



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
• Name of the Head of the institution	Prof.(Dr.) Prerna Mahajan
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01128525882
• Mobile no	9891340674
• Registered e-mail	director@iitmipu.ac.in
• Alternate e-mail	iqac@iitmipu.ac.in
• Address	Institute of Information Technology & Management D-29, Institutional Area, Janakpuri
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110058
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Guru Gobind Singh Indraprastha University				
• Name of the IQAC Coordinator	Dr. Sandhya Maitra				
• Phone No.	01128525882				
• Alternate phone No.	01128525051				
• Mobile	9871133352				
• IQAC e-mail address	iqac@iitmipu.ac.in				
• Alternate Email address	dr.sandhyamaitra@iitmipu.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.iitmjanakpuri.com/upload/iqac/aqar/aqar_2019_2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.iitmjanakpuri.com/academic.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.58	2014	10/12/2014	09/12/2019
Cycle 2	A	3.07	2020	11/03/2020	10/03/2025
6.Date of Establishment of IQAC			05/03/2013		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
No Data	No Data	No Data	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
? The social media committee is strengthened and it has undertaken planned brand promotion in a systematic manner.		
? A Skill Enhancement Cell, is established and webinar series are conducted on topics which include Dealing with Uncertainties : Success Mantra, Seven Mantras for Success in Today's Corporate World, Life & Lifestyle, Communication Skills - All about U' n I', Power of Influence and Power Seminar (Panel Discussion) on "Strategies and Skills Required During & Post Covid-19" etc.		
? Developed comprehensive online system of teaching learning and evaluation process with guidelines for the same. MS Teams software is purchased for this purpose. Online Proctored examination system is devised to facilitate online examinations.		
? NAAC review meeting is conducted after thorough quantitative and qualitative analysis of Institutional grade sheet and peer team report respectively. A no of actions are initiated to overcome the gaps if any.		
? Revised HR policy and Faculty Appraisal form.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To strengthen social media committee	Brand Promotion
To established Skill Enhancement Cell	Skill Enhancement Cell established
To develop online system of teaching learning and evaluation as well as online code of conduct	Ms Team Software Purchased and comprehensive guidelines have been laid down to support online teaching learning and evaluation. Online code of conduct is developed
To Review NAAC Grade sheet	Actions are initiated to overcome gaps as per action taken report of NAAC Review Meeting held on 20th August 2021
To revise HR Policy	HR Policy has been revised
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Board of Management Meeting	28/08/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	20/05/2020

Extended Profile

1. Programme

1.1

5

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 564

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 156

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 443

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 67

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 83

Number of sanctioned posts during the year

Extended Profile

1.Programme	
1.1	5
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	564
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	156
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	443
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	67
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	83
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	48450274
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	318
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Allocation of subjects is made by Academic Coordination Committee taking into consideration expertise, preferences and feedback. Lesson plans are prepared for each subject including unit-wise details of topics, subtopics, number of hours allocated to each topic, details of books, enrichments incorporated, teaching methodology adopted and schedule of relevant assignments. The Program Administration Committee (PAC) comprising of Program Coordinators' and Mentors who along with faculty members initiate development & deployment of action plans for implementation of curriculum. Monthly Syllabus coverage form is filled by faculty & a separate form is filled by class representative, examined by program coordinators to ensure course coverage & take necessary action if required. Institute maintains & implements various instruments (AC-1, and AC3) to monitor effective & time bound teaching practices. AC-3 Performa is filled on weekly basis by faculty members mentioning number of classes taken against planned duly reviewed and signed by Program Coordinator to avoid schedule

slippages. During onset of Pandemic, curriculum delivery including lectures, presentations and lab sessions is continued in online mode on MS-Teams platform & recorded lectures through YouTube. Internal Quality Assurance Cell (IQAC) monitors quality of pedagogy periodically. There is a comprehensive feedback system from various stakeholders to enrich curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%201.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

IITM prepares its institutional calendar within framework of proposed Academic Calendar (AC) provided by university, planning events, activities, class tests, holidays, summer school & winter school training. It comprises of odd semester, break followed by even semester. AC is planned prior to commencement of each semester by Director in consultation with HoDs keeping in view total teaching days available & minimum teaching hours required as per University regulations. Lesson plan compendium is prepared which includes lesson plans for all theory, practical subjects for all semesters of a particular program containing comprehensive details of unit-wise topics, subtopics & the number of hours allocated to enable effective delivery by faculty. It also includes the details of books, enrichments incorporated & teaching methodology adopted for a particular topic & the schedule of assignments related to topics. The Institutional Academic Calendar, Lesson Plans and Datasheets for internal examinations (Theory & Practical) are displayed on Institute's Website, Knowledge Portal, notice boards & to all HODs, Program Directors, Class Mentors, students and faculty members. Class timetables are framed in accordance with academic calendar. Actual dates for teaching-learning, conduction of internal exams, Project Viva & End Term Exams are incorporated in Academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%201.1.2.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1016

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in the Curriculum by organizing and conducting various activities. The institution has Internal Complaints Committee (ICC) which deals with the Gender related issues like sexual harassment, biasness against women through effective complaint resolution mechanism. For environment and sustainability related concerns institution has Environment Committee which undertakes various activities for environment protection like Save on Ozone, Documentary on Conservation of Natural Resources, Animal Welfare. Institution also has Community Service Committee which takes care of human values by doing community services and encouraging students and staff to participate in the initiatives. Following are the initiatives taken by community service committee- UBA Project, Ergonomics: Stay Fit While Working (e-poster making Competition), Unnati ki kahani, Chitron ki Jubani, competition

hosted by UBA, IIT Delhi, Re-imagine yourselves as Entrepreneur, Webinar on National Education Policy, E-school visit(Friends of Tribal Society, Ekal Sansthan, Ekalsansthan Executive committee Meeting, Ekal Sansthan Trust Board Meeting. Professional Ethics related activities and webinars are conducted like-Guest Lecture on Ethical Issues in Management, Mindfulness and Business Ethics: Essential for Successful Management. Overall institution is profoundly dedicated towards Ethical and environmental issues and society welfare.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

772

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://iitmjanakpuri.com/direct-file/feedback%20report%20analysis.rar
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://iitmjanakpuri.com/direct-file/feedback%20report%20analysis.rar

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

92

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

For academics we categorize students as A+, A, B, C, D based on their previous academic record. The grading is for the purpose of identifying the knowledge and skills of students. It also facilitates to develop and plan additional help for weaker category students to bring them at par with the rest of the class and other hand take of advanced learners by providing them more inputs suiting their knowledge and skills. Additionally the grading also helps monitor the continuous performance of the student throughout the program. This grading serves as guideline for the faculty to plan their lectures and analyze the specific needs of the students before commencement of teaching program. The Institution has an Elite Club which comprises of student members who are advanced learners (A+ and A category). The club is headed by a Faculty Coordinator. Program director regularly conduct meetings with the class mentors regarding progress of their mentees and are responsible to identify weak students who scored less than 50% marks in their internals. The Institute also makes arrangement of special remedial classes for slow learners and weak students.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1473	83

File Description	Documents
Any additional information	View File

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

The Institution follows a 'Process oriented student centric learning approach' for effective student progression. This has been an integral part of the system and procedures of our Institution. This approach resulted into a distinctive percentage of students progressing to higher education and later to employment eventually. The atmosphere of the Institution has always encouraged studies, interaction of students and faculty with eminent personalities, and exposure to industry & various academic areas. Consequently, students are encouraged to progress towards higher studies and employment. Students actively take part in various committees. At the time of admission to the Institute each student is asked to give their preferences as student coordinators and member of the committees towards any two committees of their choice. Courses enrichments are also done in order to develop global competencies through the student centric pedagogy.

Students are encouraged on continuous basis with interactive, thought provoking application-based pedagogy, Business (IT and Management) quiz, Management games, case studies, etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

There have been continuous efforts to promote and upgrade the use of ICT and technology. All classrooms are equipped with LCD projectors and digitization of lecture notes, question banks and assignments are done by the faculty and made available to the students for their academic support. All students are required to make subject wise power point presentations to inculcate confidence and make apt use of technology. There is a 1:1 student - computer ratio. The Institute provides its students a central computing facility and broadband Internet connection, printer, scanner and photocopier. The institute provides its PG students a Virtual Library. The institute provides its students, access to Online Journals. Microsoft Teams is the standardized platform for teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

468

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The continuous evaluation is as per schedule based on performance of student in various modes of assessment.

Internal Tests: In each semester, Unit tests and Class Tests are conducted as per schedule prescribed by Institute.

Evaluation Scheme: For MBA, The Class Test (Mid Term Exam) of 40 marks with weightage of 10 marks is taken. Weightage of Class Presentations will be 5 marks. Four Unit Tests & Unit wise Assignments of 5 marks weightage are taken. For attendance 5 marks will be awarded on pro-rata basis. For Non-University Examination System (NUES)-General Proficiency/ Personality Development: 50 marks, Analysis & Interpretation using Statistical Tools: 30 marks, Class Activities & Class Assessment: 50 marks

For BBA, BCOM (H)& BCA

Class Test of 30 marks with weightage of 10 marks taken.

Fortnightly Class Presentations will be 20 marks with weightage of 5 marks.

Four Unit Tests & Unit wise Assignments will be of 5 marks weightage.

For attendance 5 marks will be awarded on pro-rata basis.

For NUES -

BBA and B Com (H) - Personality Development/General Awareness: 50 marks, Class/College Activities & Class Assessment: 30 marks, Quiz/Self-Assessment: 20 marks.

