalt hidden potentials in students that equip them to approach life with optimism. The Management gives full freedom

to the Director to execute and implement all the programmes smoothly and successfully. The Director is responsible to convene all sorts of meetings and functions in the Institute and frame suitable rules and regulations for the students. Apart from Institute Administration the Director will attend University meetings like Academic Council, to take decisions on implementation of the design of the curriculum. The Director is responsible for conducting frequent HODs meetings and take decisions related to Institute affairs. He is also convening the meetings of the different committees and passes resolutions. He is also attending Academic Council Meeting in the University.
Among the faculty few members act as Board of Studies members and they make

Representation's in carrying out the changes and rectifications in the curriculum of their subjects. The Heads of the Departments are responsible in conducting department meetings, department functions and department activities like "INVENT" , "MARKFEST", "SPARDHA","BIO-FEST" etc.

6.1.3 What is the involvement of the leadership in ensuring?

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

- **The leaders formulate policies and action plans in view of the changing needs of the society from time to time to achieve the stated mission.**
- **To formulate the action plan as per the needs and requirements of the proposed projects and to give a concrete shape to the same (plan) a core group of technocrats, experts and academicians is involved by the leader as per the needs and requirements of the proposed projects.**
- **Leadership of the institution involves the representatives of various stakeholders at various levels to ensure the interaction with stakeholders, protection of their interests and constructive contribution by the stakeholders to the society as a whole.**
- **Yes, proper policy formulations are done after detailed study, analysis, deliberations and consultations with the experts and stakeholders before a policy decision is taken.**
- **Creating new benchmarks of excellence and achieving the same is an ongoing process where our effort is to plan for future and to get the same executed in the above perspective.**

- **Organizational changes are effectively implemented from time to time to maintain transparency, efficiency and to speed up the decision making process at various levels.**

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?

The Governing body of the Institute has a defined hierarchy for the successful monitoring and effective implementation of it's plans and policies. Regular meetings of the Governing body of the institute are held as per rules framed. Subcommittees of the Governing body such as Academic Committee, Purchase Committee, and Selection Committee meet on regular basis to monitor the academic / infrastructural projects and effective implementation of the plans and policies of the managing committees to attain its wider goals and objectives.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Management of the Institute is progressive, has experienced academicians, eminent citizens from social walks of life and leaders of the corporate world as members. Academic committee helps in planning the academic and co-curricular activities for the overall development of the personality of the young students. The faculty is encouraged to organize academic activities by inviting experts from the Industry-academia and the social sector on regular basis. Director conducts regular meeting with the HOD are also organized every month to look into the academic matters. Faculty members are given responsibilities as conveners of workshops and seminars, conduction of programmers under banner of different committees/associations. The management also meets the staff once in every semester to discuss Institute related issues like curriculum implementation, event planning etc. The top management encourages the Staff to participate in faculty improvement programmers, orientation / refresher courses, National / international conferences and seminars, workshops etc. The top leaders also encourage the staff members to engage in active research funded by the University and UGC. They also encourage the teachers for academic flourishment like attainment of M.Phil., Ph.D. etc. Thereby the top management promotes academic leadership among the staff of the institute.

6.1.6 How does the Institute groom leadership at various levels?

For the smooth running of the institute the system of management has been decentralized by forming committees and sub-committees. Senior teachers have been involved in the said committees as in-charges/co-coordinators and members as per their potential, capabilities and interests.
In the above said process the faculties at various levels are exposed to taking decisions and are groomed as the future leaders.

6.1.7 How does the Institute delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

For the smooth running of the Institute, the Director associates with him heads of various departments, senior faculty and in-charges of various other activities and units them in the shape of advisory committee which takes collective decisions towards accomplishment of the goals and objectives of the Institute.

The heads and in-charges stated above have their independent units/ committees / departments for working and execution of the decisions in a decentralized manner at micro and macro level.

6.1.8 Does the Institute promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the Institute emphasizes on the culture of participative management as most of the decisions are taken up in consultation with the various departmental heads and Director of the institute before their implementation. All the administrative components i.e. the Management, the Director, heads of the departments and the faculties work in tandem as an effective team.

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?

Yes, institute has clear objectives and vision. For providing the quality education to students and service to the society institute has strict parameters and benchmarks. For this purpose the governing body of the institute meets every quarter of the academic session to take decisions relating to the finances and academics besides reviewing the functioning of the institute.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the institute has perspective plan for development. While forming the perspective plan of the institute, the aspects considered are the identification of the area of specialization, academic excellence and to provide the best of the infrastructure and other facilities to attain and achieve the same.

