SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

INSTITUTE OF MANAGEMENT STUDIES

ADHYATMIK NAGAR NH - 9 (EARLIER NH - 24)
201015
www.imsuc.ac.in

SSR SUBMITTED DATE: 05-03-2021

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Institute of Management Studies, Ghaziabad stands high with a legacy of 26 years old educational group under the aegis of Institute of Management Studies Society, Ghaziabad, which is a result of a nascent dream and great vision of philanthropists.

The vision opted by the institute translates dreams into reality of group of visionaries from diversified areas who laid the foundation of this institution. Institute of Management Studies, Ghaziabad is a co-educational institute established in 1994, is affiliated with Chaudhary Charan Singh University, Meerut.

During the last five years, after NAAC accreditation of first cycle, the institute has made systematic efforts to build excellence in teaching, learning, research, extension activities and employability of the students. The institution is offering 05 undergraduate programs in the areas of Management, Information Technology, Journalism and Mass Communication, Biotechnology and Microbiology and 02 postgraduate programs in International Business and Biotechnology. Presently 2130 students of urban & rural areas of various regions of country are enrolled in the institute in quest of full filling their dreams for higher education.

The institute is synonymous with excellence in every endeavor including education, research, and employability aspects by providing students with national and international learning experiences. Apart from this, students also get guidance and support in the areas of technical and behavioral competencies for understanding career trajectory. At Institute of Management Studies, Ghaziabad a parallel education system works on developing and enhancing the essential skills of the students. Brainstorming ideas on different domains, mind mapping strategies, problem-solving through case-based study and experiential learning is a part of the curriculum. The diversity of options in curriculum is also complemented by a plethora of activities planned by various clubs in the campus. A rich bouquet of specializations, workshops and tie-ups with industry for skill development are also offered for better professional prospects through internships and live projects. With an increased emphasis on innovative pedagogy and skill development, students are able to grab the excellent placement offerings in renowned companies in India and abroad.

With amazing leaps in pedagogy, technology and research Institute has created new paradigms for the holistic development of students.

Vision

To Develop the Institution into a World Class Centre for Management/IT/ Biosciences/Journalism & International Business which Inspire its Students to Realise their Full Potential and Contribute to the Development of the Society.

Mission

Our Mission is to Impart Vibrant, Innovative and Global Education to Make IMS the World Leader in Terms of Excellence in Education, & Research.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Proactive and diverse management committee
- State of the art modern infrastructure
- Safe, ragging free, clean & green campus
- Excellent infrastructure for teaching-learning process
- Strong IT enabled system
- Experienced, dedicated and qualified faculty
- Extensive use of ICT tools for effective learning
- Outstanding academic performance of students at University level
- Reasonably good placement record of students
- Strong institutional network of faculty and corporate resource cell
- Well-equipped and maintained Laboratories
- Consistent student's involvement in trainings, internships and projects in industries and national laboratories
- NPTEL Local Chapter
- NISM Joint Certification Program
- Provision of wide range of specialization other than the curriculum
- Participation of students in club activities, conferences, seminars & workshops
- Provision of hostels with all modern amenities
- Annual progression in admissions with regional diversity of students
- Increasing gender equality caters fundamental human values
- Promoting programs in the areas of human values, social sensitiveness, self-reliance, National integration etc.
- Implementation of effective e-governance in operations
- All stakeholders' feedbacks are effectively analyzed and implemented for quality improvement

Institutional Weakness

- Space constraint for expansion of premises
- Limited academic flexibility since we are implementing university curriculum
- Lack of local industries supporting employment generation
- Association of distinguished professors and corporate officials to assist the growth of Institution

Institutional Opportunity

- Increase involvement of industry experts in curriculum planning and implementation
- Government and Industry funded research schemes
- Enhanced research and consultancy initiatives
- Take initiatives to further enhance the employability of students

- Enhance community engagement
- Increase in infrastructural facilities in library
- Scope for Inter-institutional student exchange programs
- Scope for further utilization of campus space
- Encouraging students for competitive examinations and higher studies
- Encouraging collaboration for study and research at national & international level
- Raising funds from different government and non-government organizations

Institutional Challenge

- Space constraint for enhancing infrastructure
- Collaboration with foreign universities/industries
- Industry Oriented Skill Development
- Timely update of university curriculum as per industry requirement
- Recruitment of industry based professionals as faculty

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Institute of Management Studies, Ghaziabad offers MIB, M.Sc. Biotechnology, BBA, BCA, BJMC, B.Sc. (Hons.) Biotechnology and B.Sc. (Hons.) Microbiology affiliated by CCS University, Meerut. For effective curriculum planning and implementation, the regular meetings are organized by IQAC & Academic Council. To implement & monitor the academic processes, lecture plans, learning templates and academic daily report is prepared by all programmes. More than 900 flip videos are prepared by the faculty for effective learning. On LMS, a reservoir has been created for quick access of learning material.

The institution adheres to the academic calendar including CIE. This includes the schedule of internal examination, list of events and activities planned during the session.

Besides the regular curriculum offered by the university, the institute also offers additional diploma and certification courses across all programs. The faculty members participate in deciding the courses, developing and implementing the curriculum.

The Institute organizes international & national conferences, seminars and workshops for comprehensive learning.

The curriculum is supported with courses on ethics, environment and value education. The Institute focus on experiential learning through project work and Industry academia interfaces such as international and national internships, live projects, industrial visits which help the students to develop better insights. The institution obtains feedback from all the stake holders i.e. Students, Teachers, Employers, and Alumni. A well-structured feedback on various aspects of curriculum is taken from the students. Feedback is anonymous and is submitted online so that genuine feedback without any fear may be sought.

Faculty creates awareness amongst students on various cross-cutting issues. In addition to this, the institution organizes various activities like tree plantation, personal hygiene and health care, blood donation camps, street

plays, and wellness camps etc.

Teaching-learning and Evaluation

The institute has transparent admission process governed by Chaudhary Charan Singh University, Meerut catering to students from diverse backgrounds, reserved category and minority. On commencement of session the students are introduced with the POs, PSO's and COs. A comprehensive academic calendar is formulated by each department and IQAC ensures strict implementation of the same by monitoring activities and gap related to curriculum which are reviewed periodically. Institute believes in nurturing students with progressive mindset. With this philosophy IQAC has suggested that students should be identified as slow and advanced learners in specific subjects.

The Institute has a well-structured mentoring program to develop a culture of personal and professional growth. The teaching–learning approach is student centric and outcome based supported with various practices such as Flip Videos, LMS, Case-based practical learning, Projects, Seminars, Workshops, fieldwork, presentations, Webinars, guest lectures, internship opportunities and other industry driven live projects.

The lectures are divided into Streaming sessions, interactive sessions and consultation sessions as per the subject requirement. The Institute has an intellectual capital of more than 63 full time and visiting faculty with rich corporate and academic experience. The Institute encourages the faculty to innovate in their respective subjects by attending various FDP's and training programmes on ICT. The reservoir for quick access of E-resources has been created on LMS for the students.

The continuous internal assessment is transparent and robust in terms of frequency and mode. The faculty assess the students through multiple evaluation methods and Internal marks are awarded on the basis of performance of the students. Average passing marks for last five years are above 90 % for all programs and Institute is consistent in producing University Toppers. All course outcomes are evaluated and mapped with the University curriculum and learning requirements of the students. At the end of each semester the faculty fills the Curriculum Retreat Performa by specifying the gap on the outcomes achieved and the future plan of action is discussed in Academic Review and IQAC meetings.

Research, Innovations and Extension

Institute of Management Studies, Ghaziabad aims at the academic excellence of its students and faculty. The institute has taken various initiatives for innovation and dissemination of knowledge. The various grants for research projects and endowments have been received which are completed by students and faculty members.

For effective entrepreneurial eco system E Cell organizes various programs and sensitise students by organizing various workshops, seminars and start up conclave. Over the years E-cell is known to nurture some of the best start ups in the Institute.

EWL provides platform for the students to earn while studying in campus. The students are trained in the field of content designing, social media, SEO, video graphics and analytics. Initiatives like IMS Today Newspaper and Pulse magazine offers editorial opportunities to the students. The institute runs its own campus radio where in the program production is done by students of Journalism & Mass Communication.

The institute has dedicated CRC – Corporate Resource Centre and CDC – Career Development Cell for better industry academia interface and overall grooming of the students. Workshops and seminars in the areas of research and IPR are conducted for the students.

Research Cell promotes faculty and students to participate and publish papers/articles/chapters in books and international and national journals of high repute. The faculty authored books in their respective domains. International Journal for Business Research and Excellence (IJBRE)- biannual online (ISSN 2582-4368) journal is published by the Institute as a forum to share insights of business research. The Institute has signed more than 15 functional MOU's and collaborations for effective research and industry interface.

The students regularly participate in various extension activities like Blood donation camps, *Swachhta Abhiyan*, donation camps and yoga day. The N.S.S unit works intensively for community welfare and to develop a sense of social and civic responsibility. The institute has been honoured by various awards and accolades for its extension activities.

Infrastructure and Learning Resources

The institute has modern state of the art infrastructure, equipped with air-conditioned classrooms, latest ICT enabled tools, Expression studio, Biosciences & Computer labs, Library having vast online & offline learning resources. The Wi-Fi-enabled campus is having Auditorium, Seminar hall, Conference hall and separate Common room for girls and boys. The Campus is having 45 classrooms equipped with LCD projector and CCTV facility.

The library has a huge database of learning resources. The library is having dedicated sections for reference books, latest arrivals, journals, magazines and newspapers. The library operations are managed through Library Management System (LIBSYS). This software is extensively used for searching the database of other member libraries and Inter Library Loan. All users are provided with a unique User Id and password. The library is providing remote access of E-journals like EBSCO, Emerald, J-Gate and Thomson Reuters; E books – World E book library collection; database- DELNET, CRISIL, ET Prime and ACCORD.

The institute is having separate washrooms for girls, boys and differently abled students; drinking water facility on each floor, cafeteria, mess and Maggi Hot Spot. The entire campus is under 24x7 surveillance of 264 CCTV cameras. The fire extinguisher is installed on each floor of the institute for safety measures. The institute is having ramps, wheel chairs and 2 lifts to support differently abled students. The Institute provides sports facilities for both indoor and outdoor games. The institute also provides free & safe transport facility to students.

The Institute has medical centre with full-time medical attendant and Doctor on call. An independent Ambulance round the clock is available to render emergency services in the campus.

Separate hostel is provided to boys and girls with modern amenities like gymnasium, recreational/ utility room, Wi-Fi connectivity, Digital Library, Laundry services, Stationary facility, Departmental store etc.

Student Support and Progression

The Institute believes in holistic development of the students by providing valuable support leading to their progression. Scholarships, free ships at Government and Institutional level under various schemes are timely distributed. Institute initiates capacity building, soft skills, language and communication skills, life skills and ICT/computing skills development programs for student development. The career counseling sessions are conducted for the personal and professional growth of the students. Career Development Center accentuates student's ability by individual and group counselling sessions for driving positive change, harness innovation and achieve excellence. For effective and timely redressal of various grievances, grievance redressal committee is functional. The students are the members of different committees constituted at the institutional level, which cultivates the sense of leadership and ownership among the students.

The institute provides guidance and support for the student's career progression. The percentage of students opting for higher education and placement is satisfactory. The postgraduate students are well placed in organizations of International and National repute.

The students are actively involved in social activities, cultural and sports programs. The students have shown outstanding performance and received recognition at national and international level.

In order to strengthen the relationship between the institute and the alumni, the institute facilitates professional and personal networking by organizing various events like alumni reunions, alumni talk series and other activities. The rich alumni base of more than 30,000 students serve their alma-mater to showcase their skills through mentorship and career guidance. Alumni have created a niche in the corporate world and served as a brand ambassador across the globe.

Governance, Leadership and Management

Institute's vision and mission focuses on imparting vibrant, innovative and global education to the best interest of the students. The governance of the institution is carried out with the support of management committee and various other committee constituted as per the norms. The institute provides due diligence in ensuring democratic & participative culture where faculty members and students are empowered with knowledge and professional skills while upholding the values of integrity, tolerance and mutual respect.

The institute has well defined organizational structure to facilitate effective decision making. The roles & responsibilities are entrusted in order to ensure effective & participative management. Effective leadership is visible in various institute practices such as decentralization and participative management. The institute runs 22 student driven clubs where the student governing body is elected through transparent election process.

A perspective plan for the smooth functioning and future growth of the institute is formulated by Management Committee. Deployment of the quality policy is done by providing excellent academic infrastructure, conducive learning environment and harmonious work culture. Feedback from all the stakeholders plays a vital role in framing policies and subsequent implementation. The Academic Council and IQAC deploys a strategic plan to launch additional Diploma & Certification programs addressing the curriculum gaps.

The institute has a well-defined service policy to improve workforce morale, retention and job satisfaction amongst faculty & Staff members. The policy includes both statutory and non-statutory welfare measures for all. Medical insurance facility is given to students, faculty, staff and their family members. Performance appraisal system is designed and implemented as per the guidelines.

The institute has a mechanism for internal and external audits which is carried out by appointed Qualified Auditors.

IQAC aims to develop a system for consistent and catalytic action to improve the overall performance of the institution. It has designed a structured feedback form on teacher's performance, curriculum, infrastructure, research and administrations.

Institutional Values and Best Practices

The Institute of Management Studies, Ghaziabad is a co-educational institution giving equal opportunities to the students. Several initiatives are taken for sensitizing students on gender equality, cultural diversities, human values and National integration.

The institute understands the relevance of alternate sources of energy and implementing the various measures of energy conservation like Solar energy, sensor based energy conservation and use of LED bulbs and power efficient equipment.

For the degradable and non-degradable waste, waste management policy and waste recycling system has been implemented. The institute regularly conducts Quality audits on environment and energy. Various infrastructural facilities are also available for differently abled people such as washrooms, wheelchair, ramps and lifts.

