

Hindustan Institute of Management and Computer Studies



Self Study Report

(Cycle 1)
April 2015

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

P. O. Box No. 1075, Nagarbhavi, Bangalore -560072.

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A. PREFACE

The advent of liberalized regime characterized in early 90's by globally competitive free market economy presaged a huge demand for manpower with world class competencies. The exploitation of the opportunity required investment in infrastructure beyond the reasonable capacity of public finance. The Government of India responded to the challenges by liberalizing its policy to allow private initiative and participants in education. The state of Uttar Pradesh followed suit by allowing the entry of self financing institutions in the education sector in 1995. Realizing that there was an opportunity to serve a social cause, a group of public spirited individuals lead by Shri P.K. Gupta established Sharda Group of Institutions (SGI) in the year 1995 with the primary purpose of providing top of the line education to the community of the region. During a short span of time, the group has established 4 campuses, 16 professional institutions, a multi disciplinary-global Sharda University, offering engineering, management, pharmacy, education, medical and allied sciences with well integrated campuses at Agra-Mathura and Greater Noida.

Hindustan Institute of Management and Computer Studies is approved by AICTE, New Delhi, and affiliated to Uttar Pradesh Technical University, Lucknow. It imparts quality education in the field of management and IT to meet the growing needs of industry and in turn society. The Institute, a constituent unit of SGI, born in 1997 and housed in a modern building built on an area of 29 acres located between Agra and Mathura on NH-2. The Institute has responded to the challenges implicit in its mission and vision statements and has established excellent credentials both in terms of the quality of the education and the competencies of its faculty to sustain and further improve the level of excellence. The Institute believes that the central thesis of globalization is based on the premise that modern organization in any field including education can no longer function as independent entities unaffected by events and trends elsewhere in the world. The logic of technological advances and free flow of information across borders has created a complex set of sensitivity to global trend, continuous learning and capacity to management diversity. The institute's teaching learning processes conform to this imperative.

The details about the curricular, co-curricular and extracurricular activities of the Institute to groom the students as a great citizen of our country are explained in the Self Study Report.

We extend heartfelt welcome to the expert committee of NAAC to assess the facilities available in the Institute.

(Dr. Naveen Gupta)
Director

B. EXECUTIVE SUMMARY

Hindustan Institute of Management and Computer Studies was established in the year 1997 with the vision of providing world class management and IT education to the students from rural areas. Two departments are functioning in the Institute and these departments offer Post Graduate programmes in Management and Computer Applications.

The philanthropic members of SGI Educational Trust are the driving force behind the establishment of the Institute. Shri P. K. Gupta and Shri Y K Gupta are the founders of the Institute. They have paved the roadmap for the development of this esteemed institution to serve and uplift the economically backward section and rural area people by the way of offering affordable and quality education to them.

The Promoters envision the Institute to grow into a center of excellence for management and IT education whose products are competent techno-managers and also good human beings for the society. The Institute is committed to achieve academic excellence in providing technical and managerial quality education with the well articulated quality policy and its objectives. The institute believes that the quality of the education is defined in terms of stakeholders' needs and should be the purpose of all our efforts.

In the journey towards quality education, the Institute wishes to have the accreditation status from National Assessment and Accreditation Council, Bangalore. In this regard, a detailed Self Study Report as per the guidelines of NAAC has been prepared.

This self study report consists of seven criteria along with institution profile and evaluation reports of the two departments. The structures of these criteria are presented below:

Criterion I: Curricular Aspects:

The Institute follows curriculum specified by Uttar Pradesh Technical University (UPTU), Lucknow. The curriculum is effectively disseminated and imparted to the students through well established and structured action plan. Tools like Academic Calendar, teaching plan, time table and web based online ERP system called "WEBSIM" etc. are used at institutional level for implementing the curriculum effectively. The institute maintains and establishes collaborations with industries, research bodies and academia for achieving the goals through Institute Industry Interface Programme (I3P).

The students are provided exposure to various value-added courses, co-curricular and extracurricular activities to supplement the curriculum specified by the University and achieve goals and objectives of the Institute.

The Institute is addressing various sensitive issues such as gender, climate change, environmental education, human rights, inclusion etc. into the curriculum through various student centric committees. The effectiveness of teaching learning process and the performance of the students are monitored and analyzed by collecting feedback from all stakeholders through web based online systems of the Institute. The Academic Council monitors and keeps control over the curricular and teaching learning processes for achievement of the goals of the Institute.

Criterion II: Teaching - Learning and Education:

The institute maintains transparency and established processes reflected in the information brochure, handbook, institute and group website for admission of the students as per norms of university. The admission is done through single window system of the affiliating university through state level entrance test (UPSEE). The institute ensures the publicity of the information and eligibility for admission through flex, hoardings, banners, FM, social media and web sites. The institute takes utmost care to include diversity and adhere to the norms of state government and university.

The institute is committed to all round development of the students. The institutional guardians of the institute help the students to face challenges in academics, psycho social and other administrative issues.

Training and workshops in recent managerial and technical trends are conducted by the professionals of industry and academia to bridge the gap between the industry and university curriculum. The slow learners are provided remedial classes and the advanced learners' thrust for knowledge is fulfilled through application based assignments and live projects.

Academic Council of the institute evaluates and monitors the teaching learning process. The review meetings suggest remedial measures which are implemented to improve the efficiency of the system.

Learning is made student-centric by various methods of participatory learning like interactive, collaborative and independent. Various activities of the institute contribute towards self-management, self-esteem, knowledge development and skill formation at personal and interpersonal levels.

Criterion III: Research, Consultancy and Extension

The institute has developed its own dedicated research centre for research scholars under supervisors approved by universities (UPTU, Sharda & Pacific). The institute takes a number of measures to promote research. An amount of Rs 1 crore (at group level) is earmarked solely for the research. Institute provides adequate resources like time-off, reduced teaching load, special leave, infrastructure & technology. The institution publishes annual research journal

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titled, ‘Management Development and Information technology’- MDIT. The institute has also initiated publication of SIS Journal of Projective Psychology and Mental Health (Regd No 71632/99, RNI Delhi) listed amongst 25 indexed journals by World Health Organization in collaboration with Somatic Inkblot Society.

The institute has introduced value-added courses to enhance the managerial, technical and analytical skills among the students. Workshops and training programmes are conducted by eminent researchers with focus on capacity building in terms of research and imbibing research culture. Annual Doctoral conferences are also hosted to provide a platform to the research scholars to present their doctoral work in Management and Information Technology.

The institute has made sincere efforts on issues confronting the society and hosted a series of activities like conferences, academic tours, seminars and panel discussions all the year round. This year institute will be focusing on action research and has initiated projects with an aim to educate and sensitize the change agents. The projects are: LTA (Lapka to Aapka), RED-P (Rural Education Development Programme), and KAP (Khandari Attitude Parivartan). The institute has established a strong institute and industry interface.

The institute adopts various mechanisms like rewarding the outstanding achievements of the students with certificate of merit and special prizes. **Leadership Award** worth Rs 50,000 for the students’ team emerging as the best contributor in extension activities. The institute extends a grant of rupees Rs 2 lacs per annum for extension activities and research to help, innovate, uplift and develop society.

Criterion IV: Infrastructure and learning resources:

The institute provides top of the line infrastructure for keeping pace with the growing demand. It is housed with well equipped laboratories, ICT enabled class rooms, seminar halls, conference rooms, auditorium, and library. The resources of the institute are managed by various committees. The resources are up graded and maintained time to time based on the feedback received from stakeholders and the recommendations provided by the committee. The institute provides health care and transport facilities to its residential inmates and day scholars. Special facilities are made available to physically – able students like lifts and helping staff.

Well equipped computer centers are available to cater the computing needs and the internet access for the students. The Lab Committee takes due care for maintenance, up gradation and acquisition of computing facility.

Library is equipped with various books, references, e-journals etc. to supplement the thrust of students. Library Committee plays vital role in

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planning and executing the library activities. Digital library is functioning with internet facility for e-access. The institute has LAN and Wi-Fi facilities, upgraded computers, printers etc. to suit the needs of the students.

Criterion V: Students Support and Progression:

The institutional guardians are allocated approximately 20 students by HoD to take due care of their psycho, social, academic needs.

The institute provides financial assistance through scholarship to meritorious and economically weaker section students and assists them to avail scholarships from state government and affiliating university as well.

CSCD Cell undertakes personal and career counseling as an ongoing activity in the Institute's premises. Various activities undertaken by CSCD are personal counseling, personal development sessions, career counseling, personality testing and aptitude testing.

T & D and T & P provide quality training and placement opportunity to the students. Academic Council collects and analyzes the feedbacks of the stakeholders through online system to improve the quality of the institutional processes.

Various committees of the institute are in place to assist and support students for addressing their grievances and other sensitive issues of inclusion, gender and disciplines.

Criterion VI: Governance, Leadership and Management:

The institute envisions its vision, mission and quality policy for the welfare of its stakeholders by becoming centre of excellence for management and IT education whose products are competent managers and IT professionals. Our stakeholders put their earnest effort to ensure and achieve our goals through thorough review processes in teaching-learning, training and development, placement, co-curricular and extracurricular activities.

The management is committed to create, operate and maintain physical infrastructure best in class to ensure delivery of quality education in the field of management and IT. It also establishes internal and external linkages and processes that facilitate achievement of objectives and conform strictly to quality of governance expected of a centre of excellence in the field of professional education. The plans are to further build a strong network of industry, academia and research institutions to have synergy in the delivery of education research and consulting services.

The institute functions on the participative management model. The institute delegates authority and provides operational autonomy to the departments of the institution by forming various committees comprising of senior faculty members and students. Thus the activities are performed in a decentralized

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way. The responsibilities of co-curricular and extracurricular activities are shared by faculty, students & staff to create healthy relations.

For holistic development of a student, institute has adopted an approach of institutional guardianship to focus on developing relationships between student, teacher and parents.

The institute is committed to build top of the line faculty with theoretical expertise and practical wisdom by introducing system practices and processes benchmarked with the best in the class. The institute follows 360 degree Performance Appraisal System for faculty. Composite Performance Index (CPI) is computed every academic year on the basis of overall performance of every faculty in academics and administrative activities. The system of appraisal is so defined that it incorporates all qualitative parameters and stakeholders. The transparency of the system is maintained by providing feed back to the faculty through the Head of the Department/ Director.

Departments of the institute prepare their budget to meet out their expenses. The Library and Lab Committees also contributes to it by including their up gradation and maintenance expenses. The Registrar of the institute incorporates these budget requirements including other infrastructural expenses for approval from the Management. The utilization of the budget is strictly monitored and audited by internal and external auditors. The deficit budget is supported by the Management.

Institute is in the process of forming Internal Quality Assurance Cell (IQAC). However the institute has well structured Academic Council for monitoring and controlling the academic and administrative quality aspects for achieving the goals and objectives.

Criterion VII: Innovation and Best Practices:

The institution pays due importance for development of eco - friendly atmosphere in the campus and ensures environment consciousness in the minds of the students and the inmates through energy conservation practices, water harvesting practices, efforts for carbon neutrality, plantation, hazardous waste management and e-waste management.

Some of the major innovations at the institution are creating a learning environment (learning by doing), community engagement/ extension projects, institutional guardian system, focus on action research and behavioral design lab.

The extension initiatives (Best Practice – I) of the institute seek to empower local communities to be able to respond to their problems and to prepare socially responsible leaders having humane outlook and strong civic sense. The institute has initiated a number of community development projects like

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Project Pingri, Project Lapka to Aapka (LTA), Project Khandari Attitude Parivartan (KAP), Project Rural Educational Development Programme (RED-P), and Project National Character Building (NCB). The institute has received the AIMS International Best Social Responsibility Award comprising of gold medal in Year 2014 and many other for its extension initiatives.