BCA - Viva-Voce: 50 marks, General Proficiency: 30 marks and Aptitude: 20 marks

File Description	Documents
Any additional information	View File
Link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.5.1.pdf

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

Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient. The Institute maintains complete transparency in the evaluation and to provide platform for redressal of grievance of students regarding internal examination and its evaluation respectively. A mechanism is prepared by Examination Department of IITM for any type of student's grievances about examinations. Institute helps students for seeking of answer scripts with reassessment and re-counting of marks.

During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. Committee at University takes cognizance and resolves the grievance.

The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of both the unit-tests is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

File Description	Documents
Any additional information	View File
Link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/2.5.3_1568174628_3571.pdf

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.

Vision & Mission statements, POs are published and disseminated to all stakeholders through Institute's Website, Institute's Knowledge Portal, Student Guide (Rules and Guidelines issued on orientation day) and Lesson Plans compendium. Lesson plan include mapping of course outcomes and programme outcomes. Stakeholders involvement is ensured through continuous interactive process. Not only awareness of Pos and Cos are ensured, methodology to assess is also clear:

DIRECT ASSESSMENT

1. Curricular Activities (Academic)

1. Direct Assessment Tools

1. Mid Semester Exam (at institute level)
2. Written Assignments
3. Subject Presentations
4. Class Unit-Test
5. University End-Term Exam

INDIRECT ASSESSMENT

1. Co-curricular Activities

1. Pre-Placement Activities (Mock Interviews, Group Discussions, Aptitude Tests)
2. Personality Development Exercises
3. Guest Lectures/Workshops/Seminar/Conference
4. MOOCs

Course Exit Survey/Employer Survey

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.iitmjanakpuri.com/mba.php
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Vision and Mission statements define the purpose and direction of the Institute. The Program Educational Objectives (PEOs) and POs are based on the vision and mission of the Institute. To attain the POs, the activities are divided into three categories, i.e. Curricular Activities (Academic), Co-curricular Activities & Extra-curricular Activities. For conducting these three types of activities, the processes involved are also divided into three categories, these are, Pre-preparation, Delivery, Evaluation and Review. The Evaluation and Review is done through direct and indirect tools. Stakeholders are involved at different levels and their inputs and feedback is collected and taken into cognizance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%202.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

443

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://iitmjanakpuri.com/direct-file/AnnualReport2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

<http://iitmjanakpuri.com/direct-file/agar%202020-2021.pdf>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Institution has setup Artificial Intelligence Experience Centre , an initiative to promote Artificial Intelligence and innovations in Information Technology. AI Experience Centre focuses on training students and familiarising them with emerging technologies like Python programming, AI, Machine Learning, Deep Learning, Data Analytics, IoT, Robotics, Block chain and related technologies. AI Experience centre organises several activities and events to promote knowledge transfer in Information Technology like-

- "Block Chain Technology" Mr. Apoorv Shankar, Chief Technology officer, Inbloxme, Gurugram
- "Flutter-cross-platform Mobile App Development" by Mr. Amit Srivastava, founder & CEO at Brain Mentors PVT. Ltd.,
- Machine Learning using Python by Mr. Ravikant, Brain Mentors Pvt Ltd.
- Web Tech Round 2021(Web technology & Web designing) by Mr. Piyish Pandey, CEO InterNexus, Delhi
- Data Science Master class by NitishVig. The Code Scholar, Karol Bagh, Delhi
- Webinar on my Blockchain My Future by Mr. Raj Kapoor, BlocksEdu, India Blockchain Alliance, New Delhi

Institution has taken membership ICT Academy which organizes knowledge-based events and lectures from time to time. Institution's Entrepreneurship Cell also promotes new ideas of students by supporting and guiding them to become entrepreneurs. MOOC courses are also provided to students from Coursera and Swayam platforms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%203.2.1.pdf

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

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

98

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Due to Covid-19 pandemic, a number for awareness campaigns were organized to sensitize students on Covid-19 awareness, webinars on entrepreneurship and national education policy were organized. A number of awareness videos and posters via intra-college competitions were created and circulated, to motivate students to remain focused and active in fight against covid-19

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%203.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

126

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

271

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The Institute provides state-of-the-art facilities which encompass prime infrastructure with air conditioners, LCD projector-based classroom teaching facilities, Wi-Fi facility, Research Centre and a library with e-Journals facility etc. Skills are efficiently disseminated through trainings and academic partnerships by all departments. Institute has been conscientiously making progressive changes to infrastructure to ensure academic growth. The campus provides a pleasant and intellectually stimulating ambience. Institute has been built on self-owned land (0.78 acres). As per AICTE norms, 10.4 sq.mt per student is approved (standard for) land norms vis-a-vis student. Lecture theatres are over and above number dictated by AICTE's norms and are well equipped with sophisticated audio-visual aids, LCD projection systems and advanced presentation tools to augment interactive learning.

The Institute houses a centrally air-conditioned well-equipped auditorium with modern multimedia facility and approximately 250 seating capacity. The auditorium provides a platform to students, faculty members and corporates for conducting varied co-curricular and extra-curricular events including seminars, quizzes and guest lectures. Power backup is facilitated by 125 KW sound proof generator. A 20 KW solar power plant was installed as supplementary power source and is functional. The Institute's knowledge portal enables staff and students to retrieve any relevant information online at any time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/4.1.1_1569919722_3571.pdf

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

The college has facilities for sports & games and cultural activities. The College, periodically books Delhi Development

Authority (DDA) playgrounds for Inter-College and University level sports, as well as Annual Sports Meet. On the other hand, Institute also has a reimbursement policy in which students reimburse amount paid for any sporting activities. On College campus, there is a portable badminton court, a well-equipped gym, and a yoga center. The institute also has a separate girls' and boys' common room for indoor games.

Students of IITM are permitted to participate in various cultural activities inside and outside campus. To provide a platform for creative expression and to promote extra - curricular activities among students, IITM has divided its cultural committee further various categories such as Incubus (Dance society), Royals of Punjab (Folk Dance society), Engravers (Music society) and Parindey (Dramatics society). College teams are formed to take part in state level and University level competitions such as "Anugoonj" and other intercollegiate competitions. Students are sent to other colleges for intercollegiate competitions. Institute has well-equipped state of art auditorium for organizing annual functions and cultural events. Students won various medals and brought laurels to Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.1.2%20Committee%20List-2020-21.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27.02

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

IITM Library is housed in the college premises on Second Floor, which was constructed in 1999 retaining ambience of its heritage structure and making it energy efficient. Library is fully automated with all its subsystems having air conditioned Reading Room and Wi-.Fi.

Library Automation was started with purchase of College Edition of LSEase (Rel.5.0) on Pentium bases Server under Windows NT/2000 with 10,000 Collection (Unique Records) and Windows OPAC Clients (For Search and Retrieval of Information by Library Users) on Two Terminals on LAN in 2005 and started creating database of its holdings.

Library at present is using 'Software for University Libraries 2.0 (SOUL 2.0), a State of the Art Integrated Library Management Software designed on MS-SQL and MySQL Platforms. Major Features and Functionalities of the SOUL 2.0 are:

- Compliant to International Standards such as MARC 21, AACR-2, MARCXML.
- High Versatile and User-Friendly OPAC with simple and advanced search. OPAC Users can export their search results into PDF, MS Excel and MARCXML format.
- Client-Server based Architecture, User-Friendly interface that does not require extensive training.
- Supports ground-level practical requirements of the libraries such as Stock Verification, Book Bank, Vigorous Maintenance functions, Transaction Level, Enhanced Security etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/4.2.1_1569923181_3571.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.6.2

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

8

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution has designated a separate team of in-house staff and faculty members to take care of the IT & related needs of the campus such as Software Development, Hardware & Networking, Website designing & hosting, Email solutions, SMS solutions, etc. All the records of hardware and software are maintained meticulously by the assigned people. The enrichment of hardware and software in terms of configuration, number, and technology is done on yearly basis. The institute has more than 13 Wi-Fi hotspots with extenders provided to cover the wireless range throughout the college. All computers in the campus are connected to the internet ,also surplus Ethernet ports are provided for laptops or other devices in need of internet connectivity. The entire campus has Wi-Fi connectivity and speed of the internet connectivity is 50 Mbps provided by Reliance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.3.1.docx

4.3.2 - Number of Computers

318

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

25.24

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has appointed several personnel for maintaining infrastructure. The annual maintenance is carried out at end of every academic year. Depending upon maintenance requirement, quotations and lab audit is conducted and a report on requirement of new equipment, replacement of old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per university guidelines to conduct experiments. Breakdown register is maintained in the laboratories. Separate Complaint registers were maintained for various services like electrical, plumbing, housekeeping etc.

- As per requirement minor repairs are carried out by lab assistants.
- Maintenance of computers is taken care by Lab Quality Assurance Committee. Major repairs are outsourced by following procedure of the institute.
- Stock verification is done at end of every year.