Institution is continuously working towards betterment of society by carrying out many social programmes which inculcate tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

The Institute sensitize students and employees on constitutional values, rights, duties, and responsibilities. The Institute celebrates days of National importance with fervor and festivity.

The Institution has a prescribed code of conduct for students and employees which is the part and in regular practice. It helps to develop them as a responsible citizen of India.

The institute believes in quality and excellence in all its endeavors however we have identified two best practices which are **Life Enrichment Program and Career Development Centre.**

The "Use of Flip Channel for effective teaching" is an integral part of teaching learning pedagogy and is identified as distinctive practice of the institute.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF MANAGEMENT STUDIES
Address	ADHYATMIK NAGAR NH - 9 (earlier NH - 24)
City	Ghaziabad
State	Uttar pradesh
Pin	201015
Website	www.imsuc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	DR. SAPNA RAKESH	0120-4980000	9355133456	-	registrar@imsuc.ac.in
IQAC / CIQA coordinator	GEETI SHARMA	-	9818296455	-	geeti.sharma@imsuc.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1994

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Uttar pradesh	Choudhary Charan Singh University	[View Document]

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	23-12-2003	[View Document]
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	ADHYATMIK NAGAR NH - 9 (earlier NH - 24)	Rural	4.67	22879.6

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BBA,Management	36	Intermediate	English,Hindi	420	381
UG	BCA,Computer Science	36	Intermediate	English,Hindi	240	164
UG	BSc,Bio Sciences	36	Intermediate	English,Hindi	60	53
UG	BSc,Bio Sciences	36	Intermediate	English,Hindi	60	55
UG	BA (Journalism),Journalism And Mass Communication	36	Intermediate	English,Hindi	60	55
PG	MBA,Management	24	Graduate	English,Hindi	60	40
PG	MSc,Bio Sciences	24	Graduate	English,Hindi	30	26

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2				5				56
Recruited	1	1	0	2	1	4	0	5	25	31	0	56
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				2				5				56
Recruited	1	1	0	2	1	4	0	5	25	31	0	56
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				63
Recruited	47	16	0	63
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				12
Recruited	12	0	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	1	4	0	4	5	0	16
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	25	31	0	56

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	18	17	0	35

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	58	6	0	0	64
	Female	72	5	0	0	77
	Others	0	0	0	0	0
UG	Male	1081	198	0	0	1279
	Female	647	63	0	0	710
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	17	11	9
	Female	11	8	15	6
	Others	0	0	0	0
ST	Male	4	1	2	7
	Female	0	0	0	4
	Others	0	0	0	0
OBC	Male	129	98	79	112
	Female	47	54	46	46
	Others	0	0	0	0
General	Male	427	357	255	213
	Female	193	188	166	120
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		825	723	574	517

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
235	235	235	210	210

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	7	7	7

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2130	2024	1656	1376	1368

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
465	465	465	465	465

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
644	522	378	375	383

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
63	65	59	56	42

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
65	65	62	58	58

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 46

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1920.36	1709.53	1354.31	1278.68	1289.54

4.3

Number of Computers

Response: 2102

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Institute of Management Studies, Ghaziabad Established in 1994. The College follows undergraduate and post-graduate curriculum of CCS University, Meerut. IMS offers MIB, M.Sc. Biotechnology, BBA, BCA, BJMC, B.Sc. (H) Biotechnology and B.Sc. (H) Microbiology. The college is the proud recipient of the recent eminent awards in the field of education.

The planning meeting is organized with IQAC & Academic Council, where the team looks after the university curriculum, and finds out the gaps needed to be addressed while imparting the skills, in addition to what university is offering. Academic council along with IQAC decides how to implement the knowledge, skills and right attitude. The team also looks into the specializations required and value added courses. Once the additional modules for specializations and value add is finalized it is distributed to the respective department faculties to develop their syllabus. For the effective curriculum delivery:

1. The syllabus is expanded as additional subjects looking at the skill requirement.

2. Detailed lecture plan of the entire course in the number of hours allocated is designed by the faculty after the syllabuses.

3. For each hour of delivery the faculty designs the learning templates.

This plan is implemented by respective expert faculty as per their classes scheduled in timetable. In the light of comprehensive learning national seminars, conferences and topic specific workshops looking at the skills are organized by the institution. For each subject in the context of the theory guest lectures are specifically organized of each course.

Domain knowledge specific club also participates in picking up practice oriented topics and implementing the same.

Industry academia interfaces such as international and national internships, live projects which help the students to develop better insights into the workplace are also planned in these meetings.

An academic daily report is made for all the classes and is regularly reviewed by class counselor, year coordinator, HOD's and Director.

Regular Class Representatives' Meetings are conducted by the HOD's for the academic progress and problems of the students and placed before the authorities for taking appropriate measures.

An online well structured feedback is taken from different stakeholders. Feedback is anonymous and

genuine without any fear maybe sought. IQAC makes a critical and significant commitment to enhance quality of education and channelize the endeavors and measure of the institution towards the scholastic perfection after analyzing the feedback an action is taken by authorities towards the same.

The institute lays a lot of importance on the content shared with students for effective learning. For this purpose over 900 flip video resources are created by institute faculty for difficult topics. These videos are hosted on YouTube for easy access of our students and others. In the beginning of each semester faculty ensures that there are enough volumes and tittles of books in their subject for students. Learning Management System is used to ensure effective teaching, on LMS a reservoir is created where exam specific and learning related material is hosted in abundance this helps students to have ready material for expanded reading.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution adheres to the academic calendar including for the conduct of CIE. Academic calendar is prepared by HOD(s) of the respective departments well in advance before the commencement of the semester in consultation with IQAC. The calendar outlines Semester commencement date, Registration date, Routine Working days, Field visits/Study tours, Seminar/Conference/Workshop etc. , parents meeting , and internal examination schedule .The faculty members of the concerned department gather the lists of courses for the coming semester. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members are prepares the Lecture Plan, Templates, Flip Videos before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and approved by the head of the department. It is then, made available to the students. Students are informed about the continuous evaluation process, for university we take internal exams and for our specialization we take assessment and examinations. Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of hours for each subject prior to the commencement of the semester. Time-table is shared via email and displayed on the respective department notice boards and through LMS. The Schedule of All Examinations is given in academic calendar .The slots of the Internal Examination-I , Internal Examination –II/Pre-University Tests are mentioned in the academic calendar. The course teachers announce the syllabus and display question bank for Internal Examination-I , Internal Examination –II/Pre-University Test. The performance of the students is assessed on a continuous basis. In addition to the internal examination, assignments and mini-projects are also the part of learning.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1.**Academic council/BoS of Affiliating university**
    2.**Setting of question papers for UG/PG programs**
    3.**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4.**Assessment /evaluation process of the affiliating University**

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 0

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 66

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
25	19	16	3	3

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 41.86

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1418	1108	581	399	327

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Faculty creates awareness in students about various cross cutting issues. In addition to curricular activity institute organizes various activities like tree plantation, Personal and environmental hygiene, blood donation camps, street play and wellness camp. etc.

All departments in the institute have courses in their curriculum design by university in the ethics and environment these are courses equivalent to one subject. A subject expert faculty who is qualified and experienced in dealing with the theory and practice of these issues teaches these subjects. Several additional activities which integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, are arranged by the institute which contributes to sensitizing students.

Professional Ethics

Institute has given equal importance about professional ethics along with academic because knowingly and willingly students should not do wrong things. Professional ethics encompasses personal and corporate standards of behaviour expected by professional. College has organized various personality development programmes through Career Development Centre to increase the overall conduct of students.

Gender

The college is a co-education institution which makes it to remain vigilant about different issues related to gender. A number of steps and initiatives are taken for gender sensitization and treat all human as an equals. In addition, workshop /training programmes are conducted on rights, protection from domestic/social violence, and gender sensitivity to all the students of the college.

The college has established a Grievance redressal cell and Women Cell to address the issues related to sexual harassment and other problems

During last few years' college has conducted a variety of programmes for the promotion of gender equity and sensitization.

Human Values

The Institute strives to make students good human being and good civilian. Students learn not only to respect teachers, seniors but also to respect under privileged and differently abled people. College has anti ragging cell, and discipline committee headed by senior faculty to take care of human values. The students participate in NSS activities to relate to all strata of society. The students also have a Corporate Social Responsibility Club and Education Social Responsibility club where they plan and conduct various programs to inculcate great civilian and human values.

Environment and Sustainability

Environment sensitivity is one of the key focus of all round development of students, towards this end a comprehensive exposure is provide to the students.

University curriculum of Environmental Studies is taught with a mixed pedagogy to instill motivation to protect and nurture environment. There is a IMS Greens Club body comprising of students. This club organizes activities to sensitize and motivate the students at regular intervals. Plantation drives, Cleanliness drives, Save electricity and water drives, Waste management drives.

Well structured interventions are organized throughout the year in the university curriculum, through student's clubs and workshops to bring sustainability to these efforts.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View Document</u>

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 61.34

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
164	164	141	120	105

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<u>View Document</u>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 100

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 2130

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<u>View Document</u>
Any additional information	<u>View Document</u>

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.Feedback collected, analysed and action taken and feedback available on website
    2.Feedback collected, analysed and action has been taken
    3.Feedback collected and analysed
    4.Feedback collected
    5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 75.02

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
774	825	723	574	517

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
930	930	930	870	870

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 37.29

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
147	205	178	153	184

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Institute of Management Studies, Ghaziabad believes in nurturing students with progressive mindset to develop their academic understanding, competence and confidence as learners. Each student has different strengths and weaknesses, with this philosophy student are identified as slow and advanced learners in specific subjects. The responsibility of this identification remains with the subject faculty. Hence, pedagogy is designed by the subject faculty which focusses on academic performance, life skills and character values enabling all students to achieve their potential.

Methods of assessment:

On commencement of session sections are allocated to the students on the basis of 12th percentage, Gender, State-wise distribution to maintain a right proportion of advanced and slow learners. On completion of first internal examination (30% syllabus) the faculty assess the students and identifies slow and advanced learners in their respective subjects and thereby strategies are on maximising the strength and minimising the weaknesses through specific consultation & counselling session. The faculty counsellors communicate the progress of students to the faculty mentors

The CDC Team also counsels the slow and fast learners on regular basis.

Advanced learners:

• Students are motivated to participate in **Internship, Live projects, Workshops & Guest lectures**

• Students with good research aptitude are motivated to participate in National and International Conferences and many students published their papers by collaborating with faculty mentors

• Students are encouraged to be members of professional bodies like **STUGMA (Students Ghaziabad Management Association) and other Projects as IIRS-ISRO**

• **Buddy mentoring** where students with outstanding track records take classes of students

• Faculty members encourages students to explore other online learning platforms such as **Swayam, Udemy, Coursera, NPTEL, NISM Module etc**

• Students are engaged in various outbound learning activities to develop analytical and problem-solving skills

• Various club activities are conducted by all the departments in varied fields for the holistic development of students

• Encouraging the advance learners to obtain University ranking

• Take up competitive exams like IELTS, CAT, MAT etc

Slow learners:

• Each section has faculty counsellors who regularly monitors the performance of students

• Under mentoring system faculty counsels the students on various parameters

• On the basis of performance tutorials sessions are scheduled

• Doubt Clearing sessions are scheduled to handle the doubts of students

• Individual guidance is given from the subject teacher

• Providing assistance in solving previous year University Question Papers

• The interactive sessions with Parents are scheduled wherein the counsellors discussed the performance of students and scope of further improvement

• Special modules and Bridge course are also designed as Finance for non-finance modules and Math for non-maths for the students facing fear of Math and Finance subjects, Programming and MS-Office, MS-Excel etc

• Spoken English classes to improve the communication skills

• Extra study material is also provided to slow learners in the form of flip videos, e-content, youtube links, Reservoir, etc.

• Students also have access to National Digital Library of India app for further learning beyond classrooms

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 34:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The pedagogy is designed by faculty & experts that focusses on innovative teaching for profound understanding of the subjects. The programme empowers holistic development of the students by emphasising on experiential learning, design thinking while sharpening the abilities through internationally benchmarked teaching.

• The Teaching–learning methods in the classroom is student centric

• The **syllabus** is used as a thumbnail to draw learning outcomes in each course in the form of **Lecture Plan.** Learning objectives of each courses are predetermined by faculty while targeting the learning outcomes.

• For each component of the syllabus due weightage is given while planning the course delivery through lecture templates designed comprehensively. Each **lecture templates** is an integrated one time detail of learning objective, pedagogy to be used, pre knowledge required, content and references required, post class assignments and learning outcome.

• The lectures are divided into **Streaming sessions, interactive sessions and consultation sessions.** The classroom pedagogy is supported with various techniques such as Flip Videos, LMS, Case-based practical learning, interactive lectures, project based learning, Seminars, Workshops, fieldwork, presentations, Webinars, guest lectures, Talk-series, internship opportunities and other industry driven live projects in all the courses for nurturing learners from multiple spheres.

• **Reservoir** for easy access of E-resources for students has been created on **LMS portal of the Institute.** Most of the students have access to **National Digital Library of India** app for learning beyond classrooms. Faculty members guide the students on other online learning platforms **Swayam, Coursera, NPTEL, NISM etc**

• The Institute offers **Specialisation courses, Super specialization modules & electives** in various domains to abreast students with the latest happenings of the corporate arena.

• **Student driven clubs** provide a platform to express their multidimensional skills – artistic, literary and management

• **IMSUC Speaker's Genesis Toastmasters Club** provides the opportunity to develop oral communication and leadership skills.

• **The Life Skill and Enrichment Programs** enhances social, spiritual, cultural strength to succeed in life challenges

Various Cells:

- **The Emerging Tech Cell** produces the top-notch Technocrats with the required skill sets & knowledge to lead in the industry

- **Entrepreneurial Cell** to prepare the buddy entrepreneurs for their start-up journey

- **The Research Cell** motivates the youngsters to participate in National and International Conferences.