Best Practice – II: The institution recognizes the role of creativity and engages students in exploring ideas and issues, challenging traditional assumptions, solving complex problems, and constructing knowledge. HIMCS thus strives to create rich learning environment for its students such as Entrepreneurial lab (E-lab), Magnifest, HiMCS on Wheels, Talent Hunt, Achiever's Award, and Liberal Arts in Management Education (LIME). As a result "Prarambh Student Welfare" is an NGO established by a group of students and the students have started thinking of Social Entrepreneurship as a career option.

SWOC analysis of the Institution

Strengths:

- The institute is in its 18th year of establishment and a constituent part of the Sharda Group of Educational Institutions, one of the oldest, largest and prestigious educational groups of North India.
- All round institutional support and complete autonomy from management at the institute level.
- Campus is located in eco-friendly environment, provides atmosphere conducive for teaching, learning and all round development of students.
- Best of class infrastructure.
- Academic support from reputed and experienced people from industry and academia at top positions of the group.
- Experienced faculty (average experience 9 years).
- 50% of the faculties are either doctorates (total 6) or pursuing doctoral degree (total 6 out of which one has submitted the thesis and one is on the verge of submission).
- Average retention of faculty is 72.7%.
- Community Engagement/ Extension projects for creating socially responsible leaders and making a positive social impact.
- Learning environment by identifying and developing application platforms for experiential learning.
- Institutional Guardian System to nurture physical, academic and psychological well-being of students.
- Behavior Design lab to bring about desired change in human behavior and help improve the lives by using applied psychology.

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- Strong alumni base and a dedicated cell “Sharda Alumni Association Reminiscences (SAAR)”.
- Strong Institute Industry Interface with a dedicated cell “Institute Industry Interface Programme (I3P)”.

Weakness:

- Location disadvantages and limited industry base.
- Lack of curriculum flexibility being affiliated to UP Technical University.
- Majority students are from rural background and language is their limiting factor.

Opportunity:

- Aspire for autonomous status.
- Introduce new courses in the area of Management & IT.
- Explore strong alumni base to improve placements.
- Strengthen academia-industry linkages.
- Streamline collaborations and consultancy.
- Explore possibility of collaborative research with research institutions.
- Empower youth and nurturing them into ethically conscious and talented professionals thus helping country to tap the demographic dividend.

Challenges:

- Increasing competition from mushrooming B-schools.
- Placement opportunities not keeping up with the demand due to global economic slowdown.
- Meeting the changing expectations of corporate world from management students.
- Curriculum needs to be updated with changing time and fine tuned to the needs of the industry.
- Decline in interest of students in MBA education because of availability of multiple career options.
- Upgrading the overall personality of academically weaker students.
- Difficulty in inviting the talent from the corporate world and retain them as faculty members.
- Meeting the expenditure with a highly subsidized tuition fees from students and exploring option for additional sources of revenue generation.

C. PROFILE OF THE AFFILIATED INSTITUTE

PROFILE OF THE INSTITUTION

1. Name and Address of the College:

Name	: HINDUSTAN INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES (Affiliated)
Address	: 26 Km Mile Stone, Agra-Mathura NH#2, Farah
City	: Mathura State : Uttar Pradesh
Website	: www.himcs.edu.in

2. For Communication:

Designation	Name	Telephone with STD Code	Mobile	Fax	E-mail
Director	Dr. Naveen Gupta	O: 0565-2763704 R: 09627182913	96271 82913	0565- 2763071	director.himcs@sgei.org
Steering Committee Coordinator	Lt Col N P Singh	O: 0565-2763832 R: 09927000948	99270 00948	0565- 2763071	registrar.himcs@sgei.org

3. Status of the Institute:

- i Affiliated Institute
- ii Constituent Institute
- iii Any other (specify)

4. Type of the Institute:

- a. By Gender
 - i. For Men
 - ii. For Women
 - iii. Co-education

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- b. By Shift
- i. Regular ✓
- ii. Day ✗
- iii. Evening ✗
5. Is it a recognized minority institution?
- Yes ✗
- No ✓
6. Source of funding:
- i Government ✗
- ii Grant-in-aid ✗
- iii Self-financing ✓
- iv Any other ✗
7. a. Date of establishment of the college 16.09.1997 (dd/mm/yyyy).
- b. University to which the college is affiliated / or which governs the college (If it is a constituent college).

Uttar Pradesh Technical University, Lucknow

- c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i) 2 (f)	08-05-2000	Vide act No. 1248 (2) XVII-V-1-1-19-2000 UP Adhinyam Sankhya 23 of 2000.
ii) 12 (b)	NA	

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

Under Section / Clause	Recognition / Approval details Institution / Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i. AICTE	MBA	Northern/1-2008732931/2014/EOA, dated 04 Jun 2014	2014-15	Appx. 7-d attached
ii. AICTE	MCA	Northern/1-2008732931/2014/EOA, dated 04 Jun 2014	2014-15	Appx. 7-d attached

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

Yes No

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

Yes No

9. Is the College recognized:

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

Yes No

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

b. For its performance by any other governmental agency?

Yes No

If yes, Name of the agencyand date of recognition.....(dd/mm/yyyy)

10. Location of the campus and area:

Location : **Rural**
 Campus area in sq. mts or acres : **29 Acres**
 Built-up area in square mts. : **7059.20 SqM**

11. Does the College have the following facilities on the campus (Tick the available facility)? Incase the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

♣ **Auditorium / Seminar Complex with infrastructural facilities:**

♣ **Sports facilities:**

- Playground
- Swimming pool
- Gymnasium

♣ **Hostel:**

- Boys' hostels
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)

All necessary facilities

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- Girls' hostels
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
- All necessary facilities**
- Working women's hostels
 - i. Number of hostels
 - ii. Number of inmates
- * Seats available in hostel**
- ♣ **Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise:**
 - i. for Professor
 - ii. for teaching staff
 - iii. for non-teaching staff
 - ♣ **Cafeteria**
 - ♣ **Health Centre:**
 - i. First aid facility
 - ii. Inpatient facility
 - iii. Outpatient facility
 - iv. Ambulance facility
 - v. Emergency Care facility
 - ♣ **Health Centre Staff –**

Qualified doctor- Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Qualified Nurse- Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
 - ♣ **Other Facilities:**
 - Banking
 - ATM
 - Post Office / Courier Service
 - Book-Shop
 - ♣ **Transport facilities to cater to the needs of students and staff:**
 - ♣ **Animal House**
 - ♣ **Biological waste disposal**
 - ♣ **Generator or the other facility for management /regulation of electricity and voltage:**
 - ♣ **Solid waste management facility:**
 - ♣ **Waste water management:**

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♣ Water harvesting:

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

Sl. No.	Prog. Level	Name of the Prog.	Duration	Entry Qualification	Medium of Instructions	Sanctioned/approved students strength	No. of students admitted (2014-15)
1.	Post Graduate	MBA	2 Yrs	Graduation (min 50%)	English	120	84
2.	Post Graduate	MCA	3 Yrs	Graduation (min 50%)	English	90	34

13. Does the college offer self-financed programmes?

TWO

Yes No

If yes, how many?

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="checkbox"/>
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15. List the departments:

Faculty	Departments	UG	PG	Research
Management	MBA	NA	YES	YES
Computer Applications	MCA	NA	YES	NA

16. Number of Programmes offered under:

a. annual system

b. semester system

 2

c. trimester system

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17. Number of Programmes with:

- a. Choice Based Credit System
 b. Inter / Multidisciplinary Approach
 c. Any other (specify and provide details)

x
x
x

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

Yes No

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

Yes No

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

Positions	Teaching Faculty						Non-teaching Staff		Technical Staff	
	Prof		Associate Prof		Assistant Prof		M	F	M	F
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University / State Govt. Recruited	-	-	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management / society or other authorized bodies Recruited	1	0	1	0	12	8	11	2	4	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

21. Qualification of the teaching staff:

Highest qualification	Prof		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
Permanent Teachers							
D. Sc. / D. Litt.	-	-	-	-	-	-	-
Ph. D. / M. Phil.	1	0	1	0	1	3	6
	-	-	-	-	-	-	-

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PG	-	-	-	-	10	4	14
Visiting Faculty							
Ph. D.	-	-	-	-	-	-	-
M. Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	1	1	2
Part-time teachers	-	-	-	-	-	-	-
Ph. D.	-	-	-	-	-	-	-
M. Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

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

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

Categories	Year 1 (2014-15)		Year 2 (2013-14)		Year 3 (2012-13)		Year 4 (2011-12)	
	M	F	M	F	M	F	M	F
SC	04	03	03	02	05	02	05	02
ST	0	0	0	0	0	0	0	0
OBC	17	11	20	04	20	07	31	09
General	31	48	41	47	45	33	64	61
Others	0	0	0	0	0	0	0	0

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

Type of students	UG	PG	M Phil	Ph. D.	Total
Students from the same state where the college is located	-	109	-	-	109
Students from other states of India	-	5	-	-	5
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	-	114	-	-	114

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

			2013-14	2014-15
UG	NA	PG	MBA- 7	MBA- 7
			MCA- 0	MCA- 2

26. Unit Cost of Education:

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

(a) Including the salary component

Rs. 87, 288 /-

(b) Excluding the salary component

Rs. 40, 397 /-

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

Yes No

28. Provide Teacher-student ratio for each of the programme / course offered (AY 2014-15).

Discipline	Deptt	Total no of Teachers	Total no of Students	Teacher-Students Ratio
Management	MBA	16	174	1:11
Computer Applications	MCA	6	72	1:12

29. Is the college applying for:

Accreditation: Cycle 1 Cycle 2
 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

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

NA

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

Cycle 2:..... (dd/mm/yyyy) Accreditation Outcome / Result.....

Cycle 3:..... (dd/mm/yyyy) Accreditation Outcome / Result.....

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

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31. **Number of working days during the last academic year:**
32. **Number of teaching days during the last academic year:**
(Teaching days means on which lectures were engaged excluding the examination days)
33. **Date of establishment of Internal Quality Assurance Cell (IQAC).**
We are in process of establishing IQAC.
34. **Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.**
AQAR (i)NA.....
AQAR (ii)NA.....
AQAR (iii)NA.....
AQAR (iv)NA.....
35. **Any other relevant data (not covered above) the college would like to include. (Do not include explanatory / descriptive information)**
NA

D. Evaluative Report Criterion wise

CRITERION - 1

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

The Vision, Mission & objectives of HIMCS are:

VISION

To become one of the premier institutes in the field of management and IT by creating new frontiers of knowledge, research and development for its excellence in academics and its valuable contribution to industry and society.

To achieve a place amongst top level global academic and professional institutions by providing globally acceptable standards of management and IT education thereby creating an environment of sharing, dissemination and complete application of knowledge amongst all stakeholders of the institution and establishing high levels of industry-academic interface.

MISSION

- To provide career oriented quality education and training in professional disciplines.
- To provide conducive environment stimulating creativity and independent thinking.
- To induce relevant competencies creating multi-skilled managers and IT professionals for industry.
- To enlarge and extend professional horizon by enrichment of education & exposure.
- To provide global level standards in management and IT education by training professionals to become fully employable.
- To strengthen the bond between industry and institution by appropriate and adequate interaction.

HIMCS also has its mantra that helps employees' focus their attention on the organization's reason for being. It further helps the employees and the students to keep track of the code of conduct. The institute also has a defined Quality Policy.

HIMCS Mantra

*“Just for today, I will let go off anger.
Just for today, I will let go off worry.
Just for today, I will live an attitude of gratitude.
Just for today, I will do my work honestly.
Just for today, I will love and be kind to all living beings.”*

Quality Policy:

A Quality Policy has been well articulated and form a part of the Institute’s manual. The Institute believes that the quality of the education is defined in terms of customer needs and should be the purpose of all our efforts.