Institute has well maintained Computerized Library. The maintenance of furniture and ICT facilities are taken care by dedicated staff members of Institute. The Gen-set and all supporting equipments are regularly maintained for better performance by dedicated Electrical maintenance cell. The Servicing of DG-sets get done by Authorized service dealer. The periodic repair and maintenance of RO Water Plants is taken care for proper sanitation and hygiene. Institute garden is well maintained by garden staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.4.2%20Merged%20doc.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

30

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

3

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://iitmjanakpuri.com/direct-file/criteria%205.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

110

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

652

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

170

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

195

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

53

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Institute of Information Technology & Management (IITM) has a very organized students' centric approach in every sphere. Each student is a part of atleast two committees. Students participate actively in co-curricular activities, extra-curricular activities and all major support functions for smooth functioning of Institute. Majority of events are student driven. The student committees are supported by Staff and Director. Various major academic and administrative bodies that have students' representatives in them are:

- Industry Institute Partnership Centre (IIPC)
- Internal Quality Assurance Cell (IQAC)
- Internware - Internship Cell
- Canteen Committee
- Entrepreneurship Development Cell
- Research Committee IT & Management
- SportsCommittee
- Incubation Centre
- CulturalCommittee
- Debating and LiteraryCommittee
- EnvironmentCommittee
- Community ServiceCommittee
- AI Experience Centre
- Management Club
- Commerce Club
- AlumniCommittee
- Student WelfareCommittee
- Elite Club
- Internal Complaints Committee
- Grievance Redressal Committee

- Social MediaCommittee
- EventCommittee
- Skill Enhancement Cell
- Proctorial Board

Students actively participate as coordinators in Industry Institute Partnership Centre (IIPC) . Internware - Internship Cell of IITM is managed totally by students under guidance of Placement Cell (IIPC). The biggest flagship event Internship Fair is conducted annually by students. Students' participation in Internal Quality Assurance Cell (IQAC) helps Institute understand general needs of students and maintain quality standards in all aspects of students' life at IITM.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Committee%20List-2020-21%20(1).pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

IITM has a duly formed Alumni Association namely "Institute of Information Technology & Management Alumni Association" since Jan 29, 2011. It is registered with the Registrar of Societies, Govt. of Delhi under Societies Registration Act XXI of 1860 (Registration Number S/WEST/2011/8900163).

IITM Alumni Association is working actively with major objective of encouraging alumni to contribute towards improvement in the areas pertaining to infrastructure, industry interactions with Institute.

- Alumni Association facilitates experienced Alumni's visit to Institution, interaction with students, inputs for curriculum development, etc.
- Alumni are invited regularly to mentor junior batches under the umbrella of Corporate Mentorship concept.
- Infrastructural resources have been upgraded in the past converting MBA classrooms to Smart Classes as per the feedback of Alumni.
- Library Resources are regularly updated as per recommendations from Alumni in terms of new books purchased and added in the Library collection.
- Top performers in the area of Cultural Activities are rewarded by the Alumni Association every year.
- Top performers in the area of Sports are rewarded by the Alumni Association every year.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/alumni-association.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

To achieve Institute mission, management always encourages open exchange of views at various levels in hierarchy. Feedback of all stakeholders is taken for effective and sustainable decision making and policy formulation. Open Door policy is important feature of the Institute. Formal and informal interaction of staff members and students with Chairman and Director is encouraged. Academic Advisory council controls functioning of Institute. Director and two teacher representatives from Institute are on Academic Advisory Council which recommends changes if required in functioning of Institute to achieve its vision and mission. Director meets faculty members and Head of Departments in faculty meetings to discuss and resolve any issue. Interaction with students is a continuous process. Elite club meetings are unique feature of this Institute wherein Chairman and Director meet with elite students to motivate them to sustain and improve their performance. Class representative meeting with the class mentors are organized to discuss issues and to seek feedback about various aspects of class functioning.

Faculty is encouraged to attend seminars, workshops, conferences. They are motivated to apply for Research projects under government research organizations to carry out research in and off campus.

The computer labs and Library are regularly updated with latest facilities.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/visionmission.php
Upload any additional information	View File

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

IITM supports participative management by involving teaching and non teaching staff to carry out academics and administrative task. The institute practices decentralization in the form of constituting various committees to take care of effective implementation of Institute operations.

It has constituted committees for Co-curricular, Extra-curricular, Administrative, student care, Publication, Infrastructure and maintenance activities. Students are also part of these committees. These committees are formed by the Director in discussion with HoDs and senior faculty members of the Institute. Committees are given full freedom to chalk out list of activities performed by the committee. Activities and decisions of Committees are discussed in Committee meetings with Director as and when required. A yearly report of all the committees is submitted to the Director by the committed coordinator. Director of the Institute presents an annual report in the Academic Advisory Council meeting at the end of session and their suggestions and recommendations are incorporated in the next years planning. To demonstrate decentralization and participative management, we have attached a case study on working of a Committee

Internal assessment of the students is handled by Examination Committee. Continuous evaluation, uploading students' attendance every month has helped in improving student regularity and performance.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Committee%20List-2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of its broad based goals in sync with its vision and mission is to ensure and enhance Educational Excellence for which Institute adopted outcome based education.

The Outcome-based Education (OBE) is implemented in PG courses as follows:

Step 1: Defining Outcomes

PEO, PO, PSO and CO. Course Outcomes (CO) are defined for all courses and Program Outcomes (PO)/Program Specific Outcomes (PSO) are measured for all programs in the institution.

Step 2: Measure CO attainment

Each evaluation tool is mapped to a particular Course outcome (CO) or an action verb in bloom's

taxonomy and further each verb is mapped to a particular CO.

Internal Assessment metrics

Once the marks of each student in internal and final tests and other internal evaluation metrics are entered the CO attainment is measured for each class.

Step 3: Measure PO attainment

Thereafter the program outcome is measured by using a CO-PO matrix. Once the weightage and mapping of the CO-PO is over the program outcome is evaluated.

Step 4: Programme Educational Objectives (PEO) and Graduate Attribute (GA) attainment

Program Educational Objective (PEO) and Graduate Attribute (GA) performance is calculated using PO-PEO matrix and PO-GA matrix.

The OBE is extended to undergraduate programs as well.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.iitmjanakpuri.com/mba.php
Upload any additional information	No File Uploaded

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.

The Governing Body monitors implementation of institutional strategic plan. Governing body designs and executes Short-term, Long-term plans integrating findings of SWOT analysis and recommendations from stakeholders. The Board of Management or Academic Advisory Council controls and recommends changes required in functioning of Institute to achieve its vision and mission. Director coordinates all activities of the Institute. Director is also ex-officio secretary of academic council. The IQAC of the Institute takes directives from Board and by undertaking several

quality initiatives ensures implementation of the same. IQAC is responsible for defining objectives, creating robust principles, frameworks, systems and processes besides formulation of action plans, to reinforce culture of excellence. Additionally Director conducts meetings with program administration committees and various other committee heads for effective and sustainable decision making and policy formulation.

The Institute has a well defined organizational structure comprising of a team of Deputy Director (Academic Coordination), HODs, IQAC Coordinator, Examination Incharge, Chief Proctor, Training & Placement Officer, Accountant, Librarian, Administration Officer and Senior Technical Assistant which provides assistance and reports to Director by coordinating all functions of Institute. Recruitment of teaching, non teaching staff is planned at end of every academic year as per the requirements of next academic year.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/6.2.2_1567757375_3571.pdf
Link to Organogram of the institution webpage	http://www.iitmjanakpuri.com/aboutus.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Group Insurance facility-Faculty members have group insurance provision as per the

Government norms and institute regularly pays the premium.

Duty Leave -For encouraging the faculty towards research and development, management permits employees to attend national and international conferences, seminar, and workshops by sanctioning duty leave and rewarding them for their research work.

Leave for FDP- faculty members & staff can apply for leaves to attend Faculty Development /

Training Program.

Eco-Friendly Campus-The institution has eco-friendly green campus environment with least air pollution.

Hygienic Working Environment- The institution ensures hygienic working environment

for both staff and students.

Incentive for publications - Institute provides financial incentive for publication of research papers. It also announces best researcher award annually

Family Get - Together- Institute organizes recreational trips and host lunch for employees and their family members

Yoga & Meditation Classes - To promote the holistic health of employees, institute regularly

Organizes yoga classes and meditation sessions

Well maintained personal office furniture- The management regularly upgrades the office furniture and renovates faculty and staff rooms as per the changing needs.

Pure Drinking R.O. Water- R.O plants are installed at all coolers in college for providing pure and safe drinking water to staff and students.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

11

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance Appraisal is done in a systematic manner for all Teaching and Non-Teaching Staff of Institute at beginning of every academic year usually in July. The performance evaluation of Teaching Staff and Teaching Support Staff is done as per the

Performance Based Appraisal System (PBAS) of institute and related Academic Performance Indicators and Non-Teaching Staff are evaluated as per Key Performance Indicators. Necessary forms designed by Institute for undertaking exercise of performance evaluation are circulated to all employees for submitting their self-evaluation along with supporting documents wherever applicable. Thereafter, forms are forwarded to Director and Management with remarks of concerned HoD for a face-to face interaction with every employee for an unbiased analysis and judgement. Employees on basis of performance are granted increment and promotion. The achievements of faculty members are monitored and maintained through Performance appraisal system as per guidelines from UGC and AICTE. Each faculty member submit Self Appraisal form to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. Student Feedback is taken regularly both offline and online. The feedback received helps to assess faculty performance on teaching, class management and other co curricular aspects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute conducts internal and external financial audits every financial year. External audit mandatory under Income Tax Act whereas internal audit is voluntary. External Statutory audit is conducted by Chartered Accountant (CA) every financial year and audit report is submitted to income tax department. Institute submits Form 10B for the audit purpose to Income Tax department as per Income-tax Act, 1961, in case of charitable or religious trusts or institutions. Internal audit is also conducted every financial year by an internal audit committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute apply for grants and financial aids for conducting and organizing various conferences, seminars and workshops from various Government and non-government bodies like AICTE, Guru Gobind Singh Indraprastha University (GGSIPU), IRDO etc. Funds and grants received are utilised for the purpose for which it was applied for and utilization certificate is given to the concerned Government or Non-Government Body within the specified period mentioned by the grant issuing body.