For experiential learning IMS Radio, IMS Today newspaper, Pulse Magazine, IMS You tube channel are the platforms to learn and connect to masses.

Career Development Centre To accentuate student's ability by individual counselling sessions for driving positive change, harness innovation, and achieve excellence. The Spoken English classes are conducted to improve their communication skills.

The Corporate Resource Centre provides opportunities in the form of international & national internships, live projects, workshops, industry interaction, corporate visits and placements in all courses for outbound learning of students.

SEEDS sessions are organised for placement preparation of students.

Earn While Learn Program nurture the creative and digital skills of the students. Under this scheme the students are selected through a rigorous screening process. In return they are compensated with monetary benefits.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The state of art infrastructure provides world class education with the motive of learning by doing approach that leads to holistic development of students. The focus is on transforming and subliming the pedagogical process to be more engaging, goal oriented and keeping the faculty updated with the latest developments in pedagogy and teaching methodologies. A comprehensive academic calendar is formulated by each department showcasing various activities, events, seminars, workshops, conferences and other outbound learning initiatives.

- **Wi-Fi system** to provide 24/7 access to students, faculty members, students and non-teaching staff

- Every faculty carries personal **laptops and desktops available in Computer labs** that facilitates the teachers to improve the quality of teaching and make the learning process more effective

• The faculty uses **You-tube videos and other web link** to develop e-content for students.

• Every classroom has **multimedia LCD projector and screen** to facilitate the teaching-learning process

• **Expression**: IMS Studio furnished with latest tools and advanced software helps the faculty members shoot their **flips videos** on the subject assigned

• The **multimedia speakers** are also provided to the faculty members for any movie-review sessions, documentary or motivational speech as a part of classroom teaching

• The Institute Auditorium,Seminar halls facilitates the ease of conducting back to back panel discussions, events, workshops, Guest Lecture etc.

• All student's records (attendance/ fee payments, etc.) are fully computerized and communication is done through emails, website and **LMS system**

• Faculty upload all the e-content on **Reservoir** tab available on LMS for easy access of E-resources by the students

• The **CCTV** installed across the campus to monitor the institutional activities

• Institute strongly believes in paper less activity however the **laser printer and scanner** facility is also provided to take the prints of important articles, case lets or any other study material

• **The Photocopy machine** is also available in the campus for the ease of Xerox of study material.

• The **Library possess digital database** including DELNET, Emerald, EBSCO, J- Gate and NDLI that further helps the faculty members to develop e-content for the students. Library is furnished with **CDs and DVDs**

• Social media is used extensively to share information via Whatsapp, Facebook, Twitter, Instagram and LinkDin, You-Tube

• Faculty members and students have given access to **National Digital Library of India app**

• During this Pandemic Learning never stops for anyone. The faculty members took online classes on various online platforms as **ZOOM, Google Meet**

• **Online Exams** are also conducted with the help of **Google platform** for the effective evaluation process of students

The Institute further encourages the faculty to innovate teaching methodologies in their respective subjects by attending training programmes, workshops, seminars and conferences related to ICT to enhance their knowledge and skill set on innovative teaching practices. The college is affiliated for **NPTEL as a local chapter and NISM-National Institute of Securities Market** to well versed the students and faculty with other online learning platform.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 34:1

2.3.3.1 Number of mentors

Response: 63

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 92.21

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 23.44

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
16	18	15	11	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 4.63

2.4.3.1 **Total experience of full-time teachers**

Response: 292

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Students are addressed in orientation programmes by the Director, Head of Departments about internal assessment, question paper patterns and university examinations. **While the examination and evaluation structure are governed by the CCS University, Meerut guidelines,** the College attempts to improve the effectiveness of the internal assessment system.

• The examination committee is constituted to coordinate the internal and external examination activities and to disseminate the information to students, teachers and administrative staff regarding examinations

• The information regarding Internal Examination and University related is circulated well in advance through **Academic Calendar/ Notices/E-mails/Circulars/LMS/Website and on the official whats app** group. The information includes all the instructions pertaining to examination

• Any Changes in schedules, patterns, methods if any, are immediately notified to the students through e-channels, notice boards and also through the respective Counsellors, concerned subject teachers and Coordinators

The continuous Internal assessment comprises of following:

• **First Internal examination after completion of 30% syllabus**

• **Second Internal Examination/Pre-University Exam after completion of 100% syllabus**

• During this Pandemic the **online exams are conducted with the help of zoom app** and the score is released to students to maintain transparency in system

• Faculty members assess the students through multiple evaluation methods such as presentations, written examination, Surprise tests, class assignments, group discussions, attendance and Internal marks are awarded on the basis of performance of the students

• Students are provided with question bank and University Question Papers on commencement of the semester

• After the evaluation, the sheets of Internal Examination are shown to the students to ensure their satisfaction in the marks

• Results are declared within two weeks after completion of exam

• Compiled marks are displayed and communicated to the students

• At the end of each semester the final internal marks are verified by the subject faculty, Coordinators and Head of the Departments and duly signed by each of them

• Final copy of internal marks of all the students is verified by the Director before uploading on University website. The duly signed documents are sent to University

 Evaluation Process in domain Specialisation

• Each course offers specialisation in varied domains and evaluation criteria is different in every course

• The same is communicated to students by the area specialisation heads in the sensitisation program

• On successful completion **diploma** is awarded to all the qualified students in **Diploma Award Ceremony. Certificate of Merits & Trophies are given to rank holders in each specialisation.**

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

In Orientation & Induction programme, Head of the Department briefs about the examination-evaluation system and how the COs, POs can be attained. The evaluation criteria consist of each theory course/practical would carry 100 marks out of which 75 marks are for university examinations and 25 marks for sessional work. Viva-voce will carry 100 marks and it will be conducted by examiners appointed by the university. Out of 25 marks for internal assessment 15 marks shall be for two internals (2 tests are conducted and best is considered for the marks), and 10 marks for quiz, class assignment, attendance. The minimum passing marks in each paper shall be 40 of the total marks of internal assessment and university examination The minimum passing marks in aggregate shall be 50 marks in each semester. However in M.Sc. 50% marks are for Internal assessment and 50%marks are for University examination. In MIB 75 marks are for theory and 25 marks for Internal Assessment.

• Students are provided with Syllabus, Question bank and University Question Papers on commencement of the semester

• Notifications prior to examination and guidelines are timely displayed on notice boards and are communicated to students through electronic channels

• Faculty asses the students through multiple evaluation methods and Internal marks are awarded on the basis of performance of the students in **First Internal and Second Internal Examination/Pre-University Tests**

• During this Pandemic the online exams are conducted with the help of ZOOM App and the score is released to students to maintain transparency in system

• After the evaluation, the sheets of Internal Examination are shown to the students to ensure their satisfaction in the marks

• Results are declared within two weeks after completion of exam

• Compiled marks are displayed and communicated to the students

• In case of any issues the students have freedom to discuss the marks with the concern subject faculty

• All University examination related issues are communicated to Registrar of the Institute

• The students have the freedom to use the suggestion box for their grievances if any.

• In case of any emergency or medical reason if the student doesn't appear for the internal exam the respective departments may conduct Viva/Voce or special exams depending on the severity of the case

Students engaged in Live Projects/Internships/Sports/Cultural events are given due consideration for the same and special exams are conducted

At the end of each semester the final internal marks are verified by the subject faculty, Coordinators and Head of the Departments and duly signed by each of them

Final copy of internal marks of all the students is verified by the Director before uploading on University website. The duly signed documents are sent to University

The faculty prepares the students by conducting Tutorial Session, Doubt clarification sessions, Revision classes, guiding the students on University Question Paper pattern. Buddy Mentoring where students take the classes and clarifies the doubt. Mentors also provide tips and Mantra's to reduce anxiety and stress arising because of examination.

File Description	Document
Any additional information	[View Document]()

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The Institute aims in achieving excellence in learning to develop competitive and insightful professionals, particularly looking to the social and economic integrating process across the world.

At the commencement of each academic year the students are made aware of the POs, PSO's and COs by Director in their orientation program.

The class Counsellors and respective mentors communicate the same to students in the periodic meetings.

The faculty members on commencement of semester is given a freedom in making a choice to opt for a subject pertaining their area of specialisation. However syllabus is prescribed by the CCS University Meerut, our pedagogy forces students to look beyond the prescribed syllabus and transform them to be innovator to deal in such very dynamic environment.

The faculty prepares the detailed lecture plan which is a blend of both theoretical and practical aspects. An amalgam of various techniques is used such as Flip Videos, LMS driven Modules and Case-based practical learning, Presentations, group discussion, role-plays, simulations, seminar, workshop, excursions, project, games, competitions, quiz, debate, Industry visits to facilitate the collaborative learning .

The lecture templates for each lecture are also prepared by the individual faculty and the same is sent to the students before the lectures to make the students prepared for the lecture.

The faculty members also give presentation to the panelist comprises of Faculty experts and Industry experts to introspect on the feasibility of the subject. However the focus is that course outcome fulfils the learning requirements of the students.

The Program Objectives (POs), and Learning Outcomes (LOs) of all programmes and courses are clearly defined and mapped with the University curriculum and learning requirements of the students. The Academic Expert Team of each program has written suitable COs for the corresponding course by considering the prescribed University syllabus and learning level of students. Then, CO has been mapped with PO by rigorous review process with the faculty members and Industry experts. For specialisation and electives, area heads prepare the lecture plan and discuss the same in Academic Review Meetings for further approval. The lecture Plan designed focusses more on outbound learning of students and follow the industry driven approach. The PO of each programme and COs of each course are printed and are available in each department, Library and college website for ready reference of the faculty members and students. The hard copy of the University syllabus is available in print form in the departmental office, library and website and is also made available to the students and teachers through e-mail on the commencement of each semester.

During this Pandemic leftover syllabus is completed through online classes with the help of Zoom and Google Meet as suggested by expert team. The faculty member has provided E-Content to all the students for the better understanding of subject. The online tutorials classes are also scheduled to clear the subject-related doubts that has been intimated well in advance to students and faculty through e-channels.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The academics are handled in well-structured manner leading to great planning, implementation and control of program objective, program specific objectives and course objectives. IMSUC facilitates the young minds with an intellectually stimulating environment to learn the art of leadership and good human being. The Institute evaluates the PO and CO through multiple dimensions and thereby improve on the same.

Programme Outcomes (POs), PSO's and CO's in general focusses on

• Knowledge, Skills and Aptitude of students

• Domain and specific subject knowledge

• Employability skills amongst students

• Entrepreneurial Ability

- Research Aptitude

- Critical thinking and Decision Making

- Problem Solving Skills

- Social Awareness and Engagements

- Awareness on local, national and global problems related to Socio-Political issues

- Ethics and Responsible Citizenship

- Sensitisation on Environment and Sustainability, Gender, Discrimination, Culture, etc.

- Lifelong Learning

- Good Moral Character

Evaluation Criteria:

All Program Outcomes are evaluated on the basis of Result analysis declared by CCS University, Meerut. At the end of each semester the faculty members fill the Curriculum Retreat Performa in which each faculty identifies the gap on the outcomes achieved mentioned in the Lecture Plan on commencement of session and discuss the future plan of action to improvise the same in peer group discussions & Academic Review Meetings.

Attainment and evaluation of PO, PSO and CO following details can be mentioned:

The Academic Expert Team of each program has written suitable PO's and COs for the corresponding course by considering the prescribed University syllabus and learning level of students. Then, CO has been mapped with PO by rigorous review process with the faculty members and Industry experts.

- The lecture Plan designed focusses on outbound learning of students and follow the industry driven approach

- Each program offers specialisation, Electives and value-added courses in varied domains to match up the Industry expectation

- All departments organises Conferences, Seminars, Surveys, Presentations, Debates, Live-Projects, Internship etc. on latest issues

- NSS enhances the sense of Ethical and Responsible Citizenship amongst students

- Political consciousness is achieved through Model United Nations and students competing for various posts in Elections for Clubs

- Research Interest can be estimated as many students presented and published papers in journals of repute

- Various Students completed NPTEL Certification, NISM and other online courses

- IMSUC is continuously producing University Toppers

- Alumni have achieved multiple accolades and have gained recognition in various organisational settings across the globe

- The performance of final year students in Placements and various competitive exams such as GATE, NET, CAT, MAT, IELTS

- E-Cell organises Entrepreneurship awareness camps to encourage self-employment

- Students engagements as members of GMA and in IIRS-ISRO E-Learning platforms

- The students give feedback of each course on teaching, learning and evaluation

- The feedback is also taken from Alumni in their journey with IMSUC

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 95.35

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
644	522	378	375	383

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
658	553	396	396	406

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	
Upload any additional information	
Paste link for the annual report	

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.82

File Description	Document
Upload database of all currently enrolled students (Data Template)	

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 17.65

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
16.50	0	0	1.15	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

File Description	Document
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 20

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	0	1	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Institute of Management Studies, Ghaziabad, has taken the following initiatives:

   E Cell: E Cell conducts StartUp conclaves and awareness camps to foster an entrepreneurial mindset. The cell provides ample opportunities for students to participate in entrepreneurial and idea generation platforms in renowned seminars and conferences.

   Emerging Tech Cell: This Cell believes that technical knowledge should be shared with peers so that the one practicing it can become more novices in the field & others can get a slice of the pie & up the game.

    Life Enrichment Programs: The sessions in it are organized to enhance the social, emotional, spiritual, and cultural strength of the students.

   Research Cell: It promotes research activities at national and international level by assisting faculty members and students to publish papers/articles/chapters in reputed journals & books. The cell is also responsible to identify agencies like DST and UGC for funding purposes. The institute has launched its own online International Open access Journal to promote innovation and Knowledge sharing.

   Earn While you Learn (EWL) Cell: EWL is a platform for the students to earn while studying in campus. The students are trained in the field of content designing social media, SEO, video graphics, and analytics.