Objectives:

- To continuously scan the needs of the industry and business and reorient our course curriculum to accord with the changing needs.
- To create, maintain and upgrade our infrastructure, faculty and other resources to be on par with the best in the country.
- To benchmark the processes of education with the best in ‘best in class’.
- To create linkages with perspective employers with a view to facilitate placement through campus selection.
- To create necessary environment and backup services for undertaking research and consulting assignments.

Vision, Mission and Objectives are communicated to the students, staff and other stakeholders through;

- Vision, mission, objectives of the institute are displayed on Institute’s website, are mentioned in the student manuals/prospectus, and displayed on flex boards at all the prominent places of the institute building. Any changes made to the vision, mission, objectives of the institute are displayed through notices.
- An orientation programme is conducted on the start of new session to make the incoming students familiar with the vision, mission, objectives, mantra of the institution, knowledge about the academics, administrative processes related to them, introduction of staff and is supplemented with a college visit. Students along with their parents participate in this programme.

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

The institute follows a systematic plan to develop and deploy action plans. At the beginning of an academic session, the institute prepares an action plan to be followed. The progress against this plan is tracked from time to time and corrective measures are taken if required. The action plan comprises of:

- Preparation of an academic calendar mentioning the schedule of classes, sessional exams, and all the events, curricular & extracurricular activities, list of holidays for the year based on the academic calendar prescribed by the affiliating University. The calendar mentions the dates for guest lectures, industry visits, seminars, conferences, panel discussions, extension activities, and value added courses planned for the session.
- Teaching plan for each subject is prepared, showing lecture-wise topics to be taught with prescribed dates of planning & execution of the lectures. These plans are made in accordance to the syllabus prescribed by the University and the number of lectures allocated for the same.
- Personality Development Program (PDP) schedule is prepared to ensure systematic delivery of the skills on the basis of prior need assessment done.
- ERP is made functional to ensure marking of class attendance, attendance of other activities, and sessional marks so that students, their parents, teachers, directors all can track the performance of the students at a point of time.
- To make students' involved in the teaching learning process, new and innovative teaching techniques in addition to the traditional lecture methods are evolved. The faculty members employ learner centric techniques such as experiential learning, live projects, quizzes etc.
- The institute believes that physical and psychological well- being of students is a necessary condition for effective learning and growth of the students. Institutional Guardian System, therefore, constitutes an integral part of teaching learning processes at HIMCS. Each faculty is entrusted with the task of guiding 10 to 20 students. Building a relationship of trust with the student is amongst the key role of a guardian, so that the students feel free to share their feelings and problems without any apprehension. Appreciative enquiry is applied to identify their strengths, weaknesses and begin with positive aspect of his/her personality & behavior emphasizing incremental improvements over time, to help him/her build self-esteem. Student counseling including:

- **Academic counseling**, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals;
- **Career counseling**, in which the student is assisted in assessing and developing his/her aptitudes, abilities, and interests, is advised concerning the current & future employment trends, taking all necessary steps to enhance the employability of the students and
- **Personal counseling**, in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.
- Counseling record capturing information pertaining to all above areas are maintained in the prescribed format and kept updated to give a comprehensive view of the student's achievements and areas of improvements. The progress report of the student is shared with the parents through mail, and in person during the Parents Meet organized at least once in a semester. The data for student's progress report is maintained & extracted from the ERP. Director is an integral part of such meetings.

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

University and/or institution support (procedural and practical) received for effectively translating the curriculum and improving teaching practices are as follows:

- The University regularly informs the institute about the changes in the curriculum, so that the college can implement them.
- The institute has definite procedures like Teaching Learning Plans, Semester basis Monitoring Sheets to ensure effective translation of curriculum.
- Academic Council of the institute makes representation to the Board of Studies about the changes that are curriculum.
- The institute encourages participation in various faculty development programs, workshops, seminars, conferences, etc to enrich their knowledge.
- Digital library and E-learning facilities are provided to all the faculty members of the institution which help them in teaching and delivering good lectures. Wi-Fi and Internet facility is available throughout the campus for better teaching learning process.
- The institute encourages use of innovative teaching-learning methodologies.

- Liaison with industries and R&D Institutions by the teachers to enhance the practical knowledge of the teachers to transform the students as industry ready professionals.

The Controller of the examination (COE), the Registrar of the institution and his team maintains liaison with the affiliating university.



Fig. 1.1.3: Faculty Development Programme at HIMCS

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

The institution contributes towards effective curriculum delivery and transaction on the Curriculum provided by the affiliating University by:

- Having appropriately qualified and experienced faculty delivering the curriculum.
- Ensuring that the faculty has opportunities for keeping its knowledge and skills up to date.
- Ensuring appropriate staff training and development.
- Encouraging faculties to evaluate their own learning and teaching practice.
- Encouraging innovation in learning and teaching – planning how practice can be shared amongst faculties.
- Ensuring preparation, execution, monitoring of academic calendar, objective driven Teaching Plan in accordance with the guidelines prescribed by the affiliating University at the beginning of each semester.
- Encouraging students to do innovative projects. They are sent to various companies for the completion of their industrial training. Students are motivated for doing research work and publication of papers in different seminars, conferences and journals. Students are

also encouraged to participate in various technical events/competitions conducted in-house and outside campuses.

A special emphasis is made on the effective delivery of the curriculum too.

- The lectures are supported by the audio visual aids in the classroom, media centers & auditoriums.
- A definite number of guest lectures are scheduled, inviting experts & professionals from different industries thereby imparting the practical & firsthand knowledge to the students.
- Special labs are conducted for technical subjects. The labs are well equipped with latest computer systems with all required software installations. The labs are also equipped with audio visual aids, LCD projectors, etc to support the teachings & make them effective.
- Workshops, seminars, conferences, industry excursions, & live projects are also a regular practice thereby enhancing and making the learning more effective.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

Institution networks and interacts with the beneficiaries in effective operationalization of the curriculum, like:

- Experts from industry and academics are invited to the institute for delivering lectures, conducting workshops and interaction with the faculty and students.
- Industry visits are organized on regular basis to bridge the gap between theoretical knowledge and practical implementation. The dedicated placement cell of the institution and faculty network helps mobilizing the resource persons & industries for the students.
- The college regularly interacts and takes periodic feedback from the industry where the students are engaged for projects, internships and jobs.
- The institute actively participates in the events organized by various societies in order to develop relation with industry personnel. The institute is the member of following:
 - Confederation of Indian Industry (CII).

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- National Human Resource Development Network (NHRDN).
- Association of Indian Management Schools (AIMS), UP Chapter.
- Somatic Inkblot Society, Anchorage, USA
- All India Management Association, New Delhi
- Council of Behavioral Scientists, Agra
- Pschyco-cultural Research Association, Meerut(UP)
- Association of Management Development Institutions in South Asia(AMDISA), Hyderabad
- Students are motivated to participate in different symposium, workshops, seminars, conferences organized by other colleges.
- Various social projects are being carried out by the institute so that the interest of local community and the society in general can be met.
- Feedback is taken from the alumni, parents and other stake holders for obtaining their views and suggestions.
- Research & Development Committee takes care of all the activities relating to the research areas.
- The Controller of the examination (COE), the Registrar of the institution and his team maintains liaison with the affiliating university.



Fig. 1.1.5: Guest Lecture by Prof. V.K. Gupta, IIM, Indore

1.1.6 What are the contributions of the institutions and/or its staff members to the development of the development of the curriculum by the University? (Number of staff members/ departments represented on the Board of Studies, students' feedback, teacher feedback, and stakeholder feedback provided, specific suggestions etc.)

The institute is affiliated to the Uttar Pradesh Technical University (UPTU), Lucknow and hence follows the curriculum designed and deployed by it. The Academic Council of the institute develops and conveys the suggestions to the university to be considered in the Board of Studies meetings from time to time.

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

Yes, apart from the curriculum designed by the university, following courses are offered by the institution:

- Technical Skills Enhancement Programme
- Entrepreneurial Development Programme
- Personality Development Programme (PDP)
- Analytical Development Programme
- STA (covers training on MS Office, SPSS etc.)

The need for these programmes is identified on the basis of the feedback taken from industry experts and academicians. The feedback of alumni is also considered for the development of the new curriculum. The design, development and planning of the programme is done by the respective coordinator under the guidance of the Director, HODs and senior faculties.

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

The institute ensures that the stated objectives of curriculum are achieved in the course of implementation through the following steps:

- Faculty members prepare and follow the lesson plan for the successful completion of the syllabus. Faculty members are required to fill in the date of execution for each scheduled lecture.

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- Periodic assessment is made to analyze goal implementation and target realization to ensure that the Institution does not deviate from its stated mission and vision.
- Mock tests are conducted regularly for improvement of the students.
- At the end of each semester, there is a provision of an online feedback system, where the students evaluate their teachers on the basis of certain criterion which are available on the feedback form.
- Corrective and preventive actions are taken whenever required.

It is observed that by the implementation of the aforesaid methodologies, the University specified objectives for the curriculum are met as stated below:

- Most of the students achieve good marks in sessional and university examinations.
- Students of our institution achieve success in various inter-college and intra-college competitions.

Our Alumni are securing good positions in academic and corporate.

1.2 Academic Flexibility

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

With the goal of enhancing employability, capabilities and overall development of the students some certificate /diploma / skilled development courses are conducted by the institution, like

- Technical Skills Enhancement Programme
- Entereprenural Development Programme
- Personality Development Programme (PDP)
- Analitical Development Programme
- STA (covers training on MS Office, SPSS etc.)

The key reason for introducing these courses was to increase the employability of our students. They are in great demand among students and in the market.

- The institute introduced the Personality Development Programme to train the students joining industry in soft skills like interpersonal skills, communication skills etc.
- The Technical Skills Enhancement Programme like Android Systems Application was launched to make MCA students employable on the basis of current industrial demand. By

undertaking this training students will be able to develop live projects in Android.

- Analytical Development Programme, to train the students in mathematical aptitude and reasoning to enhance their capability in qualifying the recruitment and other competitive exams.
- STA (covers training on MS Office, SPSS etc.) are introduced in the institute as a bridge course to fill the gap between industry needs and academics.

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

At present twinning /Dual degree is not offered by the institution.

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

- **Range of Core /Elective options offered by the University and those opted by the College**
- **Choice based Credit System and range of subject options.**
- **Courses offered in modular form.**
- **Credit Transfer and accumulation facility.**
- **Lateral and Vertical mobility within and across programmes and courses.**

Details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability are as follows:

- **Range of Core /Elective options offered by the University and those opted by the College**

The university offers a wide range of specializations for the students in MBA course and a number of electives in MCA course. The students have the choice to go for any two specializations out of six in MBA. In MCA course students get the option to select an elective subject from wide choices of subjects available. Our college supports all the specializations & electives provided by the University.

- **Choice based Credit System and range of subject options**
No (Not offered by UPTU, Lucknow)
- **Courses offered in modular form**
No
- **Credit Transfer and accumulation facility**
No

- **Lateral and Vertical mobility within and across programmes and courses**

In MCA students with BCA/B.Sc(IT)/B.Sc(CS) get lateral entry admissions to MCA second year, thus saving their one year of course. There is no such mobility in MBA course.

- **Enrichment Courses**

Institute offers special courses like:

- Technical Skills Enhancement Programme
- Entrepreneurial Development Programme
- Personality Development Programme (PDP)
- Analytical Development Programme
- STA (covers training on MS Office, SPSS etc.)

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

Institute offers MBA and MCA post graduate self-financed programmes. These programmes are unique because they are technical and professional in nature.