6.2.3 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management

- Industry interaction

- **Teaching and Learning: Teaching methodology have been upgraded by diverting more and more teachers towards PPT and interactive mode of teaching with emphasis on Seminars/ Assignments, Group Discussions and interactive sessions with peers and experts.**

- **Research and Development: To divert more and more teachers to research by inspiring them to write articles/ organise seminars and conferences/ prepare Research Projects.**

- **Community engagement: The Institute along with the academic objectives also gives due weightage to community services .For this purpose Institute involves a number of teachers and students to organise various activities and programmes throughout the year.**

- **Blood Donation camps and Sports Events are the two mega events for which our institute is known in the entire region. Mass plantations in and around the town by involving students /teachers/ NGOs etc.**

- **Human resource management: To train, expose and involve a number of teachers in the process of decision making and execution as per their aptitude and area of interest and expertise.**

Industry interaction:

- **Inviting experts from industry and organizing industrial visits and by conducting on the job training / Projects.**

- **As there is always scope for improvement, the following areas have been marked for further improvement as perceived by the faculty members:**

1. **Adding extra skills to enhance the academic level and employability of the students.**
2. **Identifying companies/Institute for M.O.Us for training placements and research projects.**
3. **Inviting more and more companies for campus placement drives through the institute Career Counseling and Placement Cell- Niyojan**
4. **Providing more facilities for research and inspiring more teachers to research.**

6.2.4 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 stakeholders, to review the activities of the institution?

Director as the head of the institution acts as a connecting link between the students, teachers and top management. By virtue of his central position all

problems / difficulties / suggestions / grievances travel upward toward him and to solve all these issues he seeks advice from the top management. This exercise results in creation of a continuous cycle of effective communication with the help of this cycle all the activities in day to day working are reviewed and corrective steps are taken.

6.2.5 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Management being the top body takes policy decisions in line with mission and vision of the institution. The effective implementation of all these policies, staff is motivated and encouraged by constituting committees at all levels. In fact it is a transparent system of two way open communication where better decisions are taken for improving the effectiveness and efficiency of institutional processes. The whole system works on the basis of effective delegation and meaningful decentralization.

And for the same we are heading various committees at Institute level.

- **Empowering the individual faculty through decentralized functioning mechanism.**
- **Great level of flexibility in academic administration to make decisions**
- **In designing the required training programs and updates it needs**
- **In preparing annual plans**
- **Freedom of action and decision**
- **Freedom of thought and expression**
- **Idea generation and implementation**
- **Providing feedback to determine the degree of the positive impact on any proposed**
- **activity by the department/Institute**
- **Formal/Informal gatherings with the Management periodically**

6.2.6 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Given below are some of the resolutions of the Management council, the same have already being implemented:-

- **To impart the excellent knowledge based education to the students**
- **To develop the overall personality of the students**
- **To make them a good human being, a good citizen and ethical and honest person**
- **To bring the institution in the category of Best B Schools of the country**

6.2.7 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?

N.A

6.2.8 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?

There is a Grievance Redressal cell. Every faculty is free to approach Director directly for any grievance, if not satisfied one submits the complaint to the cell that would make the recommendations for necessary action. But no case has been sent to the cell so far because the Director solves such grievances across the table in a cordial atmosphere.

6.2.9 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?

N.A

6.2.10 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, institute has a system of taking feedback from the students with regard to functioning of Institute and any problem being faced on the front of deficiency in infrastructure and Academics. Every student is free to go to the Director to discuss his/her problem. The Director solves his/her problem/s up to their satisfaction level. Students also submit their problems or suggestion in writing through 'Suggestion Box' placed outside the administrative office. Director gives the solution and replies through the notice board.

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?

- **By organizing Faculty Development Programmes**
- **By sending the faculty members for seminars/conferences/workshops/ orientation programmes in various institutes and universities.**
- **By organizing computer training programmes for the non-teaching staff to acquaint them with the latest techniques and software.**
- **ISO 2000-2008 certified training**

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Faculty members are trained in their respective domain by providing them opportunities. Complete support (updated library,computer labs) for knowledge up gradation.

- **By involving the faculty in the decision making process at various levels and**
- **By organizing Faculty development programmes to update their knowledge where ever possible.**

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.