   Flip Video Channels: For effective e-learning and availability of recorded lectures to the students on

digital platforms, the institute has created rich online videos.

Project Report Sharing: All the students pursuing final year of graduation and post-graduation submit their project thesis, which is available in the knowledge resource center.

Reservoir: All the students study material have been uploaded online for students so that they can access it anytime.

Publications: Initiatives like IMS Today Newspaper, Pulse Magazine, Kytos Magazine, HR Magzine offer editorial opportunities to the students. They work as members of editorial board and collaborate with faculty and staff members to cover all the news and activities for print media, related to developments in the field of education and industry. The institute faculty has also come up with several books which are available on online and offline modes.

Radio Programs: The institute runs its radio programs in the campus by RJ aspirants. Moreover, students interview the members of the institute and others on the trending topics.

Clubs and Committees: There are about 22 clubs and committees in the campus, managed by students. These student-driven clubs organize activities related to their domain in the form of competitions, panel discussions, debates, fun management games etc.

Peer Review and Alumni Talk Series: The faculty at the institute conducts peer review sessions on areas related to academics and research. For students, buddy mentoring and alumni talk series are organized for networking and understanding industry trends.

Conferences/Seminars/Workshops: To foster knowledge creation and knowledge transfer and also stimulate innovation among faculty and staff, institute organizes conferences /seminars & Workshops in multiple disciplines.

Career Development Cell at IMSUC aims at improving students' soft skills for overall holistic development whereas **Corporate resource Center** took care of internships and final Placement.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 43

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	10	5	4

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.74

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
23	6	3	8	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years

Response: 1.12

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
26	21	10	5	2

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college conducts different extension activities in the neighborhood community for making a sustainable change and sensitizing students with social issues, contributing to good citizenship bearing high moral values, community service, and holistic development.

Student Social Responsibility Club. The club ensures activities to:

- Develop an awareness and knowledge of social realities for the wellbeing of the community and engage in creative and constructive social action.
- Provide rich and meaningful educational experiences to youth in order to make their education complete and meaningful.
- Understand the community and the social fabric in which they work.
- Encourage social and civic responsibility amongst students for nation-building

National Service Scheme: To sensitize students, cultural and NSS management committee plays a pivotal role. The faculty members of the committees introduce various activities to the students during the induction program and ensure their participation throughout the academic year. Activities such as- visit to slum areas to make them aware of cleanliness and environmental awareness, social awareness rallies on conserving water, activities related to Swachh Bharat Abhiyan such as campus cleaning, tree plantation, and awareness programs are organized constantly. Blood Donation Camp is also organized every year.

STUGMA: The Student Ghaziabad Management Association, named STUGMA, plans and organizes several activities in association with Ghaziabad Management Association. Various discussions are done in the campus by the members of GMA for societal awareness. Students, faculty, and association members come together on a common platform to give back to society and encourage corporate social responsibilities amongst all.

Career Counselling Sessions: For helping the students to make effective career decisions, the faculty, staff members and students visit schools in Tier 2 and Tier 3 cities to promote educational awareness. The institute has also collaborated with Amar Ujala for organizing quizzes and contests with the students to award the meritorious students and acknowledge their efforts.

Robin Hood Army: The Robin Hood Army is a volunteer-based Zero funds organisation that works to get surplus food from restaurants to the less fortunate sections of society in cities across India and 12 other countries. Our students have join hands with this army to help the needful.

Swachta Drive: Students of IMSUC strongly believe in "Swachh Bharat Abhiyan". They went into neighbourhood places and spread awareness about it. Along with it our students also participated in Swachhta Sarvekshan 2020 of Nagar Nigam Ghaziabad.

Apart from these theme based activities like street play, rally, rangoli, Kavi Sammelan, plantation drive, yoga day etc. are also organized in the institute for sensitization and to develop an understanding of societal issues. Programs based on women empowerment, jayanti's of Valmiki and Bhim Rao Ambedkar are also celebrated. Students actively participate in various inter-college competitions on social themes in the form of debate, essay, quiz, poster making, extempore etc. Volunteers from NGO regularly visit the campus to discuss relevant sensitive topics such as the rights of LGBT community and many more. Students also get aware about health & hygiene issues through IMS CARES CELL. Students also join Toastmaster Club as outreach program.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 8

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	0	1	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 95

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
36	22	18	14	5

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 90.19

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2052	2308	2035	1370	248

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 65

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
40	11	10	2	2

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 15

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	2	3	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The adequate infrastructure at Institute of Management Studies, Ghaziabad provides a conducive ambience for stimulating learning experience. Total built up area is 18480 sqm. Academic campus building is of 5 storey and every storey has its own RO water purifier & separate hygienic bathrooms for boys and girls. Having 2130 (AY2019-20) Students in 7 departments, Institute has adequate physical and academic infrastructure up to the University requirements. Along with Campus, Classrooms of all departments are fully air conditioned and Wi-FI enabled. All the class rooms are equipped with LCD projector, Benches & cushion chairs and proper lightning facilities. These classrooms are used exclusively for lectures, during the examination time as per the schedule of affiliating University and as decided by the individual examination committees appointed for the different internal and viva voce. Other than the classrooms the Institute has One-Auditorium, One-Seminar Hall, Two- Conference Room and Three- Counseling rooms are used for the academic activities in the best interest of the students. The laboratories in various departments functions under the strict control of the respective departmental heads and the laboratory bearers who are responsible for maintaining the laboratory facilities, under instruction from the departmental heads. The Department of Library has made it mandatory for every Faculty, Staff and Students to follow the library guidelines for using the college library. Library department offers both traditional and digital library facilities to Students and Faculties for better learning experience. For easy access of digital library every students & faculties has their separate user ID & passwords. Department of IT has 230 Computers in its 4 different labs. The computers in the four IT Labs are used by the academic staff and the students. The Institute purchases laptop and issues the same to the students for their academic usages such as preparation of field reports, accessing web resources, e-learning resources, practical works, etc. The Institute Canteen and Hot Spot cafeteria is monitored by Administrative Officers and few of the Faculty members on rotation basis as directed by the Director of the Institute. The said members look into the qualities aspects, hygiene and seating arrangements. Institute has one Mess, One Canteen and a Hotspot. The hostel mess and canteen are supervised and monitored by Chief Hostel Warden and Administrative Officer. The boys and girls hostel of the Institute is under the supervision of a Hostel Committee, which looks after the management aspects of the hostel. Chief Hostel warden with 6 wardens (3 Male and 3 Female) manages day to day affairs of the hostel.

The institute has Sports facilities like the Basket Ball Court, Badminton Court, Volleyball Court and a sports ground for Cricket and Football matches along with indoor games like Chess, Table Tennis, Carom etc . The administrative officers supervised the sports infrastructural facilities in consultation with the Sports Committee members. The Sports Officer supervised that the students may participate in games held annually, Intra-College, Inter-College and University level.

File Description	Document
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The Institution has adequate Sports, Cultural, Gymnasium and Yoga infrastructure facilities for overall developme Institution always looks forward for the betterment of the students by catering numerous opportunities to enhance

SPORTS FACILITIES: Unparalleled sports activities such as basketball court, cricket, football, athletics, kabaddi and indoor playground for table tennis, badminton, chess, carom, etc. Outdoor and Indoor facilities for sp are available for the students to lead a balanced life style and to enhance leadership skills.

S. no	Sports Facilities	Year of Establishments	User Rate (%)	Area (n
1	Basketball Court	2015	50	30x15 n
2	Volleyball Court	2015	60	18x9 mt
3	Badminton Court	2015	40	(Indore) feet. 16
4	Foot Ball Ground	2015	55	(162 60264fe
5	Cricket Ground	2015	70	(162 60264fe
6	Indoor Games (Chess, Table Tennis, Carom)	2015	70	Comm
7	Gymnasium	2015	50	160.9sq 98.63.s

MAIN FIELD: Other than Sports activities, the main field is used during hosting of annual events, Inter/Int cultural activities, etc. The area of college sports ground is (162 X 372) = 60264feet. 5598.7 sqm.

EXPRESSION STUDIO: Journalism Studio- Expression is well equipped with professional and modern infrast practical knowledge of handling different types of camera, lights, and conduct classes for video editing on FCP (designing. Students also learn software like Sound Forge, Photoshop, Illustrator and Indesign. Sessions on news and live reporting with the help of professional equipment help the students to learn the aspects of the media indus equipped with Sound Mixer and Teleprompter to sharpen the skills of students in news anchoring.

AUDITORIUM & GREEN ROOM: Fully air-conditioned auditoriums serve as a platform of the interface. It 203 persons and is equipped with the latest audio-visual systems to facilitate events like conferences, conclav exchange programs, and cultural events. Green Room is provided to artist and guests to prepare themselves before on the stage. Green Room also gives access to enter the stage of the auditorium.

SEMINAR HALL: With seating capacity 100, Seminar Hall is the recent construction, to cater to the need of eve participants. The hall is equipped with audio-visual facilities.

ATRIUM: Having a standing capacity of 2000 and a seating capacity of 500, events like International Yoga Da Camp, Table tennis, Oath Taking Ceremonies, Film Festival, Chess, Badminton, Carom, Hackathon-an Inter-insti Fest, etc are organized in the atrium.

GYMNASIUM: Separate gymnasium for boys and girls are provided in the hostel. Gymnasium and Recreation

meditation are also provided for maintaining a healthy lifestyle.

COMMON ROOMS: The participants during events utilize the said room for rehearsals and preparation. T doubles up for the small groups session such as yoga, student club activities, Art and Craft activities, dance practic

File Description	Document
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 46

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.47

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
196.57	210.63	97.60	351.26	646.33

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Institute of Management Studies, Ghaziabad the library is automated by using the LSEase LMS (LIBSYS). We have installed LIBSYS Ltd. Library Management Software on 12th July 2018. LIBSYS is totally integrated software package which covers all aspects of library management.

It is Multilingual, Multiuser and Multitasking software, which not only helps to effectively manage a library but also helps in reducing the overhead cost. LIBSYS is used for following:

1. Classification of Members
2. Book Acquisition Maintenance
3. Cataloguing i.e. management of accession number system
4. Issue/Return or Renewals from single window
5. Book listing

Thus Library is fully automated and very versatile and is extensively used for generating all the reports that are required in day to day requirements of theLibrary. Since the library is fully automated, the holdings of the library could be searched using OPAC. It has been done from the academic year 2019-20 to make all the library operations smart and computerized.

Nature of Automation: Fully Automated

Version: 1.0

Academic Year	Name of ILMS	Nature of Automation (Fully/Partially)	Ver
2019-20	LIBSYS Web OPAC	Fully	LSE
2018-19	LIBSYS Web OPAC	Fully	LSE
2017-18	Nettlib	Partially	3.3
2016-17	Nettlib	Partially	3.3
2015-16	Nettlib	Partially	3.3

The library has the internet facility through which the e-resources could be accessed. A register is maintained in order to know the number of users make use of the reference section. Apart from the reference section more than students use the circulation section. A good number of staff makes use of the vast resources available in the Library.

Library is also a member of DELNET which give access to E-Books and E-Journals both National and International. It is being extensively used for ILL and searching the database of other member libraries.

Library also maintains Journals, Project Reports, Question Banks, and Syllabus etc. A high end EPSON machine is available in Library which has the facilities like copying (both colour and black and white), scanning and printing.

Right from the inception of the Library, it is following the open access to all its documents housed in it that includes books, journals, reports and other reading material.

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 10.75

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
25.78	7.65	12.78	4.57	2.98

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 9.8

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 215

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

S.No	IT infrastructure	N D
1	**Wi Fi Setup** The campus is well equipped with a high class Next Generation Network (NGN) Wi Fi facility. In the campus Cisco brand latest technology enabled Wi Fi devices are installed. Campus have main WLC+ (Wi Fi LAN Controller) model AIR-CT3504-series K9 having capacity almost to control fifty (50) Wi Fi devices simultaneously. Total twenty eight (28) numbers Cisco brand access point model AIR-AP18521-D K9 already installed. It has 1 GB RAM and 256 MB Flash, device category is 802.11ac, Wave 2 access Point. From ground floor to top floor, including faculty cubicles, total campus is Wi Fi enabled. Users either students or faculty and staff members are allow to access internet through Wi Fifacility.	O (2
2	**Bandwidth of Internet Connection in the Institutions**	1
3	**Projectors in Every Class Room** In Campus we have Forty Five Class rooms, all are well equipped with Projectors for Faculties as a	4

	teaching tool.	
	Four (4) more Projectors are installed in Four (4) Computer Labs.	4
	MDP Room Projector	1
	Conference Room Projector	1
	Auditorium having seating capacity 203 + 10 persons at Ground Floor	1
	Seminar Hall having seating capacity 100 persons at 3rd Floor	1
4	**CCTV Setup in Campus**	
	In Campus we have total 232 CCTV installed and in hostel additional 32 cameras installed.	2
	On First Floor Camera with Audio Facility in Class rooms	8
	On Second Floor Camera with Audio Facility in Class rooms	9
	On Third Floor Camera with Audio Facility in Class rooms	3
	On Ground Floor Camera with Audio Facility in Class rooms	6

File Description	Document
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 1:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 47.76

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1189.11	995.83	796.86	486.13	280.67

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institute has proper structured mechanism for maintaining and utilizing all those facilities which are available. Institute has appointed various Administrative staff and Faculty members for proper and adequate management of the systems. The Institute has 3 Administrative Officers and 1 Chief Warden Hostel. The workload has been distributed among all the aforesaid members. These members assign and oversee the supervisors, gardeners, plumbers, electricians, drivers, attendant and helping staff job. They are assigned and responsible for the upkeep of infrastructure, maintenance and repairs of Institute's infrastructure of classroom, hostel building, library, faculty area, auditoriums, administrative work stations, washrooms, playground, basketball and badminton court, medical facility area, etc. The Chief Warden Hostel takes feedback from Boys/ Girls warden who ensures for the good quality and hygiene of food which is served in hostel mess and canteen. These admin heads report to the Director of the Institute towards organizing the workforce and infrastructure's efficiency and it's working condition, observations on electrical, plumbing, and housekeeping related issues/complaints, duty charts of all individuals assigned to them, leave etc.