Admission	Through UPSEE exam, MAT & CAT scores are also considered
Curriculum	As per the syllabus designed by UPTU
Fee Structure	Includes tuition fee, PDP fee, Bus Fee, Hostel Fee, Book bank fee, development fee, Examination fee.
Teacher Qualification	MBA, MCA & Ph.D.
Salary	As per VI pay commission

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

Yes, a number of skill oriented programmes have been formulated; to equip students for regional as well as global employment markets. Certificate programs in soft skills development, Android System and Statistical Tool Analysis are offered by the institute. The students of the College as well as the students of other Colleges also take benefit of them. These programs aim at making the participants employable & enhance their skills to perform better. Self Supporting Certificate Programmes are conducted in this college by both the departments.

Apart from the above, we also arrange special sessions by experts in the following skills which add further to the students’ employability potential:

- Communication skills
- Leadership skills
- Team building skills
- Time Management skills
- Interpersonal skills
- Presentation skills
- Computational skills.

Besides this, HIMCS in association of AIMS conducts a variety of skill development programmes and facilitates academia-industry interface. Beneficiaries of such programmes are the MBA and MCA students, who are ready to step out to the competitive world in pursuit of an employment.

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

NA

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The institute has made efforts to integrate the teaching curriculum to be able to bridge the gap between the industry and the academics. The institute has launched new courses like:

- **Personality Development Programme** is incorporated with the aim to provide basic learning skills to the students like English speaking, aptitude, analytical skills, etc.
- A special course on **Statistical Technical Analysis (STA)** has been introduced to develop skills in MS Office so that it helps students during Summer Training & Research Project Report.
- **Android System Application** is offered to MCA students to provide them technical training on the concepts and programming methodologies needed to develop applications for mobile devices. Participants learn to use different android libraries.
- **PDP and Soft Skills** play a vital role for professional success. It

helps to excel in the work place. It enhances employability of the candidate. This programme has been introduced to enhance the employability of the students.

- **Expert session from SEBI** is conducted for Students of Finance in final year.
- **HR Outbound programmes** are organized to imbibe Human Resource skills among the students.
- **Guest Lectures** from the experts are planned for the students of MBA & MCA at regular intervals. The resource persons are mobilized from renowned industries, academic institutions & other relevant bodies, which share their experiences on the application based learning of the theories taught in the classroom.
- HIMCS has a unique way of supplementing practical skills of business management with the “the **liberal arts skills**” sought by the employers thus integrating liberal arts skills with management education. For this, panel discussions on contemporary issues like India’s Red Tape, Role of literature in teaching empathy” followed by a play on related theme like ‘Taj Mahal Ka Tender’ a satire on red tape, ‘Bury The Dead’ by Irwin Shaw etc, are organized. Our students take active participation in organizing the event. This goes a long way in helping students succeed, lead, and make a difference throughout their personal and professional lives.
- **Action Research and Projects:** The institute has initiated number of projects like LTA, KAP, and RED-P to help students to develop their managerial and technical skills. The detail of each project is mentioned in research.



Fig. 1.3.1: Project LTA

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

Institute firmly believes in providing innovative platforms for application of the acquired knowledge by adding value in the teaching learning system. Institute constantly strives for identifying, creating and developing application platforms for experiential learning. The curriculum is enriched by offering Bridge courses, Certificate programmes, conferences workshops etc to students. These are:

- International and National Conferences & Seminars
- Panel Discussion
- Career Guidance Cell
- Industrial visits
- Magnifest-Management Fest
- Entrepreneur on Fire
- Mini projects
- Internship
- Research projects

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

The efforts made by the institute to integrate cost cutting issues are many. The institute has organized number of programmes and workshops from time to time to address these issues the details are as follows (data of Last Four Years):

Table 1.3.3: Conducted Programmes in last four years

No.	Topic	No. of issues raised (in last four year)	No. of Attempts Made (in last four years)
1	Gender Issues	NIL	1
2	Environmental Education	NIL	4
3	Human Rights	NIL	3
4	Issues addressing Women	NIL	4
5	Climate Change	NIL	2
6	Healthy Awareness	NIL	2
7	Employability	NIL	13
8	Culture Change Initiatives	NIL	2
9	Social Issues	NIL	10
10	Psychological issues	6	10

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

The various value added courses/enrichment programmes offered by the institute for the holistic development are:

- Technical Skills Enhancement Programme
- Entereprenural Development Programme
- Personality Development Programme (PDP)
- Analitical Development Programme
- STA (covers training on MS Office, SPSS etc.)

Besides, the institute has undertaken many live entrepreneurship and social projects to sensitize students towards employment generation and society.

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

The institute has a well established system of collecting feedback from various sources to enrich its teaching learning process. Online students' feedback is taken in each semester to understand the subject wise feedback. Institutional guardians also collect feedback from parents during the parents meeting. The informal feedback from students is also collected through the intuitional guardian during the counseling sessions .The feedback is also collected from the alumni as well as employers. Based on the feedback the institute has introduced number of programmes to bridge the gap between industry and academia.

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

Regular feedback is obtained from the students at the end of the semester through ERP and is constantly monitored by the institute through the coordinator.

1.4 Feedback System

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

For the design and development of the curriculum the senior faculties participates in the workshops and seminars organized by the university from time to time. And provide their valuable suggestions and opinions on the basis of the feedback received from the different stakeholders.

1.4.2 Is there a formal mechanism to obtain feedback from the students and stakeholders on Curriculum? If “yes”, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes new programs?

Yes, the institute follows a formal system to obtain feedback from the students and the stakeholders on curriculum.

- Feedback from students is obtained through ERP (software from Global Info ways), open forum of student’s council (Think Tank) and via suggestion box. Prevailing ERP system provides ways for developing tools for obtaining feedbacks. The students’ feedback is taken in each semester for each subject and is communicated to the concerned faculty through the Director.
- Special format is used for collecting the feedback from parents. The parents are requested to provide feedback at the time of Parents Meeting. The records are maintained by the Counselor who is known as Institutional Guardian for the student.

The Institute also has a mechanism to collect informal feedback from Alumni, and other stakeholders to incorporate their views in the overall development of the institute.

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

The institute constantly works to develop new methods for teaching and learning.

New programmes introduced in last four years are as follows:

- Technical Skills Enhancement Programme
- Entereprenural Development Programme
- Personality Development Programme (PDP)
- Analitical Development Programme
- STA (covers training on MS Office, SPSS etc.)

New courses introduced in last four years are as follows:

- The new course introduced by the institute is MCA lateral entry (18 seats)
- The institute also planned for integrated courses in MBA and MCA.

Rationale for introducing new programmes /courses:

The key reason for introducing these courses was to increase the employability of our students. They are in great demand among students and in the market.

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- The institute introduced the Personality Development Programme to train the students joining industry in soft skills like interpersonal skills, communication skills etc.
- The Technical Skills Enhancement Programme like Android Systems Application was launched to make MCA students employable on the basis of current industrial demand. By undertaking this training students will be able to develop live projects in Android.
- Analytical Development Programme, to train the students in mathematical aptitude and reasoning to enhance their capability in qualifying the recruitment and other competitive exams.
- STA (covers training on MS Office, SPSS etc.) are introduced in the institute as a bridge course to fill the gap between industry needs and academics.

CRITERION - 2

TEACHING, LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

Publicity is ensured through:

- Advertisement through Handouts, Brochures, Banners, Posters
- Advertisement in National and State News papers
- Advertisement through local TV and FM channels
- The website www.himcs.edu.in gives a clear picture and all information by the Institute.
- Conducting career guidance programmes for students to make aware of their higher education by the faculty members through youth connect programmes at various locations of the nation.
- Conducting Business Proposals, Software, Poster, Collage, Quiz, Model Presentations, Essay, Debate Competitions., project exhibitions, research paper presentation for UG students in Conferences, Doctoral Conference, Magnifest, Achiever Awards etc.

The banner is a colorful advertisement for Sharda Group of Institutions. At the top left, it says 'SGI SHARDA GROUP OF INSTITUTIONS'. To the right, it says 'NORTH INDIA'S LARGEST EDUCATIONAL GROUP'. In the center, there is a photo of a young woman with her arms crossed. To the right of the photo, it says '18 YEARS' and 'HAPPY INDEPENDENCE DAY' with the Indian national flag and the motto 'वन्दे मातरम्'. Below the photo, it says 'BUILDING EMERGING LEADERS' SINCE 1996'. The main text in the center reads 'SHARDA'S 3-TIER CONCEPT Teaching • Learning • Delivering' and 'ADMISSIONS OPEN' for 'MBA • BBA • MCA • BCA'. Below this, it lists '(MBA in: HR | Marketing | Finance | IT | IB)'. There are two columns of text: 'More than 19,000 students are placed in over 2600 corporates' and '60+ Academic Partners (for Industry focused curriculum)'. At the bottom, it lists 'Agra-Mathura Campuses' with codes 064, 067, 001, and 003, and their respective names and establishment years. It also mentions 'Other Courses Offered' including B.TECH, B.ARCH, B.PHARMA, M.TECH, M.PHARMA, and DIPLOMA. Contact information for enquiries is provided, including a toll-free number 1800-103-8001 and mobile numbers.

Fig. 2.1.1 (1): Publicity of the Institute in media



Fig. 2.1.1(2): Participation of students during programme



Fig. 2.1.1(3): Youth connect programme

Table 2.1.1: Youth Connect Programme List

Academic Year	No. of events / activities
2013-2014	44
2012-2013	21
2011-2012	23
2010-2011	20

Transparency:

The admission process is completely transparent. The eligibility and admission process are clearly specified in the Institute prospectus. The single window system admission is done through Uttar Pradesh Technical University, Lucknow as per the State Government norms. The seats under management quota are filled as per the UPTU guidelines. 85% of the seats are filled by the University through State Entrance Examination (SEE-UPTU). Counseling sessions for the same

are called in 9 cities and announced in leading Newspapers by the University. Balance 15% seats are filled by the Institute through Direct admission as per UPTU guidelines, under the Management Quota. Any unfilled seats / lapsed seats (filled but not reported for joining) are also filled by the Institute after getting approval from the University.

The order of preference for these Management Quota / Lapsed Seats admissions is indicated below:

- **MBA**
 - Rank in SEE-UPTU
 - Rank in CAT / MAT
 - Graduation in any discipline with 50% marks
- **MCA**
 - Rank in SEE-UPTU
 - Graduation with 50% marks; & 10+2 with Math
 - BCA, B.Sc., IT/CS with 50% marks with Mathematics
- **MCA (Lateral Entry)**
 - Rank in SEE-UPTU
 - BCA, B.Sc. (IT / CS) with 50% marks and Mathematics in intermediate (10+2) / Graduation

The following process is adopted for Management Quota / Lapsed Seats admissions:

- Details of all the applicants as given in their application forms are computerized and categorized community-wise on the basis of subject and marks in the Institute office.
- Admission Committee comprising of a Chairperson, Admission Coordinator and Coordinator of various programmes, Heads of the departments, Management Committee, senior faculty members select students for admission to all the programmes on merit basis, adhering to Government norms.
- The selection list is displayed at the head office notice board and the admission letters are given to the selected candidates.
- 85% of seats are filled through Uttar Pradesh State Entrance exam conducted by UPTU, Lucknow. In case seats are vacant after counseling of UPSEE, then they are filled with 15% of management seats as per guidelines of UPTU.

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

Admission Procedure:

Admissions are made on the basis of Uttar Pradesh State Entrance Examination (UPSEE) – single window system procedure for the

government quota and management seats. It is mandatory that students should appear for the UPSEE for admission under the Government quota. For admitting students under management quota, they should appear for the Entrance Test conducted by Central Admission Cell, SGI.

Admission Process:

- **Eligibility for Admission to PG Courses**

Candidates who have passed all the subjects in the recognized Bachelor's degree or equivalent field and obtained at least 50% (45% in the case of candidates belonging to reserved categories) in the qualifying degree examination as per AICTE norms with Uttar Pradesh State Entrance Test score.