Grants are utilized in well planned manner for the purpose for which it has been granted. Proper plans are made and discussed by the management for the efficient and effective utilization of the grant funds. Different committees or teams are made for different events like any conference etc. and the committee takes care of the fund utilization in meticulous discussions with the Director and the management to ensure proper utilization of funds.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.4.3.pdf
Upload any additional information	View File

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

- Some of significant contributions of IQAC are enhanced ICT Infrastructure, Development of a comprehensive Online Examination System, establishment of Skill Enhancement Cell, strengthening of social media for brand promotion, developing online code of conduct, organizing series of Webinars from May 4, 2020 to Oct 22, 2020 over topics of interest from Corporate Bigwigs. url <https://iitminternware.com/events/webinar>
- A major NAAC Cycle 2 Review Meeting was held by IQAC where a quantitative and qualitative analysis of Institutional Grade Sheet and NAAC Peer Team Report were reviewed, discussed and decisions as well as initiatives are taken to enhance and sustain Quality. The analysis identifies explicitly and quantitatively the specific aspects of each criteria which fall below A score and those which are above A+ score or A++ score. This gives Institution direction to address areas of concern, particular areas which require improvisation.

Subsequently following initiatives are taken

- Revision of HR Policy
- Compilation of Quality Initiatives
- Room allocation for IQAC
- Student Welfare committee established with dean of student welfare heading it.
- Preparations are initiated for two international conferences one each by Management and IT department in February and July 2022 respectively.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/igac.php
Upload any additional information	View File

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

IQAC has been set up in institute since 5th March 2013 for quality assurance, sustenance, enhancement and standardization.

IQAC enhanced ICT Infrastructure due to pandemic to facilitate online classes.

MS Teams subscription is purchased to institutionalize a uniform and comprehensive mechanism for Online Teaching Learning process.

Recorded lectures are uploaded on you tube channel of Institute for benefit of students who are remotely located so that they can view them as per availability of network and other resources.

A comprehensive Online Examination Process for conduction of internal examinations for all programmes has been laid down.

The policy for Internal Exams and Academic Circular 5/2009 for online conduct of examination is revised.

The cell laid down guidelines on platform & procedure well in advance for smooth conduct of examinations.

A Skill Enhancement Cell is established to improve soft skills, life skills and critical thinking skills of students.

A student welfare committee is established and a Dean Student Welfare has been designated to look into student requirements during the course of their study at the institute.

The IQAC strengthened social media for brand promotion to improve visibility of Institution and make it more reachable to students and other stake holders.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://iitmjanakpuri.com/direct-file/AnnualReport2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The Institute has an "Internal Complaints Committee" formulated as per Vishakha guidelines and functioning as required. The committee apart from conducting events also sensitizes all students about gender equity and other awareness programs of prevention of sexual harassment. The new session which started on 16th August 2021 came with a ray of hope and the ICC has already planned events for empowering women and making them self-reliant.

18.9.20

Guest Lecture on Ethical Issues in Management

Dr. Latika Malhotra

25.9.20

"Life & Lifestyle"

Mr. Amit Dabke, Global CXO Mentor, Corporate Trainer

- **Specific facilities provided for women in terms of:**
 - 1. Safety and security**

The institute has an active functioning ICC and all members of committee are easily accessible within campus.

he girl students are allowed to walk in freely any of members for counselling.

- 1. Common Room**

The institute also has a sanitary pad vending machine installed in campus.

- 1. Medical Room**
- 2. Separate washrooms on every floor for girls and female staff**

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://iitmjanakpuri.com/direct-file/Final%20Merged%20Criteria%207.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/

C. Any 2 of the above

power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The administrative supervisor takes care that waste in each floor is collected at designated time. Personnel are deployed by housekeeping staff for daily garbage and non-biodegradables disposal. Waste from kitchen, canteen leftovers, bio-mass available after grazing trees, plants and lawns are taken for composting. The institute has pits for production of organic manure that makes use of institute's biodegradables and used for enhancement of soil fertility of campus gardens. Sanitary napkins are disposed of using incineration process. Single sided used papers are reused for printouts. Rooms have "trash bin" designed by ECS committee members to collect the waste paper. To minimize use of papers notes are digitized for students while whatsapp official group and google groups are used for communication with stakeholders. Biometric attendance system is used to reduce paperwork. Paper waste, carton boxes, used files; plastics are sold to external agency for recycling. The RO waste water is collected and used for cleaning wash rooms. Hardware beyond repair and those to be condemned are listed out by IT Cell to vendors who purchase them. Computers have also been donated to schools and other institutes. Damaged CDs, CPUs, Hard Disk, Monitors, Keyboards are handed over to external agency for recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling D. Any 1 of the above

Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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 200 words).

The Institute makes constant endeavors to promote an environment to imbibe ethical, cultural, and spiritual values among the students and staff. This helps build noble and morally responsible professionals and citizens for the Nation. To build up emotional and religious feelings among students and employees, commemorative

days are celebrated on campus with initiative and support of management to generate the feeling of oneness and social harmony besides recreation.

The Institute is like a family where employees and students jointly celebrate the cultural and regional festivals like New-year's day, Fresher Party, Teacher's day, Farewell party and Fiesta, as well as festivals like Diwali, Holi, Raksha Bandhan etc. Religious ritual activities are performed in the campus.

Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens, following the national values of social and communal harmony and national integration.

In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution observes vigilance awareness week in the month of October - November every year during which oath is taken by all the employees of organization as well as individuals. Several activities were conducted during the week to sensitize students on evils of corruptions and take a pledge to stand against corruption. Various activities include poster making, debates etc. A number of days of national important such as Republic day, Independent day, Teacher's day, National Education Day, Gandhi jayanti etc. are observed to inculcate rights, duties and responsibilities of citizens. Further, the Institute has an active Community Service Committee which conducts various activities such as blood donation, food distribution but due to Pandemic and lock down no such event organized. The Institution is a member of "Unnat Bharat Abhiyan" and has adopted villages. The Environment

Committee on the other hand imbibes responsible behavior among students towards the environment by involving them in activities such as Swachh Bharat Abhiyan , Tree Plantation, Awareness Campaign on numerous environmental causes every year but due to pandemic no such event organized in Offline mode.

for more details refer:

<https://iitmjanakpuri.com/direct-file/Criteria%207.1.9%20Pledge%20Certificate.docx>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://iitmjanakpuri.com/direct-file/criteria%207.1.9%20reports.pdf
Any other relevant information	https://iitmjanakpuri.com/direct-file/Criteria%207.1.9%20Pledge%20Certificate.docx

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

File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute celebrated following days with CAB in place:

New Year

This year due to pandemic wishes were exchanged on social media.

Republic Day

All faculty members, Staff and a few students gathered in Institute premises for Flag hoisting ceremony followed by National Anthem. Speech is given by students about relevance of republic day. Director enlightened students about their duties and responsibilities towards nation.

Martyrs Day

Martyrs Day is celebrated on 30th January to pay homage to Father of our Nation and freedom fighters. All faculty and students observed two minutes of silence at 11 am in their respective places.

Holi

As a part of Institute's commitment to create a green, healthy and sustainable environment, the theme of Holi celebration was "Herbal Holi-Safe Holi".

Raksha Bandhan

Brahma kumari Fraternity gathered in college auditorium to celebrate in association with IITM.

Gandhi Jayanti

Swachhta Abhiyan is organized by institute to commemorate Birth anniversary of Mahatma Gandhi, where all members of institute marched in entire campus, cleaning vicinity.

Diwali

On this occasion the Institute is decorated with flowers and diyas thereby adding charm and religious fervor to atmosphere. Faculty and students participated in Diwali puja, cultural programmes and then sweets are distributed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I

1. Title of the Practice: Outcome based Education

2. Objectives of the Practice:

- To provide education and acquire learning outcomes for advancement.
- To permit various form of assessments for requisite skills
- To ensure no student is left behind.

3. The Context

The Institution rigorously adopted outcome-based Teaching - Learning process

4. The Practice

Outcome-based education imply a strong requirement of the end product of training and the related learning outcomes is indispensable for operative curriculum planning.

5 Evidence of Success

The teaching learning scored high on all parameters in NAAC Cycle 2 as well.

6. Problems Encountered and Resources Required

Outlay of faculty time and resources in documentation difficult in a semester system of education.

Best Practices II

1.Title of the Practice

INDUSTRY INSTITUTE PARTNERSHIP CELL (IIPC)

2. Objectives of the Practice

- To identify the opportunities for student project work in Industries.
- To encourage department level MoUs with Industries for mutual benefit.
- To assist industry in selection of suitable candidates to fill up job positions through campus interviews and provide career guidance to students.

3. The Context

The placement cell should work in coordination with other departments.

4. The Practice

Bridging the Employment Gap between Industry & Academia

Summer Internships / Live Industry Projects

InternWare - The Internship Cell

5. Evidence of Success

The Institute is better networked with Industry, academia and

research organizations as is evident from the rise in MoUs signed.

6. Problems Encountered and Resources Required

- The expectations of recruiters are increasing at a fast pace.

For Additional Details:<https://iitmjanakpuri.com/direct-file/criteria%207.2.1.pdf>

File Description	Documents
Best practices in the Institutional website	http://www.iitmjanakpuri.com/iipc.php , http://www.iitmjanakpuri.com/mba.php
Any other relevant information	https://iitmjanakpuri.com/direct-file/template%207.2.1%20Best%20Practices.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional distinctiveness lies in its efforts to achieve its dictum of nurturing excellence. This year the focus is on Skill Enhancement of students. Institution set up a skill enhancement cell as it is perceived that a conscious and cognizant effort to create a learning environment enriched with theory and practice to suit global requirement will definitely help students to reach pinnacle of their career. The cell aims to groom students on communication skills, presentation skills, leadership quality, team work, goal setting, time management, human values, motivation, enhancing self esteem, confidence building, creative thinking, awareness of emotional intelligence and decision making skills to help them in their overall development and securing better placements. Institute has initiated this module to develop the right approach, attitude and skills among the students with an intention that they can meet industry requirements.

The framework of the cell is as follows:

Mission

To be a model institution for quality education developing students as efficient and ethical leaders who anticipate, analyze

and administer current as well as emerging business and social issues.