Classrooms:

The adequate numbers of classrooms are assigned separately for the different courses. Each class room is equipped with LCD projector; laptop charging point, centrally air conditioned and has access to Wi-Fi connectivity.

Library

The Library undergoes regular stock verification process and its file is maintained. Librarian is responsible for each activity of library. The physical verification of the library stock is done as per the accession register which provides the report on stock available. It also helps to identify and select out long unused and very old editions of the books from the library. The IQAC and Department Heads propose the Librarian for selection of books, guiding for effective services & ways and means to improve the library services. The library department maintains services and labels for its easy access to the user. It ensures that new books and journals are stacked in the new arrival racks till the arrival of next lot of new books or journals The strict vigilance through library staff and installed video cameras has reduced the percentage of loss from the library.

Along with traditional library, digital library facilities are working parallel. Institute offers 24*7 digital library accesses to students and faculties' members. For easy access of digital library facilities, institute provides separate user I'D and Passwords to each students along with faculties' members.

Transport

The Institute has outsourced its transport facility which is free of cost to all its students, faculty and staff members. Maximum number of outsider students uses transport facility. An Administrative Officer is assigned to physically check all the buses related to safety, hygienic conditions, seating arrangements. Administrative Officer also takes the feedback from its user in regular intervals.

Equipment

The Administrative Officers under the under the guidance of Director of the Institute maintains the day to day activity by following the standard operating procedure. It ensures the correct usage and maintenance of the equipment such as 2 Diesel Gen Set of 365 KVA and 125 KVA, Transformers, Sewage Treatment Plant, undisrupted electrical supply to classrooms & laboratories, etc. which is integrated within routine work. The maintenance log outlines equipment identification and descriptions like equipment name, model number, manufacturer, purchase date, warranty, model, etc. It also contains description of repair work, parts replacements, tests, measurements, adjustments, or deep cleaning done on the equipment. The timely repairs and maintenance requisites are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

Sports Amenities

The team of Coordinators Sports Committee, Sports Officer, Administrative Officers and Chief Hostel Warden ensures that every student, faculty and staff members have access to Sports facilities. These office bearers ensures for the long term viability and the asset maintenance. They regularly make inspections, repairs, and replacement of materials or infrastructure to ensure the facility is maintained. With the help of sports coordinators, sports officer organizes various physical events on weekly and fortnightly basis to enhance the physical fitness of students.

Gymnasium

Separate gymnasium for boys and girls are provided in the hostel. Gymnasium and Recreation Room for

yoga & meditation are also provided for maintaining a healthy lifestyle. Hostler students use gymnasium facilities on regular basis.

Registrar Office:

The Registrar office having a team of 7 members of 1 Registrar, 1 Assistant Registrar and 5 Program Coordinator gives back office support in maintaining records of the students. An individual Program Coordinators are assigned to each department.

Laboratory – IT, Bio Sciences & Journalism

The Institute has 4 IT Labs, 2 Bio Sciences Labs and 1 Expression Studio, Department of Journalism and Mass Communication.

The **4 IT Labs** are utilized as per the time table of classes scheduled by Head of the Departments. These laboratories are operated by assigned 1 IT Analyst, 1 System Manager, 1

Assistant System Admin, 4 System Executives. The IT Analyst regularly provides information for the updating of IT infrastructure.

The **Bio Sciences Laboratory** has 2 assigned Lab Technician who works as per the instruction of Head of Department, Bio Sciences. These technicians strictly inspects the equipments before the commencement of practical classes and examinations and carry out wipe down of all equipments, issuing of equipments to students, stock inventory, etc.

The **Expression Studio** is under the supervision of Departmental Head who provide its entire student to have access to the technical knowledge. The studio is equipped with designing software and modern equipments.

Corporate Resource Centre:

This cell provides assistance for placement, opportunities for internship & live projects, establish industry academia connect and to enhance practical knowledge of the students. Institute has collaborated with various industries to cater the future corporate etiquettes and traits among students. So they can easily meet with future expectations of cooperates.

Career Development Cell:

Career Development Cell enables students to self discover their traits & abilities, inculcate grooming practices & etiquette, enhancing employability and provide career guidance for long term success.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 3.8

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
91	60	66	56	51

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 13.45

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
353	319	200	226	88

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 7.92

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
231	251	145	67	37

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 16.51

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
134	158	57	38	24

File Description	Document
Upload any additional information	
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 52.8

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 340

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 182

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at**

university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
54	39	51	36	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Institute of Management Studies, Ghaziabad established a platform for the students to participate actively in various administrative, co-curricular and extracurricular activities. It helps students to learn leadership qualities, legislation and organizational capabilities. Such activities are as follows:

IQAC: The students from different departments are the part of IQAC committee. Participation of the student helps in the creation of a learner-centric environment conducive for quality education and retrieval of information on various quality parameters.

CRC: The selected students from various programs work as volunteers for Corporate Resource Cell (CRC). These students served at secondary level and work in accordance with the CRC team.

Class Representatives: The Class Representatives are elected for all classes and sections, which function as the main official for all formalities and act as a channel mechanism between faculty and students.

Volunteers in mega events of the Institution: Students as volunteers are actively involved in blood donation and NSS camps, they also organize and coordinates various mega events that help them to develop their leadership skills.

Student-Driven Clubs: To inculcate the habit of organizing and managing the professional events directly by our students, 21 clubs are entirely managed by our students. They set an example by exhibiting integrity, impeccable work ethics, and upholding the morals of the clubs and events organized in the college.

Toastmaster's Club. Toastmaster's education is comprised of traditional education program, the

pathways learning experience, the Youth Leadership Program, the Interpersonal Communication Program and the Speech Craft Program. The major objective of this club is to develop the management Skills and leadership skills among the students.

Sports Club: Sports club operates through engagement or execution of events for the students in general interest of physical activity by organizing sports competitions. By organizing these activities, the students develop a sense of responsibility, discipline, team spirit, punctuality and critical thinking.

Buddy Mentoring: Buddy mentors assist students in management, organization, time management, preparation, testing and supporting technologies. They foster the contact between students and faculties. They help the students for subject specific help and support students for accessibility of courses-as appropriate.

Career Pathway Club

Career Development Centre has taken an initiative to invite students to work extensively with their team, to deliver robust results and facilitate the processes in the most efficient manner. The roles & responsibilities of the members of the Career Pathway Club are to effectively communicate CDC initiatives to the students on the campus through different channels. The students effectively coordinate with the resource persons for successful conduction of Career Enrichment Talk Series, Workshops and Guest Lectures.

EWL: EWL department is one of the functioning team which works for the institute and also provides opportunities to the students to be a part of this team. This not only helps the students to earn but also enables them to gain a lot of experience and learning opportunities in fields such as Photography, Videography, Video Editing, SEO (Search Engine Optimization), Social Media Marketing, Graphic Designing and Content Writing.

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 30.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
43	41	29	26	14

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The participation of alumni in promoting and offering contributions freely is essential for sustaining and extending institute's growth. It brings vital benefits in enriching student experience through the creation of networks that can promote strong relation among students, faculty and institute.

As opposed to a small range of career openings, the competition in the industry is growing as a result of a higher number of students. Students in the final year of their studies classify their future opportunities, our alumni assist their peers by mentoring them on their business ventures and offering admission platforms for students, either in realistic learning or in the institutions where they live. Our Alumni acts as mentor in addressing the needs of students and graduates of the institute.

In addition, the students also contribute to the creation of new research programs through their expertise. Our Alumni serve as advisors, industry experts as collaborative and co-operative partners. Our alumni in the spirit of collective work open the doors to the institute links to industrial networks.

Our Alumni actively work on the excellence and efficacy of the education, science and industry sector in many areas, domestically or globally. The greater the impact of the graduates on their jobs, the greater the gratitude of the institute.

Our alumni offer networking opportunities, lifelong learning and cultural activities. They are more connected by participating in different activities for e.g.:

1. Pre-placement workshops for all graduate and undergraduate courses
2. Recruitment of present students in various organizations.

2. Monthly, regular invited talks by alumni along with workshops

3. Our alumni visit the college at regular intervals to give their inputs and guide our students for exploring the opportunities and assist them for competitive examinations preparation

4. They provide inputs and guide our students for exploring the opportunities and assist them for competitive examinations preparation as well.

The role of the alumni is vital to the institute's growth. Alumni support teachers, graduates, colleges and culture in multiple ways. The institute is very appreciated to its perspective and task for the growth of the university and its possible solutions to the problems faced by the university.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

- To Develop the Institution into a World Class Centre for Management / IT / Biosciences / Journalism & International Business Which Inspire its Students to realise their Full Potential and Contribute to the Development of the Society

Mission

- Our Mission is to Impart Vibrant, Innovative and Global Education to Make IMS the World Leader in Terms of Excellence in Education, & Research

With a legacy of 26 years, the institute has always focused on meeting new challenges by carrying forth the ideals of progress and opportunities through education in the areas of Management, International Business, IT, Mass Communication & Journalism and Biosciences. It has carved a niche for providing quality innovative programs and industry-oriented professional erudition.

The institute possess intellectual community consisting of eminent, dedicated and highly experienced faculty mentors renowned for having rich academic & corporate experience and possessing high standards of moral and ethical values. The pedagogy is designed by a dedicated team of faculty members & academic experts by marinating the right blend of ICT enabled tools, thereby subliming the pedagogical process to be more engaging and goal oriented. Specializations Diploma & certification programs in different domains are introduced for the students across the courses in addition to university course curriculum. The curriculum is future enriched with global & innovative techniques entailing flip videos, teaching templates, case studies, fieldwork, presentations, workshops, seminars, laboratory experiments and guest lectures for profound understanding of the subjects.

The governance of the institution is carried out with the support of various committee constituted as per the norms. The Management Committee consist of seasoned professionals from all walks of life and monitors all policies and sanctions them to govern, maintain and implement healthy academic environment. The academic council in sync with IQAC undertakes a gap analysis in view of the university curriculum and recommends all the academic activities so as to bring sustainability into the curriculum. The academic council & IQAC processes have been rightly set in the institute to match the vision & mission of the institute.

The research cell stimulates the faculty members and students for making contribution to the field of research through upcoming conferences, seminars, workshops, FDP's, call for papers for journals, and publications.

Career Development Centre's nurtures the students to accentuate their ability to transcend oneself into

paragons of efficiency, by individual counselling sessions and psychometric personality assessments. Corporate Resource Centre acts as a vital interface to bridge the gap between corporate expectations and student aspirations.

The institute completely overhauled its Wi-Fi system to provide 24/7 access, every classroom is projector enabled and air-conditioned. The Library possess digital database including DELNET, Emerald, EBSCO, J- Gate and NDLI. Institution has also subscribed to various International and National journals. The Institute's Auditorium, Seminar halls facilitates the ease of conducting events. All the student's records are fully computerized and maximum communication is through emails, website and LMS system.

The institute provides due care in ensuring democratic & participative culture where students are empowered with knowledge and professional skills.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The Institute follows a developed & immensely decentralised process for implementing various decisions. The decision making authority is widely spread across, in order to facilitate constructive growth & Team work in functioning of the Institute. The roles & responsibilities are elaborately distributed in order to avoid roles conflicts & thereby focus on effective & participative management.

All the faculty members and students are deeply involved in elections & functioning of clubs to ensure holistic & professional development. The clubs actively involve students of all programs organising & managing various event & activities.

The stated is one such major practice undertaken:

Clubs at Institute of Management Studies, Ghaziabad:

Campus life at Institute of Management Studies, Ghaziabad is vital and active with a myriad of student clubs. The clubs emphasize on activities that enable the students to grab opportunities for their holistic development. Depending upon the skills & interest areas of faculty members, each faculty is allotted a

club. Thus, faculty members in collaboration with the elected student team organises & manages various event & activities. The club members constitute President, Vice President, Secretary. The members of each club are further selected by respective faculty coordinators through Personal Interview.