A self appraisal Report is submitted by the faculty & staff at the end of the academic session which is analyzed by the Director and the Managing Committee. The performance of the Faculty members is graded as per the given scales and Faculty members are informed if the grading is average or below average.

6.3.4 What is the outcome of the review of the performance appraisal reports by themanagement and the major decisions taken? How are they communicated to the appropriate stakeholders?

The good performers are encouraged and the low performers are counseled, advised and inspired to do better.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- **Free ship for the wards of the staff in the Institute as well as sister institutions on a need based system.**
- **Loan facility in case of emergency.**
- **Group Insurance scheme for teaching and non teaching staff**
- **Teaching and non teaching staff has also been covered under Group Med claim Policy. Lower grade temporary staff is under ESI scheme. .**

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Regular and qualified faculty is appointed on merit as per the criterion of the University/ Government of Uttar Pradesh. Retention rate of faculty and staff is high at the institute. Proper compensation packages, good management and culture are the factors contributed towards the high retention ratio. Faculty is appointed and retained as per their expertise and the level of knowledge in the respected fields/domain.

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?

- **Internal Audit System is in place. All the accounts are audited by the certified chartered accountants.**
- **All proposals for major purchases are approved by the managing committee after full justification and old stock being taken into consideration.**
- **All major purchases are made through the purchase committee consisting of the staff, Director and Managing Committee representative.**
- **At the beginning of the session the annual budgets for finance as well as man power are prepared/ reviewed and approved by the managing committee.**

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Institute has engaged an External Auditing Company for internal & external audit. Sometimes there are some procedural lapses get identified, which we plug immediately by taking corrective actions.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The grants are received from the UGC and other funding agencies for various projects and schemes and are utilized as per the relevant guidelines specified there in. The various grant agencies providing the grants are detailed below:

- **UGC Grants**
- **DST Grants**
- **Science Exhibition grant from the State Government**
- **Scholarship Grants of the Govt. of Uttar Pradesh.**

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

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 processes?

Yes, institute has established an Internal Quality Assurance Cell. The quality assurance processes with regard to academics, administrative and financial aspects are the integral part of the institutional policy. IQAC contributes to the instituanalisation of the quality assurance processes:

- **To provide benchmarks for higher academic standards, quality teaching-learning, evaluation and research.**
- **To review, upgrade, maintain and to modernize the administrative aspects.**

- **To review and recommend the annual plan of the institution for effective implementation.**

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

IQAC works in line with the vision, mission and objectives of the institution. The suggestions made by IQAC for the quality assurance and sustenance are approved by the management.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, these members represent parents and other stakeholders; decision making process is democratic where all members contribute according to the fields of their interest and expertise.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Institute has a tradition of inviting students and alumni in various functions of the institute where they interact with staff members, Director and members of managing committee to provide their feedback and suggestions. These suggestions are taken up by the IQAC.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

- **IQAC meets at regular intervals.**
- **IQAC communicates its suggestions, recommendations and observations to the Director.**
- **Obtain inputs for reviewing and future planning.**

6.5.2 Does the institution have an integrated framework for Quality assurance of the Academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the institute prepares its academic calendar and the Director operationalizes this in integrated framework to achieve the required goals.

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 staff is guided and counseled by IQAC on different issues periodically. The difficulties and hurdles are taken care of. Senior faculty also provides able assistance to younger staff members in achieving the targets.

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, there is a system to undertake Academic Audit by obtaining the result statements of the teachers. These results are compared with the university results and the consolidated statements are presented to the Managing Committee. The teachers with good results are congratulated by the Managing Committee. On the other hand, teachers with lower/unsatisfactory results are advised to improve. This exercise strengthens the academic standard of the Institution.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

Execution of plans and pedagogy decided by the IQAC is always in consonance with the plans of the affiliating University, Department of Higher Education, Uttar Pradesh and guidelines received from the UGC.

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?

Continuous review of the teaching-learning processes occurs at five levels: faculty members, heads of the department, advisory council, Director and the Managing Committee. Heads of the departments convene meetings with their faculty members to review the progression of the syllabi, performance of the students and suggest the corrective measures for improvement. The progress report of the departments is conveyed to the Director by the respective head of the departments. The suggestions made by different heads of the departments are discussed in the meeting of advisory council with the Director for further improvement and implementation in teaching-learning processes. The Director conveys the same to the Managing Committee for their approval.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The Director communicates with the students through notice boards, letters, and website and Institute publications i.e. prospectus/magazines/news bulletins/special issues and souvenirs. Also, the Director addresses the students to acquaint them with institutional policies with regard to quality. Meetings with various stakeholders are also held. Progress report of the students is sent to the parent's for further betterment of their wards.