Table 2.1.2 : Eligibility for Admission to PG Courses

SNo	ELIGIBILITY
M .B.A.	
1.	50% aggregate marks (without grace) in graduation (3 years).
M.C.A.	
2.	A graduate in any discipline with Mathematics / Statistics Computer Science as a subject with 50% aggregate marks (without grace).
M.C.A (Lateral Entry)	
3.	BCA, B.Sc. (IT / CS) with 50% marks and Mathematics in intermediate (10+2) / Graduation

Process of admission:

- The institute is affiliated to UPTU, Lucknow. Admission is taken through counseling conducted by University after declaration of UPSEE result. The numbers of seats available are 120 for MBA, 90 for MCA and 18 for MCA (Lateral Entry); the seats which are left vacant from counseling are filled through direct admission, where an eligibility test is conducted by central admission cell. A candidate qualifying the minimum admission criteria and eligibility test is considered for admission on the basis of merit list prepared by the admission cell.
- The list of candidates selected is displayed on the notice boards and the admission letters are dispatched to the selected applicants.
- Preference is given to students from upcountry and hill station; educationally, economically, socially backward and rural areas; orphans, first generation learners, differently-able; and daughters of destitute and ex-service men as per the government norms.
- Certificates and testimonials are verified on the date of admission and candidates are admitted on the payment of admission fee.

- Absence of selected candidates on the scheduled dates of admission leads to the cancellation of their admission. Such vacant seats are filled up with the candidates on the waiting list.

After the last date for admission, nominal roll is prepared for all the courses, allotting an admission number to each of the students.

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

Candidates who have passed all the subjects in the recognized Bachelor's degree or equivalent field and obtained at least 50% (45% in the case of candidates belonging to reserved categories) in the qualifying degree examination as per AICTE norms with Uttar Pradesh State Entrance Test score. There is no criterion for maximum percentage of marks for admission for the programmes. Other colleges affiliated to UPTU, follow the same admission norms.

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

Yes, the Institute has the following mechanism to review its admission process. The Management, Director, HODs, senior faculty members and the Admission Committee Members review the admission process and the changes to be brought for admissions under the management quota. The students' profile based on their academic, social and demographic status is also reviewed and necessary initiatives are carried out for the future admission.

Student profiles are categorized, analyzed and maintained in the institute office, after admission. Details of individual students are kept updated by the mentors in the departments. Institutional Guardians help the students to identify their aptitude and needs, and to enable them to make the correct choice of specialization for further study.

The table 2.8 shows the number of students admitted under government and management quota for the past five years.

Table 2.1.4: Details of students Admission

Academic Year	Quota Category wise			
	MBA		MCA	
	GQ	MQ	GQ	MQ

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2014-2015	07	75	06	32
2013-2014	04	95	00	18
2012-2013	21	76	00	32
2011-2012	21	99	13	46
2010-2011	55	46	25	47

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

- SC/ST
- OBC
- WOMEN
- DIFFERENTLY ABLED
- ECONOMICALLY WEAKER SECTIONS
- MINORITY COMMUNITY
- ANY OTHER

Admission policy of the institution is followed as per the Uttar Pradesh Government norms. The reservation seats for SC/ST/OBC, weightage to women, economically weaker section, differently – able community for the various courses are as follows.

Table 2.1.5(1): Details of Reservation Policy of Government of Uttar Pradesh

SC	ST	OBC	FF	Def.	PH	Girls of UP
21%	2%	27%	2%	5%	3%	20%

- **SC /ST /OBC:**
The institution follows reservation policy of the Uttar Pradesh Government. The seats are reserved for the students from SC/ST/OBC, persons with varied disabilities, outstanding achievers in sports and other extracurricular activities.
- **Women:**
The Institute does not discriminate on the gender basis. However around **49%** girls students are studying in the Institute.
- **Differently-able:**
➤ Special concern is shown to the differently-able students of all categories in admission.

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- Care is taken to provide them with friendly infrastructure and other facilities in the college campus for them (separate lifts are there for physically challenged).

All possible efforts are made to get them scholarships from various sources.

- **Economically weaker sections:**

Management is supporting the economically weaker section students by providing fee concession. The Institute makes arrangements for availing both private and government scholarships. Scholarships from “Samaj Kalyan Vibhag” are procured for economically weak candidates whose family annual income is below Rs. 2 lacs to ease their financial constraints.

Besides tuition fee, bus and mess fee concession, free accommodation in the hostel are provided to students from the economically weaker sections. These are the strategies adopted to improve access to the students belonging to the above mentioned categories.

Objectives of Chhatra Kalyaan Nidhi by Affiliating University are:

- Provide compensation to student in the event of accident by violent and visible means resulting into permanent/total/partial disablement of student as defined in these rules.
- Provide compensation to parents/guardians if student died in or due to an accident by violent and visible means.
- Provide financial assistance to student to continue his studies if father/earning parent dies before age of 60 years in or due to an accident or otherwise.

Outstanding achievers in sports and extracurricular activities:

Excellent performers in sports and extra-curricular activities are given preference to get admission to the courses of their choice through UPTU Counseling or Management quota.

- The Management follows the National commitment to diversify from the inclusion for the admission of students under the Management Quota. The Management gives priority to the meritorious students of different profiles.

Table 2.1.5 (2): Number of students admitted in M.B.A.

Academic Year	Gender	SC	ST	OBC	GEN	TOTAL
2014-2015	Male	04	-	11	16	31
	Female	02	-	08	41	51

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2013-2014	Male	-	-	18	35	53
	Female	01	-	04	41	46
2012-2013	Male	02	-	18	31	51
	Female	02	-	05	28	35
2011-2012	Male	03	-	08	38	59
	Female	02	-	10	35	50
2010-2011	Male	05	-	10	36	47
	Female	05	-	06	36	47
2009-2010	Male	11	-	18	27	56
	Female	08	-	08	47	63

Table 2.1.5 (3): Number of students admitted in M.C.A.

Academic Year	Gender	SC	ST	OBC	GEN	TOTAL
2014-2015	Male	-	-	06	15	21
	Female	01	-	03	07	11
2013-2014	Male	03	-	02	06	11
	Female	01	-	-	06	07
2012-2013	Male	03	-	02	14	19
	Female	-	-	01	10	11
2011-2012	Male	02	-	13	26	41
	Female	-	-	01	10	11
2010-2011	Male	01	-	13	24	38
	Female	-	-	02	11	13
2009-2010	Male	05	-	16	38	59
	Female	-	-	02	08	10

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

The details of demand ratio are maintained in the college office. Below table shows the demand ratio for MBA and MCA programmes offered by the Institute for the past four years.

Table 2.1.6 : Details of Demand Ratio

Academic year	No. of applications		No. of students admitted		Demand Ratio	
	MBA	MCA	MBA	MCA	MBA	MCA
2014-2015	274	148	82	32	29.92%	21.62%
2013-2014	245	131	99	18	40.41%	13.74%
2012-2013	193	139	97	32	50.26%	23.02%
2011-2012	213	149	120	56	56.34%	37.58%

Reasons for decrease of demand ratio:

- The increasing no. of Management and IT educational institutions in the region.
- Less demand ratio in the Institute for MBA / MCA courses is also due to the interest of students in NCR regions for better exposure.
- Multiple carrier options and the current job scenario.

Actions initiated for improvement:

- We are focusing on rigorous publicity of our strength to the UG students in order to enhance the quality and quantity of intake.
- By conducting connect programmes through our out stations drive/publicity.
- By offering guest lectures by eminent professionals from industries and institutions, conducting training, workshops, seminars panel discussions, certificate programmes, promoting literature and art, formation of various clubs by students etc., we are committed to provide better exposure.
- To ensure better quality education to the students, we are applying for assessment and accreditation from NAAC.
- Additional courses are sought from the affiliating University, for the programmes with high demand like integrated and dual degree programmes along with increase in seats for lateral entry.
- To cater decreasing demand ratio, steps are taken to introduce the UG programmes like BBA, B.Com, B.C.A., Five year integrated dual degree courses in MBA and MCA along with increase in no. of seats in MCA Lateral Entry.

2.2 Catering to Diverse Needs of Students.

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

The Institute strictly adheres to the policies and guidelines of affiliated

university and government, regarding the needs of the differently-able students who are encouraged and motivated periodically and remedial classes are also conducted for them. The Institute provides the necessary infrastructure facilities like lifts are available on each floor to the differently-able students. Preference in admission is given to them by adhering to Government norms. The financial needs are attended to through scholarships from the Government and by the management.

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

Yes, the institution provides an opportunity for the students before their admission process, to interact with the senior faculty members and to get clarity about various courses, details of curriculum, syllabi and special features of each course available in the Institute through Orientation Programme before commencement of classes.

Orientation Programme:

An induction programme is arranged for new students along with their parents, prior to the commencement of first year PG classes. Eminent personalities are invited to address the gathering to motivate and guide the students to excel in their studies and career. Three days orientation programme is being conducted for the first year students, focusing upon the personality development, skills development, leadership quality and importance of counseling.

Head of the Departments give presentation related to the contents of the courses, facilities available in the department, various value added courses carried out in the department, distinguished alumni profiles and various placement opportunities in the branch of study. Moreover, the visits to the various departments of the institute are arranged. Also the subject handling faculty members follow their own assessment mechanism to find out the students' needs and their knowledge level before the commencement of their classes.

- Orientation Programme is organized for the freshers and their parents on the first day of their entry. The vision, mission, goals and objectives, rules and regulations of the institute, code of conduct and dress, available facilities, additional courses offered and values nurtured are highlighted by the Director, the Registrar, the HODs and the faculty members and student manual containing all above mentioned information are being issued to the students for their future reference.
- Meetings are held department-wise for the fresher and their parents. Detailed information on the nature of the programme, teaching, learning and evaluation process and other practices of the

department is provided by the HoD or a senior faculty member in the department. The doubts are clarified by the HoD. The suggestions and recommendations are recorded for consideration.

- The filled-in copies of a structured profile with the particulars of the students and their parents are recorded and maintained in the Institute and used for the counseling and mentoring of the students. The new entrants undertake and encourage around the campus, accompanied by the senior students of the departments.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

In order to bridge the knowledge gap of fresh enrolled students, the institute offers various bridge/Remedial/ add-on/ enrichment courses. Bridge Course and Orientation Course for PG students, Remedial Course for the slow learners in all categories and add-on (Career Oriented) courses for all PG students are offered at the college.

Bridge Course and Orientation Course:

The Bridge Course from 3 to 7 days is initiated for the fresher students in communicative English and helps them to improve the Language Skills and study their subjects through English medium.

The three days Orientation course for the fresher helps them in understanding the dimensions of course structure and directs their attention to the introduction of various subjects.

The timetable for these courses is prepared by the HODs and conducted on the dates given in the Academic Calendar.

Remedial Course:

Slow learners are identified through their performance in the Class Test Series by the course teachers in both departments and remedial classes are conducted for them followed by the performance evaluation. A structured time table specifying the day, class, faculty and the unit of the course is followed by the concerned course teachers to coach them in the weak areas.

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

There is no gender, religious, communal and any other form of discrimination in policies in the campus. The following features are provided inside the Institute to sensitize the staff and students in the above mentioned issues:

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- Suggestion boxes are placed in all the departments, institution common areas to acknowledge and take necessary action upon any kind of issues arising from student /staff members.
- The students, staff members and others are sensitized to involve themselves in the various club activities.
- A Women Welfare Committee is functioning to cater to the needs, identify the problems and issues related to the girl students and female faculty members. Also it organizes programmes regarding women empowerment for the benefit of the female students and faculty members by inviting eminent woman personalities to empower them to a great extent.