Pedagogy

- Mini lectures
- Games and Activities
- Brain storming sessions
- Audi-Visual
- Role Plays
- Short Movies
- Oral and Written exercises

For More Detail Click on Link:

<https://iitmjanakpuri.com/direct-file/Criteria%207.3.1-Skill%20Enhancement.rar>

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Allocation of subjects is made by Academic Coordination Committee taking into consideration expertise, preferences and feedback. Lesson plans are prepared for each subject including unit-wise details of topics, subtopics, number of hours allocated to each topic, details of books, enrichments incorporated, teaching methodology adopted and schedule of relevant assignments. The Program Administration Committee (PAC) comprising of Program Coordinators' and Mentors who along with faculty members initiate development & deployment of action plans for implementation of curriculum. Monthly Syllabus coverage form is filled by faculty & a separate form is filled by class representative, examined by program coordinators to ensure course coverage & take necessary action if required. Institute maintains & implements various instruments (AC-1, and AC3) to monitor effective & time bound teaching practices. AC-3 Performa is filled on weekly basis by faculty members mentioning number of classes taken against planned duly reviewed and signed by Program Coordinator to avoid schedule slippages. During onset of Pandemic, curriculum delivery including lectures, presentations and lab sessions is continued in online mode on MS-Teams platform & recorded lectures through YouTube. Internal Quality Assurance Cell (IQAC) monitors quality of pedagogy periodically. There is a comprehensive feedback system from various stakeholders to enrich curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%201.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

IITM prepares its institutional calendar within framework of

proposed Academic Calendar (AC) provided by university, planning events, activities, class tests, holidays, summer school & winter school training. It comprises of odd semester, break followed by even semester. AC is planned prior to commencement of each semester by Director in consultation with HoDs keeping in view total teaching days available & minimum teaching hours required as per University regulations. Lesson plan compendium is prepared which includes lesson plans for all theory, practical subjects for all semesters of a particular program containing comprehensive details of unit-wise topics, subtopics & the number of hours allocated to enable effective delivery by faculty. It also includes the details of books, enrichments incorporated & teaching methodology adopted for a particular topic & the schedule of assignments related to topics. The Institutional Academic Calendar, Lesson Plans and Datasheets for internal examinations (Theory & Practical) are displayed on Institute's Website, Knowledge Portal, notice boards & to all HODs, Program Directors, Class Mentors, students and faculty members. Class timetables are framed in accordance with academic calendar. Actual dates for teaching-learning, conduction of internal exams, Project Viva & End Term Exams are incorporated in Academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%201.1.2.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1016

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in the Curriculum by organizing and conducting various activities. The institution has Internal Complaints Committee (ICC) which deals with the Gender related issues like sexual harassment, biasness against women through effective complaint resolution mechanism. For environment and sustainability related concerns institution has Environment Committee which undertakes various activities for environment protection like Save on Ozone, Documentary on Conservation of Natural Resources, Animal Welfare. Institution also has Community Service Committee which takes care of human values by doing community services and encouraging students and staff to participate in the initiatives. Following are the initiatives taken by community service committee-UBA Project, Ergonomics: Stay Fit While Working (e-poster making Competition), Unnati ki kahani, Chitron ki Jubani, competition hosted by UBA, IIT Delhi, Re-imagine yourselves as Entrepreneur, Webinar on National Education Policy, E-school visit(Friends of Tribal Society, Ekal Sansthan, Ekalsansthan Executive committee Meeting, Ekal Sansthan Trust Board Meeting. Professional Ethics related activities and webinars are conducted like-Guest Lecture on Ethical Issues in Management, Mindfulness and Business Ethics: Essential for Successful Management. Overall institution is profoundly dedicated towards Ethical and environmental issues and society welfare.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

772

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	A. All of the above
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institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://iitmjanakpuri.com/direct-file/feedback%20report%20analysis.rar
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://iitmjanakpuri.com/direct-file/feedback%20report%20analysis.rar

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

564

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

92

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

For academics we categorize students as A+, A, B, C, D based on their previous academic record. The grading is for the purpose of identifying the knowledge and skills of students. It also facilitates to develop and plan additional help for weaker category students to bring them at par with the rest of the class and other hand take of advanced learners by providing them more inputs suiting their knowledge and skills. Additionally the grading also helps monitor the continuous performance of the student throughout the program. This grading serves as guideline for the faculty to plan their lectures and analyze the specific needs of the students before commencement of teaching program. The Institution has an Elite Club which comprises of student members who are advanced learners (A+ and A category). The club is headed by a Faculty Coordinator. Program director regularly conduct meetings with the class mentors regarding progress of their mentees and are responsible to identify weak students who scored less than 50% marks in their internals. The Institute also makes arrangement of special remedial classes for slow learners and weak students.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1473	83

File Description	Documents
Any additional information	View File

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

The Institution follows a 'Process oriented student centric learning approach' for effective student progression. This has been an integral part of the system and procedures of our Institution. This approach resulted into a distinctive percentage of students progressing to higher education and later to employment eventually. The atmosphere of the Institution has always encouraged studies, interaction of students and faculty with eminent personalities, and exposure to industry & various academic areas. Consequently, students are encouraged to progress towards higher studies and employment. Students actively take part in various committees. At the time of admission to the Institute each student is asked to give their preferences as student coordinators and member of the committees towards any two committees of their choice. Courses enrichments are also done in order to develop global competencies through the student centric pedagogy.

Students are encouraged on continuous basis with interactive, thought provoking application-based pedagogy, Business (IT and Management) quiz, Management games, case studies, etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

There have been continuous efforts to promote and upgrade the use of ICT and technology. All classrooms are equipped with LCD projectors and digitization of lecture notes, question banks and assignments are done by the faculty and made available to the students for their academic support. All students are required to make subject wise power point presentations to

inculcate confidence and make apt use of technology. There is a 1:1 student - computer ratio. The Institute provides its students a central computing facility and broadband Internet connection, printer, scanner and photocopier. The institute provides its PG students a Virtual Library. The institute provides its students, access to Online Journals. Microsoft Teams is the standardized platform for teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

468

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The continuous evaluation is as per schedule based on performance of student in various modes of assessment.

Internal Tests: In each semester, Unit tests and Class Tests are conducted as per schedule prescribed by Institute.

Evaluation Scheme: For MBA, The Class Test (Mid Term Exam) of 40 marks with weightage of 10 marks is taken. Weightage of Class Presentations will be 5 marks. Four Unit Tests & Unit wise Assignments of 5 marks weightage are taken. For attendance 5 marks will be awarded on pro-rata basis. For Non-University Examination System (NUES)-General Proficiency/ Personality Development: 50 marks, Analysis & Interpretation using Statistical Tools: 30 marks, Class Activities & Class Assessment: 50 marks

For BBA, BCOM (H)& BCA

Class Test of 30 marks with weightage of 10 marks taken.

Fortnightly Class Presentations will be 20 marks with weightage of 5 marks.

Four Unit Tests & Unit wise Assignments will be of 5 marks weightage.

For attendance 5 marks will be awarded on pro-rata basis.

For NUES -

BBA and B Com (H) - Personality Development/General Awareness: 50 marks, Class/College Activities & Class Assessment: 30 marks, Quiz/Self-Assessment: 20 marks.

BCA - Viva-Voce: 50 marks, General Proficiency: 30 marks and Aptitude: 20 marks

File Description	Documents
Any additional information	View File
Link for additional information	https://iitmjanakpuri.com/direct-file/criteria%202.5.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-

bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient. The Institute maintains complete transparency in the evaluation and to provide platform for redressal of grievance of students regarding internal examination and its evaluation respectively. A mechanism is prepared by Examination Department of IITM for any type of student's grievances about examinations. Institute helps students for seeking of answer scripts with reassessment and re-counting of marks.

During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. Committee at University takes cognizance and resolves the grievance.

The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of both the unit-tests is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

File Description	Documents
Any additional information	View File
Link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/2.5.3_1568174628_3571.pdf

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.

Vision & Mission statements, POs are published and disseminated to all stakeholders through Institute's Website, Institute's Knowledge Portal, Student Guide (Rules and Guidelines issued on orientation day) and Lesson Plans compendium. Lesson plan include mapping of course outcomes and programme outcomes. Stakeholders involvement is ensured though continuous

interactive process. Not only awareness of Pos and Cos are ensured, methodology to assess is also clear:

DIRECT ASSESSMENT

1. Curricular Activities (Academic)

1. Direct Assessment Tools

1. Mid Semester Exam (at institute level)
2. Written Assignments
3. Subject Presentations
4. Class Unit-Test
5. University End-Term Exam

INDIRECT ASSESSMENT

1. Co-curricular Activities

1. Pre-Placement Activities (Mock Interviews, Group Discussions, Aptitude Tests)
2. Personality Development Exercises
3. Guest Lectures/Workshops/Seminar/Conference
4. MOOCs

Course Exit Survey/Employer Survey

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.iitmjanakpuri.com/mba.php
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Vision and Mission statements define the purpose and direction of the Institute. The Program Educational Objectives (PEOs) and POs are based on the vision and mission of the Institute. To attain the POs, the activities are divided into three categories, i.e. Curricular Activities (Academic), Co-curricular Activities & Extra-curricular Activities. For

conducting these three types of activities, the processes involved are also divided into three categories, these are, Pre-preparation, Delivery, Evaluation and Review. The Evaluation and Review is done through direct and indirect tools. Stakeholders are involved at different levels and their inputs and feedback is collected and taken into cognizance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://iitmjanakpuri.com/direct-file/criteria%202.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

443

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://iitmjanakpuri.com/direct-file/AnnualReport2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://iitmjanakpuri.com/direct-file/agar%202020-2021.pdf>