These elected students of various clubs organize & coordinate numerous simulation games, quizzes & competitions at the Intra-Institute level which form the essence of Institution. They lead by example, by exhibiting integrity, impeccable work ethics and upholding morale of the clubs and events organized in the college. Each club aims at going beyond the classroom learning, promoting the creative bent and inventive thinking. Encourages not only to learn to manage things on their own but also supplement their professional development in understanding the subjects involved with better clarity. The clubs provide a forum to our students to express their multidimensional skills – artistic, literary, management, etc. Toastmaster's education is comprised of traditional education program, the Pathways learning experience, the Youth Leadership Program, the Interpersonal Communication Program and the Speech Craft Program. The major objectives of these clubs can be stated as:

- To develop organization and management Skills
- Develop leadership skills within an environment of their peers.
- Networking opportunities
- Personal Development
- Social Opportunity

Fig: Institute of Management Studies, Ghaziabad – Clubs Election Process

Election Process: The heads of the clubs are selected by students of the campus only through a systematic process of Elections.
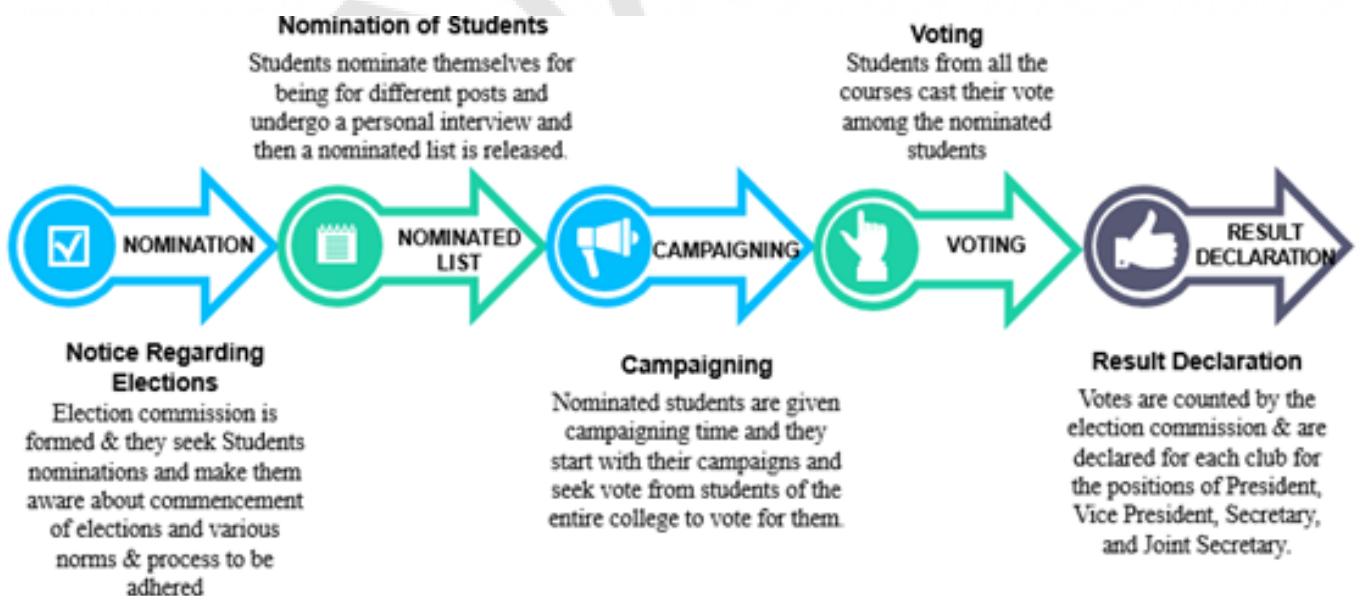

Nomination of Students
Students nominate themselves for being for different posts and undergo a personal interview and then a nominated list is released.

Voting
Students from all the courses cast their vote among the nominated students

NOMINATION → NOMINATED LIST → CAMPAIGNING → VOTING → RESULT DECLARATION

Notice Regarding Elections
Election commission is formed & they seek Students nominations and make them aware about commencement of elections and various norms & process to be adhered

Campaigning
Nominated students are given campaigning time and they start with their campaigns and seek vote from students of the entire college to vote for them.

Result Declaration
Votes are counted by the election commission & are declared for each club for the positions of President, Vice President, Secretary, and Joint Secretary.

Fig: Institute of Management Studies, Ghaziabad – Clubs Election

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Introduction of Specialization Across Courses:

As the institution continuously conducts gap analysis in view of the university curriculum and develops a strategic plan in consultation with the industry for the right skill to be imparted to the students. Therefore, the academic council in sync with IQAC deployed a strategic plan to launch additional Diploma & certification programs addressing the curriculum gaps and to abreast students with the latest happenings of the corporate arena & hone their skills. Thus, Specializations Diploma & certification programs in different domains were introduced for the students across the courses in addition to university course curriculum.

Thus, in pursuit of developing competent global professional, these specialization courses aimed at concept building and bridging the gap between corporate expectations and student aspirations. Therefore, students choose one specialization stream out of offered courses at the onset of third semester (second year). The dedicated CDC Team conducts Psychometric profiling of the students for opting the specialization that matches with the skill sets of students. A specialization sensitization program is done in the second year (III Semester) wherein corporate experts & professionals from varied domains talk about the recent trends, scope and global outlook of each specialization which facilitates the students in selecting the right specialisation in accordance with their areas of interest.

Moreover, taking the cues from our recruiters, a basket of short-term super specialization modules & certification courses are added which provide more flexibility and opportunities to explore career possibilities and gain rich experience. In the fifth semester, they choose one option from the super specialization basket. Each of them is given a certificate after the successful completion of the program.

In Addition, internships & live projects in the specialization area are mandatory part of academic curriculum. The educational process in the internship & live projects focuses on many latent attributes, which do not surface in the normal class room situations entailing intellectual ability, professional judgment and decision making ability, inter-disciplinary approach, skills for data handling, ability in written and oral presentation, sense of responsibility etc. through direct, on-the-job experience working with successful professionals and experts in the field.

Further, to nurture the skills and foster symbiotic relationships with people across the industry, corporate doyens are invited to share their valuable insights from their rich experience about contemporary business issues, varied industry practices and major business developments. These guest lectures served as a valuable means of interaction between students and practitioners and have helped in building mutually

beneficial long-lasting relationships with the corporate sector. In addition, industrial visits are made integral part of each specialization module and focused on preparing the students to learn about the day-to-day workings of a particular industry and understand its operational issues.

The research cell committee further motivates the students from each specialization for making contribution to the field of research through participating in conferences, seminars, workshops, etc. that helps in developing academically and also stimulating new research ideas in their specialization areas.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The college has a clearly defined organizational structure to support decision making processes that are clear and consistent with its purposes and supports effective decision making. The organizational structure lends itself to sustaining institutional capacity and education effectiveness through involvement of stakeholders.

The Management Committee is formed as per the guidelines for the effective functioning of the institution. These bodies also support the development through planning, execution, budget, review of performance and policy making.

The Academic Council in sync with IQAC undertakes a gap analysis in view of the university curriculum and recommends all the academic activities & ways for their implementation.

The Director implements the decision and policies of the management and the teaching and non-teaching staff closely work with him/her for attainment of greater interest. The Director keeps regular touch with HODs, office and Library staff and with other stakeholders of the institution to ensure the smooth implementation of plans and policies.

The Academic council and faculty members play an important role in executing the curricular, co-curricular and extra-curricular Programmes. HODs are responsible for the preparation of departmental academic calendar, allocation of work among faculty members, and submission of various reports to the Director and IQAC. Class Counselors are assigned for each class to ensure personal care, guidance, counseling, evaluation and assessment of each student in the class. External members are part of various Councils and Committees for enhancing the broader base and bringing transparency in the system.

Service Rules, Academic Freedom Policy, Promotion Policies, Employee Satisfaction, Welfare Schemes and Grievance Redressal Mechanism are in place. The college has well-structured system for professional

development of the faculty and staff. Achievements of faculty and staff are recognized with financial and non-financial incentives. The Grievances of the faculty and staff are redressed timely to keep their motivation all time.

The Grievance Redress, Anti-ragging Cell, & Anti-sexual Harassment Cell work for the well-being of students. Suggestion boxes are kept in various places and complaints/ suggestions are collected and analyzed by the grievance committee periodically and the necessary actions are initiated. The student grievances are also addressed at the department level by respective faculty members and HoDs. The mentor-mentee system also acts as first line of grievance redress. Class Representatives meet the Director and HODs to communicate and share their views and grievances.

Various committees:

- Management Committee
- Academic Council
- Internal Quality Assurance Cell (IQAC)
- Research Cell
- Hostel Supervision Committee
- Library Development Committee
- National Service Scheme (NSS)
- Anti-Ragging Committee
- Students' Discipline and Monitoring Committee
- Examination Committee
- Women Cell
- SC/ST Cell
- Grievance Redressal Committee

File Description	Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The College provides both statutory and non-statutory welfare measures for the benefit of the faculty and the supporting staff. They are:

- All faculty members & staff members are entitled for Financial Support & Assistance for presenting their research work in various conferences of premiere institutes
- Institute provides study leave for PhD. Course Work classes to faculty & staff members
- Leave is granted to teachers to participate and present papers in seminars
- 50% Tuition Fee waived off for children of faculty & staff members for pursuing Programme from Institute of Management Studies, Ghaziabad
- Complete assistance is provided to the faculty for pursuing higher studies
- Book Bank and Digital Library services are available within the campus
- All teaching and non-teaching staff are given Medical Insurance
- Gratuities (wherever applicable), Provident Fund (wherever applicable), and all other Government welfare schemes and measures are given to the Teaching & non-teaching staff
- Hostel Facility for teachers on demand
- Laptop is provided to faculty & staff members on subsidized price on demand
- Free Quality Lunch to all teaching and non-teaching staff
- Canteen at subsidized food price
- First Aid Facility
- Grievance Redressal Cell Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place
- Parking Facility
- Internet Facility
- 20 days of Casual leave, 21 Days Summer Break Leave, 7 Days Winter Break Leave, 2 Short Leaves, 2 Restricted Holiday Leaves (RH), Study Leave (Examination, Evaluation) facility per year to the teaching staff (wherever applicable)
- 20 days of Casual leave, 15 Earned Leave (annually), 2 Short Leaves, 2 Restricted Holiday Leaves (RH), Study Leave (Examination, Evaluation) facility per year to the non - teaching staff (wherever applicable)
- On-Duty leaves facility to staff members to attend various Training Programmes/ Orientation/Refresher/ Workshop/Seminar/Exam subject to the existing Government rules

- Females faculty & staff members can avail Maternity Leave

File Description	Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 11.77

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
13	9	7	7	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 10

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
14	11	12	5	8

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 69.15

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
48	51	52	23	26

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The institute has designed its Annual Appraisal System as per the guidelines issued by UGC Regulation 2018 or relevant UGC regulations of the concerned period and Good features of CAS embedded in the annual appraisal system. Annual Appraisal System evaluates the performance of each full-time faculty member. The purpose of the evaluation is to provide the with an opportunity to review the faculty member's work during the past year to share concerns, to lay out a plan for the faculty member's work in the pursuit of excellence.

Faculty Members:

Step 1: The faculty submits an annual self-appraisal report in the prescribed Proforma. The report is submitted at the end of every academic year, within the stipulated time. Faculty member provides documentary evidence for the claims made in the annual self-appraisal report, which is verified by the Chairperson. The submission happens through the Chairperson.

Step 2: The filled faculty self-appraisal form is forwarded to Director level by the Chairperson. Director and Chairperson conduct faculty meeting individually to discuss their contributions, opportunities and plan by giving them feedback.

Step3: Based on comprehensive self-appraisal form, comments of Chairperson and outcomes of personal interaction with faculty; Director recommends all the cases to the Management Committee. The Management Committee approves the annual appraisal for the year.

Criteria for faculty appraisal will be as follows:

- Academic performance
- Administrative contribution
- Research contribution
- Co-curricular Activities

Staff Members:

Step 1: The staff submits an annual self-appraisal report in the prescribed Proforma. The report is submitted to the HOD.

Step 2: The filled staff self-appraisal form is forwarded to Director level by the HOD. Director and HOD conduct staff meeting individually to discuss their contributions, opportunities and plans by giving them feedback.

Step3: Based on comprehensive self-appraisal form, comments of HOD and outcomes of personal interaction with staff member; Director recommends all the cases to the Management Committee. Based on the same, the Management Committee approves the annual appraisal for the year.

In case, one has a grievance with the appraisal, a written submission is given to the Director.

Promotion Policy

Institute of Management Studies, Ghaziabad promotes teaching faculty under Career Advancement Scheme (CAS) of UGC Regulations, 2010 & amendments made thereon time to time and UGC Regulations, 2018. The following three-step process are recommended for assessing promotion under the CAS at all levels:

Step 1: The faculty submits an annual self-appraisal report to HOD in the prescribed Proforma. The report is submitted at the end of every academic year, within the stipulated time. The faculty provides documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD.

Step: 2: After completion of the required years of experience and other requirements under CAS, the faculty submits an application for promotion under CAS along with duly filled in self-appraisal Proforma and relevant enclosures.

Step 3: A CAS Promotion is granted subject to fulfilment of conditions as mentioned in Clauses 6.4 of the UGC Regulation 2018 or relevant UGC regulations of the concerned period.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute has a mechanism for internal and external audits. The institute has appointed Qualified Internal & External Auditors from external resources. The internal audit is an ongoing continuous process and ANDROS & Co. (Chartered Accountants) conducts internal audits on a monthly basis. Similarly, an external audit is also carried out on an elaborate way on a quarterly basis by Maheshwari R & Associates LLP (Chartered Accountants). The external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. They are provided with a team of staff under them to do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. The institutional accounts are audited regularly by both Internal and statutory audits. The institute regularly follows the Internal external financial audit system.

File Description	Document
Upload any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Management Committee, constituted as per the guidelines, meets regularly and prepares strategy for resource mobilization with the consent of the Management.

The management Committee decides the fee structure for the Programmes offered by the college. Through the rationalization of student's admission fee structure, the institute has been able to meet the requirements of recurring expenses. The fund generated in this manner is utilized for general development of the college. The institute utilizes these funds to meet the requirements for construction, up gradation, renovation and repairing of classroom, office, library, hostel, common rooms and other basic infrastructure.

Fee receipts and other resources are planned to be utilized rather judiciously on the advice of the Management Committee. The Management Committee provide leadership to ensure legal compliances and strict adherence to the Rules and Regulations of the university.

The college uses the major portion of internally generated fund for payment of salary to contractual, part-time and guest teachers and other non-teaching staff. The salary of these employees is rationally increased from time to time. The generation and utilization of college resources are reflected in the Annual College Budget, which is prepared before the commencement of every financial session of the institution.

The institute encourages faculty members to organize self-dependent events like International conferences, seminars, Start-up conclaves, etc. to generate funds. These funds are further utilized in execution of the activities of respective events.

The fund for International conferences was generated from registration amount received from participants across the country. Furthermore, the price money for the winner of startup conclave were sponsored by eminent industry players like Micromatic Grinding Limited, Ghaziabad Precision Product Private Limited and Shri Ram Piston and Rings Limited etc.