Fig. 2.2.4 (1): Women Welfare Committee

A tree plantation programme is usually carried out in celebration of the important occasions such as the Republic Day, the Independence Day and conferences in the campus. It makes a phenomenal transformation of green surroundings.

- It is courteous call that any eminent personality visiting our campus plant sapling to create Green Revolution in the campus.



Fig. 2.2.4 (2): Green Revolution in Campus

Magnifest and Sharda Haat are conducted for the students with the objective of learning, earning and enjoying experience through entertainment. Special invitees address the gathering.



Fig. 2.4.4 (3): Magnifest



Fig. 2.4.4 (4): Sharda Haat

- Festivals like Holi, Deepawali, Basant Panchmi and different colored days are celebrated in a grand manner to share joy and happiness among students, members of faculty and management representatives.



Fig. 2.4.4 (5): Celebrations of Raksha Bandhan Festivals

This institution has a well functioning Student Counseling Centre with professional counselors for providing counseling to both the staff and students. Feedback from the counselors is useful in identifying the problems faced by students and in ameliorating them.

- Anti-ragging Cell, Women Welfare Committee undertake

programmes to sensitize students on issues of gender, inclusion, legal literacy, environment and other relevant issues.

- It also takes initiative to observe days like World Environment Day, Earth Day and Green Day. The college also joins hands with the students to keep the campus green, clean and plastic free.

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

The institution identifies advanced learners by their performance in the end semester examinations, internal assessment tests, continuous evaluation scheme, research paper presented in conferences/symposia and teacher-student interaction. The Institute offers opportunities for advanced learners to augment their talent and meet their learning needs by ways of providing satisfactory facilities. The following facilities fulfill learning needs of advance learners:

- The library houses a lot of journals, e-journals, books and e-Books, through which the students gain knowledge on the advanced technological topics. Also the faculty members teach contents beyond the syllabus for theory and practical courses by involving them in live projects to widen the knowledge of the students affluently.
- Advanced learners are guided to undergo internship programmes at industries to attain the practical knowledge in their respective disciplines.
- Domain experts as resource persons are invited from leading industries and academic institutions to deliver guest lectures on the modern topics for the benefit of the students.
- Students are guided to identify the research oriented facts from nearby industries and perform project. Also they are motivated to apply for various funding agencies to seek financial support and to carry out both mini and main projects.
- The institution also elevates the students' level with cash awards for their excellent performance in the academics.
- NPTEL (National Programme on Technology Enhanced Learning) period is included in the regular class time table for the benefit of advanced learners to acquaint with the modern topics at par with IIT's, NIT's & IISc.
- The advanced learners are encouraged to do their project in the emerging and challenging area of interest. Also they are sponsored to present their papers and display project work in the forums like IEEE, CSI etc.

Interactive participation in learning and good performance in

examinations of the meritorious students draws the attention of the course teachers and the mentors. The advanced learners are enthused to keep up their morale to enhance their academic record.

- Challenging assignments and projects are given to them to hone up their intellectual caliber, sharpen their inquisitiveness, induce them to experience the thrill of learning and enjoy the pleasure of achievement.
- They are motivated to take up self study courses for independent pursuit of higher studies.
- Peer teaching to the slow learners by the advanced learners, the disadvantaged and the physically challenged students is encouraged to broaden their knowledge and humanitarian outlook towards the fellow students.
- Leadership roles as class representatives, Department Associations, various clubs like “think tank” etc are assigned to them to promote their personality development traits.
- Thrust in research is whetted by motivating them to attend summer /winter schools in research institutes, apply for students’ projects from funding agencies, participate and present research papers in seminars / conference at collegiate / inter-collegiate / state / regional / national levels and publish articles in reputed journals.
- Responsibilities to organize department and institute level meetings and functions and act as Masters of Ceremonies and commentators are offered to them to improve their managerial and communication skills.
- Their proficiency in studies is recognized, appreciated and rewarded with medals on the Achiever’s Award ceremony and their photos are displayed on the department notice boards and published in the college magazine.

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

The institution pays keen attention to make each and every student do their better academic performance. It collects, analyzes and uses the data on the academic performance of the students through the results of end semester examinations, internal and continuous assessment tests. The following steps are taken to ensure academic excellence of all students.

- The slow learners are identified through their performance in the university examinations and internal assessment tests during the course of program. Accordingly mentoring is adopted.

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- Special counseling is given to increase their interest in studies.
- The identified slow learners are given special attention by conducting remedial classes, mentoring sessions, providing learning materials and solved question papers to promote their studies.
- The students who have poor attendance and lack of interest to learn the subjects are identified by class teachers. The class teachers discuss their problem area with the students. Parents are informed about the status of their wards through phone calls and letters. Parents - Teachers meetings are also being conducted in the department to discuss progress of the students.
- Weekly one period is allocated for counseling to identify their needs and motivation.
- Every Institutional Guardian takes the responsibility of monitoring and counseling of at least fifteen to twenty students.
- In the case of vernacular students, Spoken English classes are being conducted.
- Institutional Guardians' counsel the students psychologically to identify and rectify their issues.
- Based on the recommendations of the Institutional Guardians, the slow learners are motivated to attend special counseling sessions to improve their concentration in studies and strengthen their memory power.
- The management also offers concession in terms of tuition and hostel fees for a great number of economically backward students to continue their education. The details of fee concession liberally given by the management for the past five years are given below.

Table 2.2.6 : Fee concession provided by the management

Academic year	Number of Students Benefitted	Total Concession Amount in Rs.
2013-2014	43	5,88,900
2012-2013	32	5,19,950
2011-2012	27	4,56,500
2010-2011	18	3,21,550

By all the above measures, the strength of the students drop out is minimized.

2.3 Teaching-Learning Process

2.3.1 How does the Institute plan and organize the teaching, learning and evaluation schedules? (Academic Calendar, Teaching Plan and Evaluation Blue Print, etc.)

The institution gives prior attention to the teaching and learning schedules which are planned and evaluated during every academic year. In addition, academic calendar, lesson plan, timetables and internal assessment tests are in practice for imparting quality education.

Academic calendar:

An academic calendar is planned at the beginning of every academic year and circulated to all faculty, staff and students. The academic calendar consists of departmental activities and functions like workshops, conferences, guest lectures, internal assessments, industrial visits, practical examinations, extension activities, Orientation, Talent Hunt, Achievers Award and Magnifest.

Teaching plan:

With a view to deliver the respective subjects to the students, lesson plans are prepared well in advance to complete the syllabus within the period prescribed by the university. Course and lecture plans prepared by the faculty are well-structured for the effective delivery of lecture.

Evaluation patterns:

In order to assess and increase the students learning ability the evaluation patterns are framed. It includes internal assessment and class tests, viva voce, Research Project Report and mini projects. The end semester examinations and evaluations are done by the affiliated university.

Internal Assessment Tests:

Three internal assessment tests are being conducted in a semester. In accordance with UPTU, Lucknow norms, the internal marks are calculated based on the performance of the students in internal assessment tests, and assessment by the faculty on the basis of class participation, quizzes, assignments and attendance.

Practical subjects:

For practical subjects, assignments are provided to the students and evaluated periodically. Their performances are assessed continuously in each and every class through viva voce. They are motivated to involve in doing the real time projects and present their innovative ideas in competitions, national and international conferences.

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

The intellectual interface between the students and the faculty is the most important part of any education process. The teaching-learning processes at the Institute conform to the requirements of quality education in the field of management and computer applications.

The Institute is in the process of forming the Internal Quality Assurance Cell (IQAC). However Academic Council is in place to ensure the quality and improvement in the teaching-learning process. The Academic Council is constituted with senior faculty members, HoD, Director and external eminent professionals from Industry and academia. The Academic Council brings up the quality of both the faculty members and the students. It motivates and assists the faculty to switch from the traditional learning mode to the blended learning mode for the enhancement in quality of technical education. Apart from the text books, in the blended learning mode, faculty members avail the video lectures provided by eminent scholars / institutions. Faculty members are insisted on attending conferences / seminars and workshop to update themselves on the recent Management & IT trends. Incentives are provided to encourage their participation.

The objectives of the Academic Council are as follows:

- Designing and implementing the academic calendar for Institution – level activities for quality enhancement
- Arranges feedback responses from students for quality – related institutional processes
- Organizes workshops and seminars on quality – related themes
- Develops and applies innovative practices in various programmes / activities leading to quality enhancement
- Allows to participate in the learner – centric environment conducive for quality education
- Acts as a nodal unit of the Institute for augmenting quality – related activities
- Prepares internal quality report for improving the strategies to be followed to improve the academic excellence

In addition, faculty members are also motivated to submit articles in reputed journals and they are awarded for their submission. To improve the quality of faculty members and students, various activities are planned and executed systematically. Some of the activities are:

- Spoken tutorial workshops on various open source software like SciLab, Python, etc. are organized with the support of Uttar Pradesh Technical University, Lucknow and IIT, Bombay.
- In-house programs are also arranged for both the faculty members and supporting staff members every semester to upgrade their skills.
- In order to cater the needs of dynamic changing market, Faculty Development Programmes are conducted regularly to top up the knowledge and skills.
- Annual conferences are conducted to provide a platform for brain storming technical discussion. Eminent experts in respective fields are also invited to bridge the gap between industry and institution.
- Events are scheduled regularly to enable the technical interaction among the faculty members of various disciplines and students of various branches respectively.
- Doctoral Conference is conducted to promote Research work of the in-house and external faculty. Research work is supported by talks on Research Methodology, Case writing and several programs like “How to write journal papers”, “How to start the research work”, etc.
- By following the above mentioned strategies the objectives of IQAC are met through the functioning of Academic Council and the quality of teaching - learning process is enhanced.

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

Learning is made more student-centric by various methods of participatory learning by which the students become more active participants than remaining passive listeners in the teaching – learning process. The participatory activities contribute to self-management, knowledge development and skill formation at personal and interpersonal levels.

- Student-centric learning is provided in the practical sessions and Language laboratories.
- Experiential learning is ensured through individual or group projects, hands-on training, on-job training, visit to organizations and industrial training programme.
- Creativity of the students is kindled through the presentations, management play, collection of paper clippings and display on the department notice boards, program writing, computer assisted learning and preparation of models, charts and posters.

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- Competitive and Team Spirits are developed through group discussions, debates and panel discussions.
- Unity and fellowship result from teacher-guided peer-group teaching and learning.
- Ability of problem solving is attained through algorithmic approach.
- ICT based learning is promoted through web-assignment, web-quiz, and web-essay.
- Analytical and presentation skills are shaped through case study.
- Interest in research is inculcated through paper presentation and publication.

Apart from regular lectures, the Institute heed keen attention to an activity based learning which improves self-learning. The learning process has been made student-centric with forums.

The interactive learning is exposed through classroom teaching based upon one-to-one interaction with the teachers. The collaborative learning is carried out for the reinforcement of brainstorming, and group discussions. The independent learning keeps the students abreast about the latest knowledge and gives opportunities to acquire the best quality of subject by reading the books, journals, newspapers and online tests.

Interactive learning:

- For interactive learning the institute offers Tutorials, Students Club Activities, Guest lecture to the students.
- Tutorials help students in clearing the doubts through teachers. In Students Club Activities students involve themselves in various activities. Guest lecture are organized for students to interact with the industrial experts / leading scholars from India and abroad.
- Students are trained to do mini projects related to their subjects. They submit report before the commencement of end semester practical examinations. It is possible for the students to understand their capability and the applicability of the subject in real time problems.
- Web logs or blogs enable students to express thoughts and ideas and share them with the student community.

Collaborative learning:

- The students are motivated to participate and compete in technical competitions like paper presentations, project competitions, business proposal presentation, debugging events, poster presentations conducted by other institutions all over the country and various non-academic events and to cultivate their internal skills. They are motivated to participate in events and competitions

organized by other institutes.