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 in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Institution has setup Artificial Intelligence Experience Centre , an initiative to promote Artificial Intelligence and innovations in Information Technology. AI Experience Centre focuses on training students and familiarising them with emerging technologies like Python programming, AI, Machine Learning, Deep Learning, Data Analytics, IoT, Robotics, Block chain and related technologies. AI Experience centre organises several activities and events to promote knowledge transfer in Information Technology like-

- "Block Chain Technology" Mr. Apoorv Shankar, Chief Technology officer, Inbloxme, Gurugram
- "Flutter-cross-platform Mobile App Development" by Mr. Amit Srivastava, founder & CEO at Brain Mentors PVT. Ltd.,
- Machine Learning using Python by Mr. Ravikant, Brain Mentors Pvt Ltd.
- Web Tech Round 2021(Web technology & Web designing) by Mr. Piyish Pandey, CEO InterNexus, Delhi
- Data Science Master class by NitishVig. The Code Scholar, Karol Bagh, Delhi
- Webinar on my Blockchain My Future by Mr. Raj Kapoor, BlocksEdu, India Blockchain Alliance, New Delhi

Institution has taken membership ICT Academy which organizes knowledge-based events and lectures from time to time. Institution's Entrepreneurship Cell also promotes new ideas of students by supporting and guiding them to become

entrepreneurs. MOOC courses are also provided to students from Coursera and Swayam platforms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%203.2.1.pdf

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

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

98

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**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 year**

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Due to Covid-19 pandemic, a number for awareness campaigns were organized to sensitize students on Covid-19 awareness, webinars on entrepreneurship and national education policy were organized. A number of awareness videos and posters via intra-college competitions were created and circulated, to motivate students to remain focused and active in fight against covid-19

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%203.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

126

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

271

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The Institute provides state-of-the-art facilities which encompass prime infrastructure with air conditioners, LCD projector-based classroom teaching facilities, Wi-Fi facility, Research Centre and a library with e-Journals facility etc. Skills are efficiently disseminated through trainings and academic partnerships by all departments. Institute has been conscientiously making progressive changes to infrastructure to ensure academic growth. The campus provides a pleasant and intellectually stimulating ambience. Institute has been built on self-owned land (0.78 acres). As per AICTE norms, 10.4 sq.mt per student is approved (standard for) land norms vis-a-vis student. Lecture theatres are over and above number dictated by AICTE's norms and are well equipped with sophisticated audio-visual aids, LCD projection systems and advanced presentation tools to augment interactive learning.

The Institute houses a centrally air-conditioned well-equipped auditorium with modern multimedia facility and approximately 250 seating capacity. The auditorium provides a platform to students, faculty members and corporates for conducting varied co-curricular and extra-curricular events including seminars, quizzes and guest lectures. Power backup is facilitated by 125 KW sound proof generator. A 20 KW solar power plant was installed as supplementary power source and is functional. The Institute's knowledge portal enables staff and students to retrieve any relevant information online at any time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/4.1.1_1569919722_3571.pdf

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

The college has facilities for sports & games and cultural

activities. The College, periodically books Delhi Development Authority (DDA) playgrounds for Inter-College and University level sports, as well as Annual Sports Meet. On the other hand, Institute also has a reimbursement policy in which students reimburse amount paid for any sporting activities. On College campus, there is a portable badminton court, a well-equipped gym, and a yoga center. The institute also has a separate girls' and boys' common room for indoor games.

Students of IITM are permitted to participate in various cultural activities inside and outside campus. To provide a platform for creative expression and to promote extra - curricular activities among students, IITM has divided its cultural committee further various categories such as Incubus (Dance society), Royals of Punjab (Folk Dance society), Engravers (Music society) and Parindey (Dramatics society). College teams are formed to take part in state level and University level competitions such as "Anugoonj" and other intercollegiate competitions. Students are sent to other colleges for intercollegiate competitions. Institute has well-equipped state of art auditorium for organizing annual functions and cultural events. Students won various medals and brought laurels to Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.1.2%20Committee%20List-2020-21.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27.02

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

IITM Library is housed in the college premises on Second Floor, which was constructed in 1999 retaining ambience of its heritage structure and making it energy efficient. Library is fully automated with all its subsystems having air conditioned Reading Room and Wi-.Fi.

Library Automation was started with purchase of College Edition of LSEase (Rel.5.0) on Pentium bases Server under Windows NT/2000 with 10,000 Collection (Unique Records) and Windows OPAC Clients (For Search and Retrieval of Information by Library Users) on Two Terminals on LAN in 2005 and started creating database of its holdings.

Library at present is using 'Software for University Libraries 2.0 (SOUL 2.0), a State of the Art Integrated Library Management Software designed on MS-SQL and MySQL Platforms. Major Features and Functionalities of the SOUL 2.0 are:

- Compliant to International Standards such as MARC 21, AACR-2, MARCXML.
- High Versatile and User-Friendly OPAC with simple and advanced search. OPAC Users can export their search results into PDF, MS Excel and MARCXML format.
- Client-Server based Architecture, User-Friendly interface that does not require extensive training.
- Supports ground-level practical requirements of the libraries such as Stock Verification, Book Bank, Vigorous Maintenance functions, Transaction Level, Enhanced Security etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/4.2.1_1569923181_3571.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**6.6.2**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

8

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institution has designated a separate team of in-house staff and faculty members to take care of the IT & related needs of the campus such as Software Development, Hardware & Networking, Website designing & hosting, Email solutions, SMS solutions, etc. All the records of hardware and software are maintained meticulously by the assigned people. The enrichment of hardware and software in terms of configuration, number, and technology is done on yearly basis. The institute has more than 13 Wi-Fi hotspots with extenders provided to cover the wireless range throughout the college. All computers in the campus are connected to the internet ,also surplus Ethernet ports are provided for laptops or other devices in need of internet connectivity. The entire campus has Wi-Fi connectivity and speed of the internet connectivity is 50 Mbps provided by Reliance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.3.1.docx

4.3.2 - Number of Computers

318

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

25.24

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has appointed several personnel for maintaining infrastructure. The annual maintenance is carried out at end of every academic year. Depending upon maintenance requirement, quotations and lab audit is conducted and a report on requirement of new equipment, replacement of old equipment and modernization of machines/software is prepared along with requirement of consumables, non-consumables as per university guidelines to conduct experiments. Breakdown register is maintained in the laboratories. Separate Complaint registers were maintained for various services like electrical, plumbing, housekeeping etc.

- As per requirement minor repairs are carried out by lab assistants.
- Maintenance of computers is taken care by Lab Quality Assurance Committee. Major repairs are outsourced by following procedure of the institute.
- Stock verification is done at end of every year.

Institute has well maintained Computerized Library. The maintenance of furniture and ICT facilities are taken care by dedicated staff members of Institute. The Gen-set and all supporting equipments are regularly maintained for better performance by dedicated Electrical maintenance cell. The Servicing of DG-sets get done by Authorized service dealer. The periodic repair and maintenance of RO Water Plants is taken care for proper sanitation and hygiene. Institute garden is well maintained by garden staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iitmjanakpuri.com/direct-file/criteria%204.4.2%20Merged%20doc.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

30

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

3

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://iitmjanakpuri.com/direct-file/criteria%205.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
110	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
652	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

170

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

195

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

53

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Institute of Information Technology & Management (IITM) has a very organized students' centric approach in every sphere. Each student is a part of atleast two committees. Students participate actively in co-curricular activities, extra-curricular activities and all major support functions for smooth functioning of Institute. Majority of events are student driven. The student committees are supported by Staff and Director. Various major academic and administrative bodies that have students' representatives in them are:

- Industry Institute Partnership Centre (IIPC)
- Internal Quality Assurance Cell (IQAC)
- Internware - Internship Cell
- Canteen Committee
- Entrepreneurship Development Cell
- Research Committee IT & Management
- SportsCommittee
- Incubation Centre
- CulturalCommittee
- Debating and LiteraryCommittee
- EnvironmentCommittee
- Community ServiceCommittee
- AI Experience Centre
- Management Club
- Commerce Club
- AlumniCommittee
- Student WelfareCommittee
- Elite Club
- Internal Complaints Committee
- Grievance Redressal Committee

- Social Media Committee
- Event Committee
- Skill Enhancement Cell
- Proctorial Board

Students actively participate as coordinators in Industry Institute Partnership Centre (IIPC). Internware - Internship Cell of IITM is managed totally by students under guidance of Placement Cell (IIPC). The biggest flagship event Internship Fair is conducted annually by students. Students' participation in Internal Quality Assurance Cell (IQAC) helps Institute understand general needs of students and maintain quality standards in all aspects of students' life at IITM.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Committee%20List-2020-21%20(1).pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

IITM has a duly formed Alumni Association namely "Institute of Information Technology & Management Alumni Association" since Jan 29, 2011. It is registered with the Registrar of Societies, Govt. of Delhi under Societies Registration Act XXI of 1860 (Registration Number S/WEST/2011/8900163).

IITM Alumni Association is working actively with major objective of encouraging alumni to contribute towards improvement in the areas pertaining to infrastructure, industry interactions with Institute.