Also the Institute generates funds in terms of the fees received from participants of NISM certification course offered by Institute of Management Studies, Ghaziabad in collaboration with National Institute of Securities Markets (An educational initiative of SEBI). These funds are further utilized for payment of salary to assigned faculty members and conduction of the certification program.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Research & Academic Intellectual Growth of Faculty Members & Students:

IQAC's quality improvement strategies has led to the creation of Research Cell which has facilitated regular research activities. The cell motivates faculty members and students for making contribution to the field of research through upcoming conferences, seminars, workshops, FDP's, call for papers for journals, etc.

The cell has launched International refereed journal i.e. International Journal for Business Research and Excellence, which invites researchers and professionals from all specializations in the field of Business Management. The purpose of the bi-annual journal is to cover empirical and conceptual articles and case studies in diversified fields.

The research cell has organised International Conference to develop a research culture and to provide publication opportunities to & has conducted seminars in areas entailing marketing, finance, intellectual property, media, bio sciences and technology.

The research cell has also initiated in-house books including cases books in areas entailing Marketing, Finance, Human Resource. Their chapters have been contributed by in-house faculty members & students from all the departments, external faculty members and professionals. All the books are being published by reputed publication houses.

IQAC provides requisite infrastructure and academic resources to members of faculty members, students and nonteaching staff. The Library possess digital database including DELNET, Emerald, EBSCO, J- Gate and NDLI. Institution has also subscribed to various International and National journals.

360-Degree Feedback Mechanism:

IQAC conducts a comprehensive feedback mechanism to achieve quality enhancement. The comprehensive feedback mechanism comprises of 5 phases:

Student Feedback - It is structured method of collection of online feedback in each semester. It is conducted through a well-designed questionnaire employing rating scales which facilitate objective analysis.

Mentor Mentee Feedback – The students share their feedback to the allotted mentors on monthly basis regarding the issues confined to academics, attendance in the classes, extra-curricular activities, etc.

Class Representative Feedback – CR meeting is held with HOD of the department in presence of the Year Coordinator. They freely discuss about the class issues, achievements, challenges and the new innovative changes & ideas are discussed for the betterment.

Faculty Curriculum Feedback – It is obtained with help of a comprehensive curriculum retreat Performa. Faculty members continuously reviews the syllabus in terms of meeting the corporate expectations, no. of hours allotted for the assigned subject, reference material & books prescribed / listed in the syllabus, and also ensures aims & objectives of syllabus are well-defined.

Open House Feedback – A open house session is conducted twice in a semester for students by Management Committee & Director of the Institution. During the open house session student's share teachers teaching quality, Functioning of the various units and the Physical facilities of the Institution.

Alumni Feedback – The Institute views its alumni as a valuable source of information. Alumni feedback offers important perspectives for evaluating academic programs and student services.

Employer Feedback – The management emphases on taking regular feedback from the employers visiting the campus in areas like curriculum, quality of campus visit, the quality of students working with the institution, etc.

File Description	Document
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

IQAC aims to develop a system for consistent and catalytic action to improve the academic and administrative performance. It has designed a structured feedback form on teacher's performance, curriculum and infrastructure. The following are two initiatives:

Curriculum Review:

As a constituent college of CCS university, the college follows the Curriculum, Academic calendar and examination schedules as announced by the University.

Firstly, the programs prefixed learning objectives are compared with the actual outcomes to analyze deviations in terms of the curriculum. These deviations are further analyzed through various feedbacks. Faculty feedback is obtained with help of a comprehensive curriculum retreat Performa and student feedback, alumni feedback and feedback from experts are taken from time-to-time.

The college has Academic Council consisting of the Director, Experts, Heads of the Departments, and nominated faculty members which in sync with IQAC undertakes a gap analysis in view of the program to bring sustainability into the curriculum. The academic council recommends all supporting academic activities for the holistic & professional development of the students.

The Academic council along with specialization heads & consultants conducts Specializations Review Meetings to identify the gaps in the specialization modules & outcomes. The suggestions are further incorporated.

Various initiatives are:

- Creation of CRC & CDC – CDC transcends the students into paragons of efficiency, by providing individual counselling sessions and psychometric personality assessments. Further, Corporate Resource Centre (CRC) bridges the gap between corporate expectations and student aspirations.
- Initiatives were taken for providing foreign internship programs
- Focused on more job oriented value added courses, strengthened corporate connect and planned strategies to structure the summer internship programs
- Collaborated and signed Memorandum of Understanding with Hewlett Packard Enterprise (HPE), CEBS Worldwide, Noida, "AaSHA" with Future Group and National Institute of Securities Markets, etc.
- Re-launched MIB program
- Super specialization basket / certification Programme were also launched

Innovative Teaching Pedagogy & Contents:

Institute focuses on transforming and subliming the pedagogical process to be more engaging & goal oriented. Faculty members are given freedom to adopt and innovate teaching methodologies. A comprehensive academic calendar is formulated by each department showcasing various activities, events, and other outbound learning initiatives. A detailed lesson plan & comprehensive teaching templates are formulated to enhance the quality of delivering classroom lectures. Various types of lectures like streaming sessions, Interactive sessions and consultation classes are scheduled to improve the content delivery, participation and address the subject doubts.

Faculty members further improve the quality of teaching by use of ICT tools like use of flip videos, YouTube videos, etc. and incorporates various inbound & outbound activities.

All the e-content is uploaded on LMS in a reservoir. Internal subject meetings are held for each subject on a periodical basis every semester where the pace, orientation, methodologies and assessments are mutually decided.

Eminent personalities from academics, corporate sector and government are invited for guest lectures and workshops & symposia are conducted on a regular basis.

Faculty members provide personal mentoring and guidance to students on research and career through Live Projects, Workshops and active learning laboratories.

File Description	Document
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**

3. Participation in NIRF

4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college is a co-education institution which makes it to remain vigilant about different issues related to gender. Several steps and initiatives are taken for gender sensitization and treat all human as an equal entity. Institute of Management Studies, Ghaziabad has the credit of creating gender sensitive environment. The academic ambience promotes sensitivity and respect for each other. All academic and non-academic programmes offered are common to all- irrespective of genders without any bias or reservation. In addition, workshop /training programmes are conducted on rights, protection from domestic/social violence, gender sensitivity to all the students at the college.

College ensures the participation of women students in intra and inter-institutional competitions and cultural activities. They are active members of cultural and sports committee of Institution, participate in all cultural festivals and sports competitions, etc.

The institute has established a Grievance Redressal Cell and Women Cell to address the issues related to sexual harassment and other problems.

As one of the strategic intents, institute nurtures an environment of safety, trust & mutual respect to embed equality & diversity and ensures that the implementation of the strategic plans shall be fair and inclusive.

During last few years' college has conducted a variety of programmes for the promotion of gender equity and gender sensitization the details of which are provided in AQAR of all the years.

Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

d) Transport Facility

Institute of Management Studies, Ghaziabad follows policy for admission, recruitment, administrative function, and academic administrative activities to safeguard the interests of the students, faculty, and staff members without any differentiation to their gender.

Safety and Security:

College campus is in an area surrounded by local communities who are closely related with the institution. It is surrounded by boundary walls of such height which cannot be scaled over easily. 24x7 hrs security

guards on all entrances and gates are available.

During college fest and other events, usually local police authorities are informed, and proper assistance can be obtained. Students discipline and monitoring committee looks after the discipline and law and order inside the college campus.

There are separate hostels with caring and responsive wardens with appropriate security arrangements for boys and girls.

Counselling

As a matter of fact, true spirit of education is being practiced in the college. College provides safety, security & counselling facilities to both male and female students /staff.

CDC department facilitates quick response to queries and solutions of problems faced by any student or faculty.

Common Room:

There is common room facility for boys and girls in the campus. The common room are equipped with wi-fi facility, various in-house entertainment games like chess, carom, etc.

Transport Facility:

A fleet of 11 buses are available for both boys and girls. All parts of Delhi NCR are covered without any charges. This gives an additional safety and security to both boys & girls.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste & Garbage collection:

Garbage collection bins has been placed all over the campus at strategic locations to collect garbage and helps in keeping campus clean and green.

Garbage Disposal system: Segregation of garbage into different categories with classification for paper, Cloth, Plastic & Food waste and disposing.

Liquid waste management/Sewage Treatment Plant water recycle

The Institute is having a Sewage Treatment Plant, as per the process wastewater and sewage are supplied to the primary tank, where the solids and liquids disperse. The resulting liquor flows into the bio zone chamber. In the chamber, a pump airs the waste and encourages friendly bacteria to condense the organic matter. This breaks down and purifies the result.

As it leaves the final waste chamber, the waste leftover is 95% clean and ready for dispersal into Plants.

E-waste Management & Hazardous Waste Management:

Maintenance and admin department takes care of waste material such as computers, laptops etc. E-waste is handed over to Chroma Store which is processed by them as per norms.

Waste recycling system:

The institute has installed **Sanitary Napkins Disposal Machine** where as per the process, the used napkins are continuously putted in the machine and door is closed. After some time, machine heater cut off

automatically when reaches the set point but burning process continues to take few minutes as it's chimney exhausts of fumes and finally it is converted into least possible ash.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

    1. **Rain water harvesting**
    2. **Borewell /Open well recharge**
    3. **Construction of tanks and bunds**
    4. **Waste water recycling**
    5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

    1. **Restricted entry of automobiles**
    2. **Use of Bicycles/ Battery powered vehicles**
    3. **Pedestrian Friendly pathways**
    4. **Ban on use of Plastic**
    5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Institution is continuously working towards betterment of society by carrying out many social programmes which inculcate tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of these activities are

1. Spreading awareness washing of hands, cleanliness, use of toilet, education, etc. & a Lecture by local medical officer about personal hygiene. Educating village primary school children through Fun – For the Children by the NSS Volunteers.
2. Women's Day Programme: Organize Programmes concerned with women's education, employment, etc. to emphasise the role of women in our society.
3. Cultural Programmes: Various cultural programmes including singing, dance, dramas, were conducted for the NSS volunteers and villagers.
4. Awareness programs like, garbage disposal, health and hygiene, water borne diseases, importance of education were conducted through rally and skits.
5. Awareness programme through street play: In addition to awareness rallies, street play was conducted to bring public awareness of Female feticides, Addiction, Importance of education.
6. A Programme for Skill Development for youth, Closing Ceremony and Rally about N.S.S. Programs.
7. The Program for increasing awareness amongst the volunteers through Poster Slogan making competition & Rally in following themes:

- Personal and environmental hygiene
- Literacy
- Tree Plantation
- HIV-AIDS
- Blood Donation

1. Increasing awareness amongst the volunteers through Poster Slogan making competition & Rally in following themes:

Personal and environmental hygiene

Lifestyle education centres and counselling centres

Population education and family welfare programme

Provision of safe and clean drinking water

Integrated child development programmes

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Institute of Management Studies, Ghaziabad understands that sensitizing students and employees to the constitutional values, rights, duties, and responsibilities created for the individuals in the constitution of India is extremely important. Various activities are undertaken to sensitize students and employees to the fundamental values, rights, duties, and responsibilities such as secularism, equality, protection of national property etc. in association with

NGO's like Robin Hood Army, Love care Foundation, Rotary Club etc.

1. IMSMUNC: The inception of IMS Model United Nations Conference happened 4 years ago in 2016 with the vision of empowering students with an advanced simulated competitive platform that tests their political soundness, knowledge of global and national issues and ability to resolve them diplomatically.
2. Awareness rallies & street plays are conducted to bring public awareness about Female feticides, Protection of Women right's, Importance of education etc.
3. The institute organized a session with **Robin Hood Army** to motivate the students to volunteer for a noble cause and encouraged them to take the pledge against wastage of food. The purpose of this NGO is to bridge between the street and schools, by giving children the tools and knowledge to go to school.
4. A succession of programs is organized under the banner of NSS for encouraging youth to participate in the process of national development and integration.
5. The institute is in the practice of celebrating Independence Day, Republic Day and birthdays of all eminent social reformers and freedom fighters. Deliberations and extempore sessions are conducted to keep constitutional obligations ignited.
6. Social responsibility club is very active in educating underprivileged children in slum areas along with distribution of sanitization pads among economically weaker section of society to promote health and hygiene.
7. The institute has 22 operational clubs which are completely run by students. A complete transparent electoral system has been established for the election of President, Vice President and Secretary of each club. Election of the club office bearers is done on yearly basis under the supervision of chief election commissioner of the institute.This practice is playing a very prominent role among students for democratic system.
8. The institute organized a webinar on "Constitutional Obligations: values, rights, duties and responsibilities of Citizens". Mr. Shivendra Pratap Singh, an eminent speaker, Delhi High Court Practitioner provided insights about the constitution of our country.
9. International Yoga Day is celebrated every year on 21 June in which distinguished celebrities of the domain are invited. This invigorate the importance of yoga in our daily lives.

10. Swachh Bharat Abhiyan was organized on 3rd February 2019 at raeespur village where students were supported by villagers and gram Pradhan Mr. Manoj Chaudhary. During the campaign, a group of students explained various topic related to the drive.
11. Last but not the least, the day at IMSUC starts with the National Anthem at 9:15 A.M.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Every year, Institute of Management Studies, Ghaziabad celebrates Days of National Importance like Independence Day and Republic day with fervour and festivity. Important Days of National and International events like International Women's Day, International Yoga Day, including festivals like Holi, Diwali are also celebrated meaningfully. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation and to induce the feeling of social cohesion and national solidarity.

NSS wing of college is regularly involved in leadership development and motivating the students for social work. This has become evident by participation and carrying out of Republic Day programme by college's NSS cadets.

The constitution day is celebrated every year on 26th November under NSS wing of the college.

The Institute is very active on social media and propagates regular messages on all the National & International commemorative days, events, and festivals.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE 1

Title of the Practice: Life Enrichment Program

Objectives of the Practice

The main objectives of the Practice are

- To address the educational, social, cultural and recreational urge of the under-represented and marginalized students.
- To provide breadth and overall balance of co-curricular activities.
- To equip students with the requisite competencies, knowledge and skills to realize their potential and to lead a purposeful life in a robust and dynamic world.
- To hone the skills not earmarked under curricular, co-curricular and extra-curricular activities.