Independent learning:

In practice, manifold learning approaches involve independent elements such as:

- Finding and collecting information
- Deciding what to study and when to study
- Carrying out research projects
- Learners', self-tasks learning at their own pace using ICT (Information and Communication Technologies) or VLEs (virtual learning environment) Completing coursework assignments

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

In order to cherish their knowledge in socio-economical way, students are guided with enormous inputs for their betterment throughout their life. They are as follows:

Project Competition/Business Proposal Presentation:

The students are encouraged to enrich technological, managerial, practical knowledge and enhance skills by participating in project and business proposal presentation competition. Innovative ideas are collected from students to foster scientific temper and they are encouraged to prepare project works on them.



Fig. 2.3.4 (1): Project Competitions



Fig. 2.3.4 (2): Business Proposal Presentation

Entrepreneurship Development Cell:

The Cell conducts programmes regularly to promote and infuse entrepreneurship skills among the students to cater the problem of unemployment and lack of proper utilization of human resources. It identifies the students who wish to start their own business or support their family business with new managerial skills are provided guidelines and training through entrepreneurial workshop.



Fig. 2.3.4 (3): Entrepreneurship Programme

Table 2.3.4 (1): Details of Entrepreneurship Development Programmes

SNo.	Programmes	Academic year			
		2013- 14	2012- 13	2011- 12	2010- 11
1	Guest lectures	09	26	21	21
2	Seminars	02	01	01	01
3	Workshops	04	08	01	01
4	Training programme	09	04	06	08



Fig. 2.3.4 (4): Training Programme



Fig. 2.3.4 (5): Chief Guest Mr. Abhisar Sharma, ABP News addressing the conference



Fig. 2.3.4 (6): Workshop on

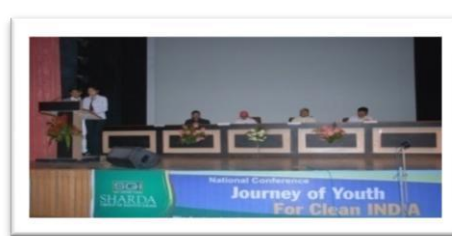


Fig. 2.3.4 (7): Annual Applications Conference Android

Field Trips / Industrial Visits:

To make students aware of Techno- Managerial practices of corporate world, Industrial tours and field visits are organized on a regular basis. The industrial tours and visits provide an insight on how companies work and also useful information related to the practical aspects of the course so as to visualize the concepts which are taught in the classroom. Every student submits a written report of his/her experiences during industrial tour/visit. With an aim to stimulate lateral thinking, the students are equipped with the lectures on recent trends beyond the syllabus. The table explains a number of industries visited by the students of the departments for the past five years.

Table 2.3.4 (2): Details of Field Trips / Industrial Visits

S. No.	Depart.	Academic year			
		2013- 14	2012- 13	2011- 12	2010- 11
1	MBA	04	04	04	04
2	MCA	02	02	02	02



Fig. 2.3.4 (8): Industrial Visit

Research activities:

The students are motivated to attend a large number of conferences and many project presentations in order to hone their skills in academia. They are guided to focus more on the research areas which are absolutely necessary for a country’s technological growth.

Department R&D support and Encouragement providing for the students:

As research and development activities are part of the institutional growth, Research and Development Cell provides guidance, support and encouragement for the students, by making arrangement for the grant and funding for their research listed below for the last four years.

Table 2.3.4 (3): Details of Research proposals

S No	Deptt.	Proposals sent				Proposals granted			
		Academic year				Academic year			
		2013-14	2012-13	2011-12	2010-11	2013-14	2012-13	2011-12	2010-11
1	MBA	-	-	01	02	-	-	01	02
2	MCA	-	-	-	-	-	-	-	-

They are encouraged to participate in group discussion, debates, seminars and youth talk programs to explore new ideas.

Extension Activity:

Extension Activities of the institute encompasses initiatives to conserve, sustain and renew the environment, to encourage sustainable socio-economic development of the community and to improve the quality of life of the people.

The various academic and co-academic programmes conducted in this college help the students to improve their managerial skills, technical skills, creative thinking and emotional quotient. Creative writing skill is improved through department magazines, manuscript magazines and college magazines. Participation in various voluntary activities like Sharda Haat, Blood Donation Camps, Awareness Camps, LTA project (Lapka to Aapka), Rural Education Development Programme (RED-P), Khandari Attitude Parivartan (KAP) are few to mention.

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

Through various training programmes, the faculty members are encouraged to upgrade their knowledge based upon the latest trends and to meet the students' expectations.

Technologies available for Faculty members:

- Each department is provided with the e-learning resources from NPTEL videos, and WBL to make the students aware of the ways and means, through which the faculty members can explain the concepts effectively.
- To enhance the faculty with latest trends and technology, a large number of training, workshops and seminar are conducted.
- To enable the faculty to perform well in their respective domains, they are motivated to learn many latest software packages which

are needed for their career and help them to enhance the knowledge of the students.

The software details are furnished in below table:

Table 2.3.5 (1): Details of Licensed Software packages

Sl. No.	Type of the Software	Details
1	System Software	<p>Microsoft Product campus desktop MS Windows 8 Professional MS Windows 7 Professional MS Windows 2008 Server MS Windows Vista MS Windows 2003, 2008 server MS Windows 2000 MS Windows XP</p> <p>Linux Redhat Linux ES 2.1 Redhat Linux V5.2 Ubuntu Solaris 8</p>
2	Application Software	<p>Microsoft Products MS SQL Server MS ISA Server License MS MS Exchange Server MS Office XP MS Visual Studio</p> <p>Language & Packages Borland Turbo C, Borland C++ Suite JDK</p> <p>Educational Software White Smoke</p> <p>Oracle Software Oracle Standard Edition 9.2.0.1</p> <p>Antivirus</p>

Free / Open Source Software

- Linux Distribution (Ubuntu)
- PHP
- MySQL
- LibreOffice
- Open Office
- Eclipse
- Java
- NetBeans

- SQL

Facilities provided to Faculty members:

- The faculty adopts the latest technical ways of teaching various concepts to the students in an effective way by means of presenting videos, through visual aided classrooms.
- Separate digital library in the Institute helps the faculty members to equip the recent technical developments.
- Project abstracts of PG students and computerized university question banks are accessible inside the Institute campus with the Intranet facility.
- Wi-Fi facilities are available in the institution which allows students and the faculty to learn about the concepts and applications in recent trends and technologies.
- Faculty members are encouraged to attend the National Mission on Education through Information, Communication Technology (NMEICT) being conducted at various approved centers.

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

The technology and management practices are rapidly getting changed globally, the faculty and students are inspired to learn and acquire the new technologies and managerial skills entering into the world. To meet the demands, the faculty and students are motivated and supported with financial assistance to attend a large number of guest lectures, seminars, workshops, software courses, internships and faculty development programmes every year.

Exposure for Faculty:

- To improve the interaction among the students, faculty and staff, the Institute organizes various outbound training programmes and guest lectures by eminent speakers.
- To bring effective class room management and to be aware of different teaching methodologies, the Institute encourages the faculty to attend Faculty Development Programmes (FDPs) organized by IITs, IIMs and NIITs.
- The faculty who attend the workshops, lectures, seminars and courses are prompted to share their acquired knowledge with all faculty members in their respective department.
- To create good rapport with Professors from various institutions, the Institution persuades and encourages each department to organize Faculty Development Program and national level conferences.

Exposure for Students:

- National seminars are conducted in each department and students get opportunity to listen to and interact with the subject experts. The students are also given opportunity to present papers. Experts from industry and academia are invited to deliver talks which enhance the knowledge and awareness of the students on various technical and managerial aspects.
- Opportunities are created for the students by means of conducting various programs in the department and Institute level to upgrade their knowledge. Students of each department are exposed to and supported to attend outbound training programmes conducted by leading industries and Universities.

Extra-Curricular and Co-curricular activities:

- Many opportunities are being given to students to exhibit and improve their sports, social responsibility and managerial skills in the name of the clubs/association. The objective of these clubs is to foster spirit of camaraderie through participation in professional activities in an informal environment. The faculties facilitate clubs and the students are organizing club activities. Few clubs are as follows:
 - IT Club
 - Marketing Club
 - Finance Club
 - Entrepreneur Club
 - HR Club

Institute Industry Interface Partnership Cell (I3P):

- IIP Cell is formed for the mutual benefits of the students and the industry. This cell looks forward to involve with the following activities:
- To encourage the effective Industrial Visits, Industry Study Tour Programme and Intern-ship Programme
- To provide technical training and consultancy services to lower and middle level industry personnel in the recent advances in design, testing, manufacturing and management disciplines
- To take up joint Research & Development projects with the industries
- Organizing industrial seminars, symposiums, exhibitions and workshops on the latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and Institute.
- To co-ordinate with industries and organizations for placement and training of students in Industry.



Fig. 2.3.6: Coordination of students with Dabur Footwear Industry

2.3.7 Detail (process and the number of students \ benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advice) provided to students?

Counselor Training Programme for faculty members is organized keeping in mind various psycho-social problems. During the conduct of this course, the faculty members are provided with opportunities to know the techniques of counseling the students.

The trained counselors address the psycho-social needs of the students on the regular counseling class hours mentioned in the time table or as and when necessity arises. Nearly 20 students are entrusted to each faculty member as counselee. The mentors sort out the personal issues, academic and non-academic problems of their mentees and provide counseling and guidance.

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

The college is well aware of the rapid changes in the field of higher education and research, and the college has been taking efforts to keep pace with the innovative teaching-learning practices. The following are a few of the measures adopted:

- Promotion of student-centric learning through interactive classes, assignments, projects, seminars and practical sessions.
- The faculty members effectively utilize the resources for data collection, preparation of notes and for enhancing the student participation in learning.
- The mandatory projects in the course curriculum create interest for research among the learners.
- Field trips and assignments based on the field trip demand the scientific study and methodical presentation of their findings.

- Participation and presentation of papers by PG students in conferences and seminars provide a platform for interaction with peer group.
- Publication of articles in National / International journals instills confidence and inculcates involvement in research activities.
- Various competitions and cultural programmes conducted by the departments / committees / clubs in and out of the institute provide opportunities for the students to widen their creativity.
- Writing articles / poems / short stories and drawing competitions develop students' creativity.
- Preparing reviews on books and films is one of the practices to make students creative and evaluative.
- The students are trained and motivated to make seminar presentations with the help of ICT.
- Students are encouraged to submit their assignments online so that the use of paper can be reduced.
- Movies and documentaries related to the curriculum are exhibited before the classes so that teaching can be made effective and easier.
- Hands-on learning is encouraged through field visits, industrial visits and project works.
- Students are motivated to access digital learning materials and e-books for data collection.

Students are motivated to access digital learning materials and e-books for data collection.

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

The institution has a well equipped college library connected with internet facility and sufficient reading space and congenial ambience. The students can access books, newspapers, journals and magazines from the library, and if required can photocopy the materials. Apart from this, both departments of the institution have departmental libraries with well picked books, model question papers, old question papers and schemes of evaluation. New editions are added regularly and the library stock is updated with current volumes.

Students are provided Book Bank for their course. The Book Bank contains text books that are lent to the students for one semester. Books on Competitive Examinations are also lent students on request. Students are issued books both from the general library and department library for the preparation of examination, seminars, assignments and project works. In each department, one teacher is in charge of issuing library books both for the students and staff. The departments also have

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eBook libraries containing titles of varied interests which are provided to the students for their reference. Students are encouraged to utilize these facilities for the project works, seminars and assignments.