- Alumni Association facilitates experienced Alumni's visit to Institution, interaction with students, inputs for curriculum development, etc.
- Alumni are invited regularly to mentor junior batches under the umbrella of Corporate Mentorship concept.
- Infrastructural resources have been upgraded in the past converting MBA classrooms to Smart Classes as per the feedback of Alumni.
- Library Resources are regularly updated as per recommendations from Alumni in terms of new books purchased and added in the Library collection.
- Top performers in the area of Cultural Activities are rewarded by the Alumni Association every year.
- Top performers in the area of Sports are rewarded by the Alumni Association every year.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/alumni-association.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	C. 3 Lakhs - 4Lakhs
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File Description	Documents
Upload any additional information	View File

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

To achieve Institute mission, management always encourages open exchange of views at various levels in hierarchy. Feedback of all stakeholders is taken for effective and sustainable decision making and policy formulation. Open Door policy is important feature of the Institute. Formal and informal interaction of staff members and students with Chairman and Director is encouraged. Academic Advisory council controls functioning of Institute. Director and two teacher representatives from Institute are on Academic Advisory Council which recommends changes if required in functioning of Institute to achieve its vision and mission. Director meets faculty members and Head of Departments in faculty meetings to discuss and resolve any issue. Interaction with students is a continuous process. Elite club meetings are unique feature of this Institute wherein Chairman and Director meet with elite students to motivate them to sustain and improve their performance. Class representative meeting with the class mentors are organized to discuss issues and to seek feedback about various aspects of class functioning.

Faculty is encouraged to attend seminars, workshops, conferences. They are motivated to apply for Research projects under government research organizations to carry out research in and off campus.

The computer labs and Library are regularly updated with latest facilities.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/visionmission.php
Upload any additional information	View File

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

IITM supports participative management by involving teaching and non teaching staff to carry out academics and administrative task. The institute practices decentralization

in the form of constituting various committees to take care of effective implementation of Institute operations.

It has constituted committees for Co-curricular, Extra-curricular, Administrative, student care, Publication, Infrastructure and maintenance activities. Students are also part of these committees. These committees are formed by the Director in discussion with HoDs and senior faculty members of the Institute. Committees are given full freedom to chalk out list of activities performed by the committee. Activities and decisions of Committees are discussed in Committee meetings with Director as and when required. A yearly report of all the committees is submitted to the Director by the committed coordinator. Director of the Institute presents an annual report in the Academic Advisory Council meeting at the end of session and their suggestions and recommendations are incorporated in the next years planning. To demonstrate decentralization and participative management, we have attached a case study on working of a Committee

Internal assessment of the students is handled by Examination Committee. Continuous evaluation, uploading students' attendance every month has helped in improving student regularity and performance.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Committee%20List-2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of its broad based goals in sync with its vision and mission is to ensure and enhance Educational Excellence for which Institute adopted outcome based education.

The Outcome-based Education (OBE) is implemented in PG courses as follows:

Step 1: Defining Outcomes

PEO, PO, PSO and CO. Course Outcomes (CO) are defined for all

courses and Program Outcomes (PO)/Program Specific Outcomes (PSO) are measured for all programs in the institution.

Step 2: Measure CO attainment

Each evaluation tool is mapped to a particular Course outcome (CO) or an action verb in bloom's

taxonomy and further each verb is mapped to a particular CO.

Internal Assessment metrics

Once the marks of each student in internal and final tests and other internal evaluation metrics are entered the CO attainment is measured for each class.

Step 3: Measure PO attainment

Thereafter the program outcome is measured by using a CO-PO matrix. Once the weightage and mapping of the CO-PO is over the program outcome is evaluated.

Step 4: Programme Educational Objectives (PEO) and Graduate Attribute (GA) attainment

Program Educational Objective (PEO) and Graduate Attribute (GA) performance is calculated using PO-PEO matrix and PO-GA matrix.

The OBE is extended to undergraduate programs as well.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.iitmjanakpuri.com/mba.php
Upload any additional information	No File Uploaded

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.

The Governing Body monitors implementation of institutional strategic plan. Governing body designs and executes Short-term, Long-term plans integrating findings of SWOT analysis and recommendations from stakeholders. The Board of Management or

Academic Advisory Council controls and recommends changes required in functioning of Institute to achieve its vision and mission. Director coordinates all activities of the Institute. Director is also ex-officio secretary of academic council. The IQAC of the Institute takes directives from Board and by undertaking several quality initiatives ensures implementation of the same. IQAC is responsible for defining objectives, creating robust principles, frameworks, systems and processes besides formulation of action plans, to reinforce culture of excellence. Additionally Director conducts meetings with program administration committees and various other committee heads for effective and sustainable decision making and policy formulation.

The Institute has a well defined organizational structure comprising of a team of Deputy Director (Academic Coordination), HODs, IQAC Coordinator, Examination Incharge, Chief Proctor, Training & Placement Officer, Accountant, Librarian, Administration Officer and Senior Technical Assistant which provides assistance and reports to Director by coordinating all functions of Institute. Recruitment of teaching, non teaching staff is planned at end of every academic year as per the requirements of next academic year.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104381/6.2.2_1567757375_3571.pdf
Link to Organogram of the institution webpage	http://www.iitmjanakpuri.com/aboutus.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Group Insurance facility-Faculty members have group insurance provision as per the

Government norms and institute regularly pays the premium.

Duty Leave -For encouraging the faculty towards research and development, management permits employees to attend national and international conferences, seminar, and workshops by sanctioning duty leave and rewarding them for their research work.

Leave for FDP- faculty members & staff can apply for leaves to attend Faculty Development /

Training Program.

Eco-Friendly Campus-The institution has eco-friendly green campus environment with least air pollution.

Hygienic Working Environment- The institution ensures hygienic working environment

for both staff and students.

Incentive for publications - Institute provides financial incentive for publication of research papers. It also announces best researcher award annually

Family Get - Together- Institute organizes recreational trips and host lunch for employees and their family members

Yoga & Meditation Classes - To promote the holistic health of employees, institute regularly

Organizes yoga classes and meditation sessions

Well maintained personal office furniture- The management regularly upgrades the office furniture and renovates faculty and staff rooms as per the changing needs.

Pure Drinking R.O. Water- R.O plants are installed at all coolers in college for providing pure and safe drinking water to staff and students.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

11

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Performance Appraisal is done in a systematic manner for all Teaching and Non-Teaching Staff of Institute at beginning of every academic year usually in July. The performance

evaluation of Teaching Staff and Teaching Support Staff is done as per the Performance Based Appraisal System (PBAS) of institute and related Academic Performance Indicators and Non-Teaching Staff are evaluated as per Key Performance Indicators. Necessary forms designed by Institute for undertaking exercise of performance evaluation are circulated to all employees for submitting their self-evaluation along with supporting documents wherever applicable. Thereafter, forms are forwarded to Director and Management with remarks of concerned HoD for a face-to face interaction with every employee for an unbiased analysis and judgement. Employees on basis of performance are granted increment and promotion. The achievements of faculty members are monitored and maintained through Performance appraisal system as per guidelines from UGC and AICTE. Each faculty member submit Self Appraisal form to self-appraise their efforts towards teaching-learning and evaluation related activities; co-curricular; extension; professional development related activities and research and academic contribution. Student Feedback is taken regularly both offline and online. The feedback received helps to assess faculty performance on teaching, class management and other co curricular aspects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute conducts internal and external financial audits every financial year. External audit mandatory under Income Tax Act whereas internal audit is voluntary. External Statutory audit is conducted by Chartered Accountant (CA) every financial year and audit report is submitted to income tax department. Institute submits Form 10B for the audit purpose to Income Tax department as per Income-tax Act, 1961, in case of charitable or religious trusts or institutions. Internal audit is also conducted every financial year by an internal audit committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute apply for grants and financial aids for conducting and organizing various conferences, seminars and workshops from various Government and non-government bodies like AICTE, Guru Gobind Singh Indraprastha University (GGSIPU), IRDO etc. Funds and grants received are utilised for the purpose for which it was applied for and utilization certificate is given to the concerned Government or Non-Government Body within the specified period mentioned by the grant issuing body.

Grants are utilized in well planned manner for the purpose for which it has been granted. Proper plans are made and discussed by the management for the efficient and effective utilization of the grant funds. Different committees or teams are made for different events like any conference etc. and the committee takes care of the fund utilization in meticulous discussions with the Director and the management to ensure proper utilization of funds.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.4.3.pdf
Upload any additional information	View File

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

- Some of significant contributions of IQAC are enhanced ICT Infrastructure, Development of a comprehensive Online Examination System, establishment of Skill Enhancement Cell, strengthening of social media for brand promotion, developing online code of conduct, organizing series of Webinars from May 4, 2020 to Oct 22, 2020 over topics of interest from Corporate Bigwigs. url <https://iitminternware.com/events/webinar>
- A major NAAC Cycle 2 Review Meeting was held by IQAC where a quantitative and qualitative analysis of Institutional Grade Sheet and NAAC Peer Team Report were reviewed, discussed and decisions as well as initiatives are taken to enhance and sustain Quality. The analysis identifies explicitly and quantitatively the specific aspects of each criteria which fall below A score and those which are above A+ score or A++ score. This gives Institution direction to address areas of concern, particular areas which require improvisation.

Subsequently following initiatives are taken

- Revision of HR Policy
- Compilation of Quality Initiatives
- Room allocation for IQAC
- Student Welfare committee established with dean of student welfare heading it.
- Preparations are initiated for two international conferences one each by Management and IT department in February and July 2022 respectively.

File Description	Documents
Paste link for additional information	http://www.iitmjanakpuri.com/igac.php
Upload any additional information	View File

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

IQAC has been set up in institute since 5th March 2013 for quality assurance, sustenance, enhancement and standardization.

IQAC enhanced ICT Infrastructure due to pandemic to facilitate online classes.

MS Teams subscription is purchased to institutionalize a uniform and comprehensive mechanism for Online Teaching Learning process.

Recorded lectures are uploaded on you tube channel of Institute for benefit of students who are remotely located so that they can view them as per availability of network and other resources.

A comprehensive Online Examination Process for conduction of internal examinations for all programmes has been laid down.

The policy for Internal Exams and Academic Circular 5/2009 for online conduct of examination is revised.