Any other relevant information regarding Governance Leadership and Management which the Institute would like to include.

CRITERIA VII:
INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes, Institute follows the practices which are eco-friendly and helpful in environment sustenance. The design, architecture, and construction of Institute building is in such a way so that maximum sun light is reaches floors and allows the circulation of natural air. Buildings are made up of maximum bricks and stones and less cement plastering which makes it maintenance free. Institute also ensures usage of electricity where and when needed with minimum wastage. Institute also promotes procurement and installation of efficient electrical systems to save electricity. The recyclable garbage waste and non recyclable wastes are dumped in specified containers / dustbins.

7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?

- Energy Conservation**: The Institute has been very conscious about the energy conservation. For this the Institute has gradually moved on from normal light bulbs (least required wattage) to tube lights, slim lights, CFLs, LEDs and the Institute also replaced most of the CFT monitor from LCD monitors thus conserving energy to the extent required. Institute also promotes procurement and installation of efficient electrical systems to save electricity. The UPS Batteries were maintained in good condition which reduces charging current of batteries. Periodically equipment checking and monitoring is also carried out to avoid the excess current withdrawal.**
- Use of renewable energy**: N/A**
- Water harvesting**: N/A**
- Check dam construction**: N/A**
- Efforts for carbon neutrality**: By massive tree plantation efforts are made to neutralize carbon in and around the Institute. Routine inspection of Institute vehicles and generator set and other equipment ensures lowest possible emission and pollution free environment thereby neutralizing the carbon effect.**
- Plantation: **The Gardeners are taking care of the trees and plants in the Institute campus.**
- Hazardous waste management: **As such no hazardous waste is generated. Other than this the recyclable garbage waste and non recyclable wastes are dumped in specified containers / dustbins.**
- E-waste management: **The old computers are also exchanged with new computers.**

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 Institute.

INNOVATION

The institute has introduced several innovations and practices to create a positive impact on the functioning of the institute from the last four years.

1. Value added Courses:

a. **Microsoft certification course**
b. **Capsule courses on digital marketing/ Advertising**
c. **Personality enhancement programme**
   -soft Skills
   -etiquettes and mannerism

2. Four to six week's compulsory summer training for student development and enhancing their knowledge with the help of corporate exposures.

3. Holistic development programme – every student is allotted a faculty mentor who helps and counsels the students not only at the professional front but tries to look after their personal problems as well.

7.3 Best Practices

7.3.1 Elaborate on any two best practices **as per the annexed format (see page)**

Which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the Institute?

Best Practices- 1

Title of the Practice
To enhance research potential in students and faculty members.

Goal

The aim of this particular practice is to provide necessary infrastructure, human resources and motivation to nurture the research competencies among the students and faculty members.

The Context

The Institute offers UG and PG degree programme in Management, IT & Bio-Science departments. It is the responsibility of faculty members to inculcate effective learning methodology in their students to understand various concepts. To accomplish this, they need to be creative and innovative in their approach to teaching / learning activities and should possess holistic idea about the subjects what they taught, which requires some level of research competencies in the teaching faculty members.

The Practice

At the Institute level Innovation and Entrepreneurship Development Cell has been established. The Institute encourages the faculty members to visit the industry/ academia during vacation to learn the latest technology available which can be used to improve the research skill of faculty members. The Institute also encourages the faculty members to publish the research papers, attending national/ International conferences and to carry out consultancy work.

Evidence of Success

The number of Ph.D. degree holders in the institution has been increased considerably. The results of above said practice also increases the number of papers published by the faculty members.

Problems Encountered and Resources Required

The faculty members are finding it difficult to find the time to carry out independent research due to their academic commitment. Financial support from external funding agency is required; we are continuously trying to get financial assistance.

Best Practices- 2

1. Title: PERSONALITY ENHANCEMENT PROGRAM

2.Goal

The Professional Enhancement Program is a rigorous attempt to make students aware of all the soft skills required to be successful professionals and better human beings. The eventual and ultimate objective is to increase the "Employability Factor" and even to "Successful Entrepreneurs". This Program ensures that the students, who are generally oblivious of such interpersonal skills, realize the importance of the same and understand the edge it gives to them, in their future prospects. Even the companies today are looking for individuals with the right attitude more than mere good grades as a person with the right attitude always has great learning potential and contributes positively towards a healthy working environment.