Context

Life Enrichment Programs have potential to assist individuals in the community enjoy leisure and recreational pursuits to elevate and strengthen skill development, promote self-esteem and build self-confidence.

There is no one-size-fits-all approach to designing and teaching an enrichment, so we have included the corresponding activities with life skills such as Zumba, photography, Atmaraksha, Meditation, public speaking, yoga, video editing etc. In order to provide a platform to work on and sharpen the Life skills, Institute of Management Studies, Ghaziabad, University Courses Campus, have developed a varied enrichment scheme that allow our students to get involved in many activities by adding another feather in the cap of holistic development of students.

The Practice

The initiative "Life Enrichment Program" is carried out to facilitate students to identify humanitarian needs and fulfilling them through an innovative teaching model by enhancing pupil's social, spiritual, cultural strength and allows them to succeed in every aspect of life challenges. Moreover, this program is designed to explore the areas not covered under curricular, cocurricular, and extra-curricular activities.

Evidence of Success

The Program has shown tremendous growth in recent years. Initially, the students were less in numbers but in later years this increased with the positive note. Students are positive towards these programs and eagerly imbibing the learnings in their behavior. Such programs are making students more confident and skills are helping them in living their life better. Some of our students have exceled through the skills covered under this program. Our alumni base, which includes Professional Photographers, Graphic Designers, Dancers, Singers, athletes etc., is a source of inspiration and evidence for strengthening the program.

Problems Encountered and Resources Required

The Program has a significant impact on the society, but has also encountered some hurdles in this process without hampering the growth and stability of our legacy. The people fail to recognize the need for holistic solutions and are very hesitant to change their current state of living. Low turnout of individuals along with lack of interest in the sessions also acts as a barrier in conveying the desired message. Search for technical experts who provide assistance in creating value offering and high lead time, sometimes delays the process of providing the most affordable solutions to the students. More funds will also help in shaping the program in a better way.

BEST PRACTICE 2

Title of the Practice: Career Development Centre

Objectives of the Practice

The main objectives of the Career Development Centre are as follows:

•*To enable students, self-discover their traits and abilities:* By knowing about one's own unique personality traits and skills, students can make better career decisions.

• *To inculcate grooming practices and etiquette:* Insights about workplace etiquette and personal grooming prepares the students to face the corporate culture effectively.

•*To enhance employability:* By working on enhancing employability through the development of skills and knowledge, students feel empowered to face the competitive professional environment.

•*To provide career guidance for long term success:* Regular career talks and interactions are planned to update students about industry trends and the latest online and offline courses.

•*To train working professionals in the areas of behavioral competencies and assertive communication.*

Context

The Career Development Centre (CDC) at Institute of Management Studies, Ghaziabad aims at nurturing students and working professionals in the areas related to career trajectory, personality enhancement, and workplace etiquette. The classes and workshops help the students in realizing their full potential for personal and professional development. Psychometric personality assessments are also conducted to provide a powerful framework for driving positive change, harnessing innovation, and achieving excellence. These assessments help the students to know themselves better and identify the scope of improvements. The CDC also conducts Personality Enhancement and Training Program for postgraduate and undergraduate courses to enable students identify their strengths, discover latent skills, and create an action plan to achieve the pinnacle of success. The objective of the program is to accentuate one's ability to transcend oneself into paragons of ef?ciency, who can map up to the corporate and societal expectations. Experts and resourceful individuals are invited regularly to the campus to make students ready for facing challenges by making constant efforts in the right direction.

The Practice

Career Development Centre organizes classroom, group and individual sessions; workshops and talk series for the students. Classroom and group teaching focuses on honing a professional skill set in students, whereas individual sessions focus on micro-handling related to self-development and career aspirations. The CDC team constantly invites resource persons from academia and corporate to providing experiential learning platforms for gaining hands-on experience. CDC also conducts trainings programs for working professionals.

Teaching Modules

CDC modules provide a ready framework for developing behavioral competencies and communication skills. Modules on communication styles at the workplace, image management, attitude building, resume writing, team management, group discussions and personal interview are structurally planned for professional as well as personal enhancement.

CPK 1st Career Potential Key

Career Potential Key- CPK booklet is designed by the Center to help the students to identify and understand their potential, personality, strengths, and areas of development. This psychometric pro?ling of the students and skill mapping through Career Potential Key helps the students to effectively plan by taking small steps each day. Having personality information helps the aspirants to self-discover themselves and improve accordingly for the attainment of anticipated various short term and long-term goals.

SEEDS I Skill Enhancement and Employability Development Sessions

Skill Enhancement and Employability Development Sessions- SEEDS is another initiative to foster the employability skills of the students. These sessions include technical trainings, grooming etiquette, personal pro?le & job analysis, aptitude training, group discussion, and mock interviews. The panelists of SEEDS are expert in their specialized domain and provide practical insights into the selection process in companies and higher educational institutions.

CET | Career Enrichment Talk Series

CDC organizes ' Career Enrichment Talk' on various relevant topics to help the students further clarify and evaluate their current positions regarding effective future planning. Experts from companies such as Dabur, HCL, IBM, and renowned career counsellors such as Dr. Aruna Broota are invited to guide the students by sharing quality insights on career planning.

Workshops Series

The workshop series is planned with an objective to develop corporate etiquette in the students, to inculcate professionalism, and to drive actions for better results. Trainers from academia and corporate deliver these workshops on various topics such as team management, emotional intelligence, assertive communication, elevator pitch, content writing, and behavioral competencies.

Career Pathway Club

Career Development Centre (CDC) has initiated 'Career Pathway Club' for students' development and to achieve synergy. The members of the club work extensively with CDC, to deliver robust results and facilitate the processes in the most efficient manner. The members actively lead in Buddy Mentorship Program, Book Review Series and Video Insights Sharing.

Evidence of Success

Students have shared positive feedback about the classes, training, and workshops. The knowledge and skills learned have helped the students to gain a competitive edge over others. Moreover, students have appreciated the career guidance and regularly visit the Center for discussing their career plans. The active participation of students has also helped the CDC to initiate and sustain innovative skill development initiatives managed by students such as Buddy Mentorship Programs, Book Review, and Video Insights Series. All the students regularly attend the classes and suggest new avenues where they require further assistance from CDC. The staff members of Corporate Resource Centre appreciate the trainings programs by CDC and offer their support for students' skill development.

Problems Encountered and Resources Required

Firstly, one of the major issues faced is the constant follow up with external resource persons for talk sessions, career counselling, and workshops, which consumes a lot of time. The CDC is culled out of the highly competent existing faculty members to meet out the expectations of all stake holders. Another issue is to identify the right slot/date & time, to avoid overlapping of training programs with academic teaching.

Secondly, the students also wish to get feedback and assistance after the college hours, which sometimes affects the work-life balance. Though the team tries to resolve the queries of many, at times it becomes extremely challenging to address them after college hours.

The financial and infrastructure resources are provided by the institute on a timely basis for smooth conduction. The intellectual resources in terms of experienced in-house faculty members, as well as experts having rich corporate experience, are invited to share the industry expectations.

Notes

1. The faculty members of CDC are certified practitioners in the areas of personal profile analysis, emotional intelligence, strong interest inventory and competency mapping.

2. The CDC along with Career Pathway Club members visit educational summits and career fairs in Delhi, NCR to keep abreast of the latest development in the field of education. Such visits also help to gather information about employability skills, trending courses, and industry point of view.

3. Amid lockdown, CDC initiated webinars and online certification programs The Center successfully completed online courses - 'eSEEDS' and 'Blog Writing' to upskill the students. Managers from renowned companies such as Samsung, American Express and Manikaran Power Ltd. were invited as panelists for better results.

4. CDC faculty are the editorial team members of IMS Publications- Pulse News Magazine and IMS Today. Students' editorial team work together with CDC faculty members for skill development, while fostering a culture of collaborative learning.

5. The Center is also working for a book publication with 18 chapters focusing on written ability test, job applications, image management, group discussion, personal interview, and workplace etiquette.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The state-of-the-art infrastructure at the Institute of Management Studies, Ghaziabad provides world-class education with the motive of learning-by-doing approach that leads to holistic development of students. The classic methodology of teaching: 'Chalk-Talk-Walk' technique has certain limitations such as board management, neat diagrams, and handwriting skills. In the modern context, contemporary settings are favoring curricula that promote competency and performance. Curricula are developed to emphasize capabilities and concerns towards the application of information.

The Institute of Management Studies, Ghaziabad is enriched with an 'Expressions Studio' furnished with latest tools and advanced software like Adobe Premier, Photoshop CS-6, Sound Forge, Illustrator etc. The BJMC department facilitates the faculty members to shoot their Flip Videos on the respective assigned courses. A standard operating procedure has been established to ensure the quality of the video lectures.

The IMSUC Flip Channel provides a strong support for all these requirements. There are many outstanding examples of world-class settings for competency and performance-based curricula that make sound uses of these technologies.

The Institute of Management Studies, Ghaziabad always tries to adapt the best practices in the world. In the light of this endeavor, the Flip Channel was added as a part of the teaching pedagogy.

The Flip Channel is an innovation in teaching methodology at Institute of Management Studies, Ghaziabad. Some of the objectives fulfilled are:

- Making customized teaching content available;
- Preparing students for skills required in the future;
- Increasing awareness about the latest developments;
- Making the classes more interactive and student-participation friendly.
- Taking the time to conduct discussions during classes using interactive pedagogy.

The Flip Channel is embedded in the teaching pedagogy at the Institute of Management Studies, Ghaziabad. The teaching template of each lecture includes the access link of relevant videos, which students are expected to watch before attending the class. The Flip Channel also provides the students with learning objectives. Once the students are able to learn basic glossary from the videos, then a lot of interactions can happen during the class. This is how we have flipped the classroom methodology.

All the Flip videos are in accordance with the syllabi of our affiliating university (C.C.S. University, Meerut) and our specialization programs.

In the light of this coordinated content, our students have a ready-made source and they don't need to use Google for the glossary. If any student misses a class, they are able to go back to the Flip Channel.

We created this Flip Channel for the benefit of students and the ever-growing academic community. Some

of these benefits are as follows:

- The learning time inside the classroom has gone outside the classroom and the discussion time outside the class has come into the classroom. So, the participative and interactive learning could take place.
- Weak students specifically have ready-made contents, which facilitate more effective learning style to the students.

Other benefits that the Flip Channel has generated for the Institute of Management Studies, Ghaziabad are:

- Contents are not only available for our students but also available for millions of people across the nation.
- We are getting views from different countries across the globe, thus, becoming a source for millions of people.

The focus is on transforming and subliming the pedagogical process in order for it to be more engaging, goal oriented and keeping the faculty updated on the latest developments in pedagogy and teaching methodologies.

As a part of the quality improvement strategy for the same, faculty members are given the freedom to adopt and innovate teaching methodologies for their respective subjects. Every faculty carries personal laptops and desktops (available in Computer labs) that facilitates the teachers to improve the quality of teaching and make the learning process more effective. A comprehensive teaching calendar is formulated by each department, showcasing various activities, events, seminars, workshops, conferences, and other outbound learning initiatives.

The Institute of Management Studies, Ghaziabad Faculty Members have prepared 985 Flip videos in different areas of available courses but not limited to Management Studies, Computer Science, Mass communication & journalism, and Bio Sciences.

The Institute of Management Studies, Ghaziabad Flip Channel (IMSUC Flip) has more than 13K subscribers, 57.4K Estimated total hours of viewing time with 1.9M Total views. The Flip Channel has got 15.9M impressions.

The 24x7 availability of the quality teaching contents on IMSUC Flip Channel and LMS has given a boost to the overall learning experience of the students.

The IMSUC Flip Channel has proved itself a boon to the student community and teaching fraternity at large during the pandemic COVID-19 lockdowns.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Institute of Management Studies, Ghaziabad is known for crafting future leaders by creating a learning atmosphere conducive to innovative pedagogies, research, and building entrepreneurial capabilities. The Institute is continuously striving to develop competent global professionals, for which the Institute is planning for Industry and foreign collaborations in the areas of faculty and student exchange programs. It also aims to hone the students' skills with the Experiential learning approach, i.e., involving students extensively in Field Surveys and Industry driven projects.

The Entrepreneurial Cell is taking initiatives to support Student Startups right from commencement to the final stage. The Institute is also planning to set up its Incubation Centre to allow entrepreneurs to preserve capital and gain external support to accelerate their business growth.

The Institute is also planning to start its Research Centre to strengthen research initiatives in the Institute. A research center aims to enable interaction between faculty, scholars, students, and Industry to enhance research opportunities, academic excellence, real-world problem solving, and knowledge creation and dissemination. The quality of research is also a function of adequate sources of funding. Insufficient funding is another area where Institute needs to focus extensively.

The Indian education landscape is in the process of transforming into a more targeted, learner-oriented model. Therefore, it will be crucial to design innovative solutions for all institutes to accelerate the higher education sector's performance to meet market demands, improve access to students, and drive operational efficiencies.

Concluding Remarks :

Institute of Management Studies, Ghaziabad is synonymous with excellence in every endeavor including education, research and employability aspects by catering holistic education and values to the knowledge seekers.

After NAAC cycle 1 the IQAC has been strengthened and has taken all possible measures in the best interest of the institute. The systematic and well planned efforts of the institute are very well reflected in all the aspects. The Institute has scaled an exponential growth in terms of academic excellence with support of vision of the management and governance. The thrust in academic excellence and holistic growth of the students will always remain the prime focus of the institute. The Institute promises to itself to do every possible thing to quench its thirst to reach the apex of academic excellence.

A detailed analysis of the criteria that are concomitants of an institution of excellence is given in the Self Study Report of the Institute uploaded on the NAAC website.

We are thankful to the NAAC team for giving us the opportunity to upgrade ourselves and we are looking forward to have the peer team visit in our Institute.