The cell laid down guidelines on platform & procedure well in advance for smooth conduct of examinations.

A Skill Enhancement Cell is established to improve soft skills, life skills and critical thinking skills of students.

A student welfare committee is established and a Dean Student Welfare has been designated to look into student requirements during the course of their study at the institute.

The IQAC strengthened social media for brand promotion to improve visibility of Institution and make it more reachable to students and other stake holders.

File Description	Documents
Paste link for additional information	https://iitmjanakpuri.com/direct-file/Criteria%206.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://iitmjanakpuri.com/direct-file/AnnualReport2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

The Institute has an "Internal Complaints Committee" formulated as per Vishakha guidelines and functioning as required. The committee apart from conducting events also sensitizes all students about gender equity and other awareness programs of prevention of sexual harassment. The new session which started on 16th August 2021 came with a ray of hope and the ICC has already planned events for empowering women and making them

self-reliant.

18.9.20

Guest Lecture on Ethical Issues in Management

Dr. Latika Malhotra

25.9.20

“Life & Lifestyle”

Mr. Amit Dabke, Global CXO Mentor, Corporate Trainer

- Specific facilities provided for women in terms of:
 1. Safety and security

The institute has an active functioning ICC and all members of committee are easily accessible within campus.

The girl students are allowed to walk in freely any of members for counselling.

1. Common Room

The institute also has a sanitary pad vending machine installed in campus.

1. Medical Room
2. Separate washrooms on every floor for girls and female staff

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://iitmjanakpuri.com/direct-file/Final%20Merged%20Criteria%207.1.1.pdf

<p>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</p>	<p>C. Any 2 of the above</p>
<p>File Description</p>	<p>Documents</p>
<p>Geo tagged Photographs</p>	<p>View File</p>
<p>Any other relevant information</p>	<p>No File Uploaded</p>
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>The administrative supervisor takes care that waste in each floor is collected at designated time. Personnel are deployed by housekeeping staff for daily garbage and non-biodegradables disposal. Waste from kitchen, canteen leftovers, bio-mass available after grazing trees, plants and lawns are taken for composting. The institute has pits for production of organic manure that makes use of institute's biodegradables and used for enhancement of soil fertility of campus gardens. Sanitary napkins are disposed of using incineration process. Single sided used papers are reused for printouts. Rooms have "trash bin" designed by ECS committee members to collect the waste paper. To minimize use of papers notes are digitized for students while whatsapp official group and google groups are used for communication with stakeholders. Biometric attendance system is used to reduce paperwork. Paper waste, carton boxes, used files; plastics are sold to external agency for recycling. The RO waste water is collected and used for cleaning wash rooms. Hardware beyond repair and those to be condemned are listed out by IT Cell to vendors who purchase them. Computers have also been donated to schools and other institutes. Damaged CDs, CPUs, Hard Disk, Monitors, Keyboards are handed over to external agency for recycling.</p>	

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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 200 words).

The Institute makes constant endeavors to promote an environment to imbibe ethical, cultural, and spiritual values among the students and staff. This helps build noble and morally responsible professionals and citizens for the Nation. To build up emotional and religious feelings among students and employees, commemorative days are celebrated on campus with initiative and support of management to generate the feeling of oneness and social harmony besides recreation.

The Institute is like a family where employees and students jointly celebrate the cultural and regional festivals like New-year's day, Fresher Party, Teacher's day, Farewell party and Fiesta, as well as festivals like Diwali, Holi, Raksha Bandhan etc. Religious ritual activities are performed in the campus.

Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens, following the national values of social and communal harmony and national integration.

In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution observes vigilance awareness week in the month of October - November every year during which oath is taken by all the employees of organization as well as individuals. Several activities were conducted during the week to sensitize students on evils of corruptions and take a pledge to stand

against corruption. Various activities include poster making, debates etc. A number of days of national important such as Republic day, Independent day, Teacher’s day, National Education Day, Gandhi jayanti etc. are observed to inculcate rights, duties and responsibilities of citizens. Further, the Institute has an active Community Service Committee which conducts various activities such as blood donation, food distribution but due to Pandemic and lock down no such event organized. The Institution is a member of “Unnat Bharat Abhiyan” and has adopted villages. The Environment Committee on the other hand imbibes responsible behavior among students towards the environment by involving them in activities such as Swachh Bharat Abhiyan , Tree Plantation, Awareness Campaign on numerous environmental causes every year but due to pandemic no such event oraganized in Offline mode.

for more details refer:

<https://iitmjanakpuri.com/direct-file/Criteria%207.1.9%20Pledge%20Certificate.docx>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://iitmjanakpuri.com/direct-file/criteria%207.1.9%20reports.pdf
Any other relevant information	https://iitmjanakpuri.com/direct-file/Criteria%207.1.9%20Pledge%20Certificate.docx

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute celebrated following days with CAB in place:

New Year

This year due to pandemic wishes were exchanged on social media.

Republic Day

All faculty members, Staff and a few students gathered in Institute premises for Flag hoisting ceremony followed by National Anthem. Speech is given by students about relevance of republic day. Director enlightened students about their duties and responsibilities towards nation.

Martyrs Day

Martyrs Day is celebrated on 30th January to pay homage to Father of our Nation and freedom fighters. All faculty and students observed two minutes of silence at 11 am in their respective places.

Holi

As a part of Institute's commitment to create a green, healthy and sustainable environment, the theme of Holi celebration was "Herbal Holi-Safe Holi".

Raksha Bandhan

Brahma kumari Fraternity gathered in college auditorium to celebrate in association with IITM.

Gandhi Jayanti

Swachhta Abhiyan is organized by institute to commemorate Birth anniversary of Mahatma Gandhi, where all members of institute marched in entire campus, cleaning vicinity.

Diwali

On this occasion the Institute is decorated with flowers and diyas thereby adding charm and religious fervor to atmosphere. Faculty and students participated in Diwali puja, cultural programmes and then sweets are distributed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice I

1. Title of the Practice: Outcome based Education

2. Objectives of the Practice:

- To provide education and acquire learning outcomes for advancement.
- To permit various form of assessments for requisite skills
- To ensure no student is left behind.

3. The Context

The Institution rigorously adopted outcome-based Teaching -

Learning process

4. The Practice

Outcome-based education imply a strong requirement of the end product of training and the related learning outcomes is indispensable for operative curriculum planning.

5 Evidence of Success

The teaching learning scored high on all parameters in NAAC Cycle 2 as well.

6. Problems Encountered and Resources Required

Outlay of faculty time and resources in documentation difficult in a semester system of education.

Best Practices II

1.Title of the Practice

INDUSTRY INSTITUTE PARTNERSHIP CELL (IIPC)

2. Objectives of the Practice

- To identify the opportunities for student project work in Industries.
- To encourage department level MoUs with Industries for mutual benefit.
- To assist industry in selection of suitable candidates to fill up job positions through campus interviews and provide career guidance to students.

3. The Context

The placement cell should work in coordination with other departments.

4. The Practice

Bridging the Employment Gap between Industry & Academia

Summer Internships / Live Industry Projects

InternWare - The Internship Cell

5. Evidence of Success

The Institute is better networked with Industry, academia and research organizations as is evident from the rise in MoUs signed.

6. Problems Encountered and Resources Required

- The expectations of recruiters are increasing at a fast pace.

For Additional Details:<https://iitmjanakpuri.com/direct-file/criteria%207.2.1.pdf>

File Description	Documents
Best practices in the Institutional website	http://www.iitmjanakpuri.com/iipc.php , http://www.iitmjanakpuri.com/mba.php
Any other relevant information	https://iitmjanakpuri.com/direct-file/template%207.2.1%20Best%20Practices.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional distinctiveness lies in its efforts to achieve its dictum of nurturing excellence. This year the focus is on Skill Enhancement of students. Institution set up a skill enhancement cell as it is perceived that a conscious and cognizant effort to create a learning environment enriched with theory and practice to suit global requirement will definitely help students to reach pinnacle of their career. The cell aims to groom students on communication skills, presentation skills, leadership quality, team work, goal setting, time management, human values, motivation, enhancing self esteem, confidence building, creative thinking, awareness of emotional intelligence and decision making skills to help them in their overall development and securing better placements. Institute has initiated this module to develop the right approach, attitude and skills among the students with an intention that they can meet industry requirements.

The framework of the cell is as follows:

Mission

To be a model institution for quality education developing students as efficient and ethical leaders who anticipate, analyze and administer current as well as emerging business and social issues.

Pedagogy

- Mini lectures
- Games and Activities
- Brain storming sessions
- Audi-Visual
- Role Plays
- Short Movies
- Oral and Written exercises

For More Detail Click on Link:

<https://iitmjanakpuri.com/direct-file/Criteria%207.3.1-Skill%20Enhancement.rar>

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The plan of the institution for next year is to equip students with critical thinking skills, enhance their capacity building and transform them into skilled professionals to increase their employability and meet the modern job market demands. The emphasis will be on both vertical expansion in terms of improving quality of programs as well as horizontal expansion in terms of including new programs of study in the campus. This shall be realized through expanded infrastructure in various dimensions such as:

Academics:

- Achieve NBA accreditation for MBA program.

- Apply for introducing new programs namely, BBA LLB Hons. and Bachelor of Journalism and Mass Communication.
- Establish a comprehensive skill enhancement cell to cater to needs of students in a phased manner.
- To refine online system further to enable smooth transition from offline to online modes of college functioning.

Research and Development:

- Brand Building of Institute in a planned manner.
- Promote participation of staff members in FDPs like refreshers and orientation programmes.
- Promote publication in indexed research journals.
- Promote faculty members to undertake Major/Minor projects.
- Conduct more International Level Conferences and Workshops.

Community Engagement:

- Assisting government and local bodies in Community projects.