3. Context

In today's competitive world of high expectations, mere technical knowledge of subjects and high GPA do not land any student at his/her desired place. Also, particularly in youngsters, due to lack of emotional stability, one cannot even be sure of leading a happy and successful life ahead. This stability is necessary to sail through the high pressure and tough times that the corporate world offers. Varied socio-economic backgrounds of all the students coming for professional courses, makes it even more difficult to bring them all on the same page. This disparity often leads to hesitation in expressing what one is truly capable of. Students also come from a range of academic backgrounds and when they all get

together at a common platform, they tend to develop certain complexes regarding their schools, proficiency in English, basic etiquette and mannerisms, etc. These reasons deter them from giving their best as they tend to hold themselves back.

Many a times, even an intelligent student fails to understand his/her true potential due to lack of ability to do SWOC analysis and chose respective career paths.

The objective of the Personal and Professional Skills Program is to give a reasonable platform to students in order to come to certain terms with all the above mentioned points and move ahead with more clarity.

4. The Practice

The modus operandi of the Personality Professional Skills is to ensure 360 degree knowledge absorption. In order to enhance the employability factor and entrepreneurial skills in an individual, it is of utmost importance to create a prolific learning platform covering the entire range of topics. At a broad level, all the topics covered at PPSP are as follow:

- **Believe in Yourself: The seminar is to make stronger individuals, both mentally and emotionally, to face the future ahead. It is an attempt to make the students realize the importance of hard work and perseverance which forms a strong support system in days to come. It is an attempt to give realistic meaning to their fancies – e.g. shifting their focus from the net worth of Bill Gates to the hardships he went through in building his empire. It is basically, an attempt to make them aware of all the tangible skill sets needed to survive in today's globalizing and competitive world. The seminar also does a rigorous SWOC analysis to help students understand their own worth and make informed and confident decisions in life.**
- **Effective Communication/ Business Writing: This section elucidates the importance of effective communication in the professional world. The overall need of communication is highlighted which goes beyond the language we use and talks about the sound of voice, body language and the attitude with which we use it. The module is carefully drafted for those aspects of personality which are expected at the student level. All the Do's and Don'ts of email writing are also shared as email is progressively becoming the most important medium of communication in the corporate space.**
- **Resume Building/Group discussions/Personal Interviews: Detailed resume building sessions help students perfect their resume as per the corporate expectations. Also, several group discussions are held to make students aware of all the assessment traits that HR managers use to select students in their placement drives. Several mock interview sessions (both personal and telephonic) are conducted in all the specialized fields to make student comfortable in the set up and prepare him/her well for the real interviews.**

- **Extempore/Presentation Making: Several activities are conducted to encourage on the spot thinking and creativity of the students by giving them certain topics to talk about on the spot. Also, rigorous presentation making followed by feedback rounds make them aware of the nuances of making a perfect presentation.**
- **Social Etiquette and Mannerisms: PPSP takes special measures in conducting awareness sessions for basic social etiquette and mannerisms, be it for dining, socializing or working in teams in corporate.**

Here are a few methodologies that are regularly taken into account at Institute of Management Studies, Ghaziabad as part of PPSP pedagogy:

- **Lecture Mode**
- **Feedback to students**
- **Video recording of activities to play back and self learn**
- **Outdoor activities**
- **Personal counseling**
- **Group discussions, debates, etc.**
- **Seminars for PG Students.**
- **Outside vendors to give more inputs**
- **Specialized sessions for company specific training**

5. Evidence of success

With great proud, Institute of Management Studies, Ghaziabad had been able to generate placements for their students and have even gotten remarkable feedback from the recruiters in the sincerity and professionalism of the students. Also, the students were not just happy getting a placement, but were also proud of getting a career kick start of their own choice. All this was made possible because of the intelligent choices and hard work put by the PEP department in close collaboration with the Corporate Connect Cell "Niyojan" of the institute.

6. Problems encountered and Resources required

Institute of Management Studies, Ghaziabad is doing great in terms of delivering the best to its students when it comes to all round knowledge of being placed. The efforts are taken by the institute to facilitate entrepreneurial skills in students and the most prominent effort in this direction is their direct interaction with the industry experts.

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