There is a big library where the faculty and the students can avail an opportunity of acquiring knowledge. It is a user friendly library which is well equipped with a good collection of 23,601 Volumes, 4,797 Titles, 360 project reports, 2248 CDs, 91 audio, 78 videos, 95 Periodicals, journals and magazines, 14 business and financial newspapers 120 Online journals. Open Access System is adopted to enable the users to avail the maximum utilization of the library. Plenty of books for the preparation of competitive exams like GATE, TOEFL, GRE, GMAT, Defense Service and Civil Service are available in both reference and issue sections.

Table 2.3.9 (1): Details of Books and Periodicals available in Library

S No	Department	Number of Books		National		International Journals
		Titles	Volumes	Journals	Magazine	
1	MBA	3350	14598	24	06	120 (online)
2	MCA	1449	9003	12	05	IEEE (online)
TOTAL		4799	23601	36	11	

Department Library:

Every department is provided with separate library which comprises many general and technical books, aptitude question banks for refreshing arithmetic and solving skills, journals for enriching with recent researches and articles for updating in emerging technologies.

With an aim of improving the reading skills and knowledge on their subjects, every department offers an opportunity to provide books in their departments through their library and make the students to develop reading habit and use books. The details of the resources available in the library are mentioned in the following table.

Table 2.3.9 (2): Details of Books & Periodicals available in Department Library

S No	Department	No of Books	Journals		Magazines	CDs & DVDs	Project Reports
			National	International			
1	MBA	14722	24	120 Online	12	1098	1800
2	MCA	9003	12	IEEE Online	8	800	1185

Compulsory library hour is included in the time table which enables all the students to visit and use the library without fail, apart from enabling them to have ample time to utilize the library. The library has been fully computerized with Bar-coding provisions and the transactions are also automated. Online public access catalogue facility is available. The information about new books are informed to the Heads of the department and displayed in the notice board. Project abstracts and university question banks are available for the access on students inside the Institute with Intranet facility. With the intention of drawing students to read books, the librarian displays the names of the users who utilize the library resources at a time to time and get appreciated. By means of all above measures the library resources augments the teaching learning process.

The library functions from 10:00 a.m. to 5:00 p.m. on working days. The fresher are oriented towards the proper use of books and the rules and regulations to be observed in the Library.

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

Yes. The institution faces certain challenges in completing the curriculum within the planned time frame due to the challenge posed by the announcement of holidays caused by unforeseen circumstances and special care to the rural based vernacular students and slow learners who require special care in developing basic concepts in the subjects rather than advanced one, but compensated within the semester.

The lesson plan and the syllabus completion of the faculty members are periodically monitored by both the Head of Department and the Director of the Institute. Director and Head of the Department take the remedial measures for deviations from the lesson plan if any. Special classes are conducted to complete the curriculum within the stipulated time and necessary transportation facility is also provided to attend special classes. The faculty members are encouraged to attend faculty training programme to acquire required management skills in teaching learning process and classroom management.

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

The teaching learning process need to be monitored and evaluated continuously. The evaluations by students are permitted by the way of

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providing feedbacks, open up their difficulties in class committee meetings and communicate their issues through suggestion boxes. Remedial measures are taken immediately by counseling the faculty by the HoD and Director.

HODs get feedback on the teaching process of the faculty members informally from the students and faculty members are appreciated or given suggestions for improvement during the department meetings.

A structured questionnaire is used to evaluate the quality of teaching of individual faculty by all the students annually. It is processed by online ERP systems the report is submitted to the Director. On realizing the need to orient faculty members towards quality teaching, the Director conducts an Orientation Programme for junior faculty members with less than three years of experience in the beginning of academic year, if any.

Self appraisal of the faculty, forwarded to the HR department for Career Advancement, reveals their own quality of teaching. The Registrar looks into the needs of the physical facilities in the classrooms to create an atmosphere conducive for learning. The requirements of the classrooms reported by the HODs are fulfilled by the management.

Students' feedback:

The students are entertained to provide their feedback on the subjects, the faculties, institution and its facilities. The feedback on the teaching practices and methods are assessed with due attention and the reports are sent to the respective HoDs.

Class Representative Meetings:

The class representative meetings are held regularly to know and discuss the status of the syllabus completion, issues and doubts in the teaching practices and the other grievances.

Suggestion box:

The students have freedom to express their grievances and difficulties and put their report in the suggestion box. The issues addressed in the suggestion boxes are reviewed daily by the Director and respective measures are taken immediately and accordingly.

Academic counseling:

With a view to monitor and evaluate the quality of students throughout the teaching-learning process, the continuous assessment processes are achieved through internal assessment tests and assignments. After the internal assessment tests, the slow learners in the respective subjects are

identified and counteractive solutions and clarifications are provided. Additional classes are conducted on holidays to improve the subject knowledge of the slow learners.

2.4 Teacher Quality

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

The Institute adopts the following strategies for planning and management of its human resource to meet the changing requirements of the curriculum.

The faculty requirements are published in leading national news papers by the HR department and the applications are screened by them. Screened candidates are called for interview. The faculty members for the institute are recruited by the Recruitment Committee consisting of the CEO and President, External Subject Expert and the Directors of sister institutions. HR Head selects the faculty for appointment on the recommendation of the committee which is further approved by the nominees of the affiliating University. The selection conforms the norms of AICTE and affiliating University.

The existing and new faculty members are given periodical training to bridge the knowledge gap through expert.

- Faculty members are trained by industrial and academic experts to upgrade the knowledge in new curriculum
- Encourage the faculty members to attend faculty development programme, workshop, and seminar to enrich their knowledge with allowances and on duty.
- Provides incentives to faculty members to present papers in national & international conferences
- Motivates the faculty members to do their higher studies by providing study leaves.
- Motivates the faculty members to apply for research oriented proposals and giving financial incentives for the research grant obtained.
- Identifies the qualified faculty members and provides extra perks.
- The Institute organizes various programs to refresh and also motivate the faculty members.
- Provides cash award for the faculty members who publish their paper in National / International journal with impact factor.

Qualification of Faculty members:

The following table contains the details about the qualification of the faculty members.

Table 2.4.1 : Qualification of Faculty Members

Highest Qualification	Professor		Associate Professor		Assistant Professor		Sub Total	Total
	Male	Female	Male	Female	Male	Female		
Ph.D.	1	0	1	-	1	3	6	20
M.Phil.	-	-	-	-	-	-	-	
PG	-	-	-	-	10	4	14	

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

The scarcity of senior faculty increases with the growth of technology and management practices. In order to cope with the growing demand, the Institute recruits qualified senior faculty with industry exposure. In modern areas of study being introduced, experts from various industries are invited for guest lecturers to fulfill the need in emerging trends in various subjects. The institution facilitates faculty members to pursue higher studies by offering study leaves. The institution provides attractive perks for the faculty members who complete their Ph.D. With a deep interest in enhancing the skills of faculty towards recent trends, the institution encourages the faculty to participate and gain the knowledge through workshops and seminars. In order to equip the faculty members in recent and emerging trends the R & D cell motivates the faculty members to apply for research proposals and publish papers in national/international journal in the emerging areas. Depending on the impact factor of the national/international journal the faculty member receives cash award from the institution.

The senior faculty members are enthralled towards the Institute due to attractive salary as per government norms, other perks, medical allowance faculty recreation programme, higher studies option, training in new technology etc., and for the last 3 years retention is good and competent senior faculty members are increased. Due to the continuous efforts and motivation by the management, there has been an increase in faculty members pursuing and completed Ph.D.

Table 2.4.2 : Details of Ph.Ds Faculty Members

Academic year	Faculty with Ph.D.	Faculty pursuing Ph.D.
2014-2015	5	4
2013-2014	5	4
2012-2013	4	3
2011-2012	4	3

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

- a) **Nomination to staff development programmes**
- b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

In order to improve the teaching quality, the institution permits the faculty members to attend workshop, seminar, conference and FDP.

a) **Nomination to staff development programmes**

The institution shows acute interest and care in developing the staff's quality at every point of time. The details about the number of faculty members attended various programs both inside and outside the Institute are given in the table.

Table 2.4.3 a : Details of FDP / Staff Development Programme in-house and outside

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	10
HRD programmes	6
Orientation programmes	10
Staff training conducted by the university	8
Staff training conducted by other institutions	28
Summer / winter schools, workshops, etc.	28



Fig. 2.4.3 a : Staff Development Programme

- b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**
- **Teaching learning methods/approaches:**
The Institute arranges various programmes for making the faculty members proficient in computer aided teaching and other tools. Innovative types of learning methods are being followed. WBL, E-journal, NPTEL lectures etc. are available to enhance the teaching and learning process.
 - **Handling new curriculum:**
Subject experts and senior academicians from IIT, IIMs and NIITs are invited regularly to update the knowledge of the faculty members in new curriculum. The institution sponsors faculty members to attend FDP being conducted at other Institutes, as well as they seek advice from industrial experts. Experts in the field of new curriculum are invited to the Institute and they train faculty members.
 - **Content / knowledge management:**
The Institute allows the faculty members to attend seminar, workshop, and conferences to get updated in recent trends in their domain. They are provided with the opportunity to interact with the industry experts to improve their knowledge and skills. The course materials prepared by the senior faculty members are preserved for the reference to the followers.
 - **Selection, development and use of enrichment materials:**
The organization arranges various workshops, seminars and conferences in order to support the faculty members technically. Newly inducted faculty members attend orientation programs. In the central library e-journals are available. Workshops regarding the usage of e-journals are also organized. CDs, Journals, reference

books, project reports back volumes are kept in the central library as enrichment materials.

- **Assessment:**
The effectiveness of the programme is reviewed based on the feedback of the faculty members who attend the faculty development programmes and share their knowledge with others during department level presentation and knowledge sharing sessions.
- **Cross cutting issues**
The Institute arranges special guest lecturers from prominent persons in the field of environmental safety, awareness on gender issues, and empowerment of women and improvement of socially and economically weaker society etc. to address issues of the faculty members. The faculty enable themselves to solve the cross-cutting issues of the students.
- **Audio Visual Aids/multimedia:**
The institution trains the faculties in the use of audio visual aids and multimedia. Lectures are taken using audio visual aids in classrooms and seminar hall. The institution has the audio visual facilities like projectors, computers, sound system etc to promote the use of audio-visual tools. Wi-Fi facility is provided inside the Institute, which facilitates the faculty members and the students for literature search.
- **OER's (Open Educational Resources):**
Open Educational Resources are collected and kept in the central library and the departments. The faculty members share the course materials with the students and fellow staff members. Complete backup of course materials, video lectures, animations, lecture notes, Open Educational Resources are preserved for the usage of the faculty members and the students.
- **Teaching learning material development, selection and use:**
The Internet facility is provided for the staff members to collect the learning materials. The institution has a well-stocked library containing books and journals of various subjects. In addition to this the Institute organizes many workshops, seminars and conferences which act as a learning source for the faculty. Each faculty member develops laboratory manual, question and answer books, lecture notes for respective subjects and these are kept in the department library for the students' reference.



Fig. 2.4.3 b : Teaching Learning Material

c) **Percentage of faculty:**

The faculty members are invited as resource persons for the workshops /seminars, conferences etc. being organized by other academic institutions. Faculty members are also participating in these types of activities and present papers. Details of faculty members acted as resource persons and their participation / paper presentation etc. in terms of percentage are given below.

Table 2.4.3 c : Details of faculty participation in other events

Particulars	Percentage of Faculty			
	2013-2014	2012-2013	2011-2012	2010-2011
Resource person in Workshops / Seminars /Conferences	38%	23%	15%	15%
Participated in Workshops / Seminars /Conferences	30%	30%	28%	28%
Presented paper in Workshops / Seminars /Conferences	23%	23%	38%	15%

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

The institution has a strong policy to develop the teaching and research skills of faculty members. It provides resources for all faculty members to grab opportunities for updating them technically and believes that the

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quality of the teaching will be enhanced greatly, when faculty members involves in research and consultancy. It recharges the teachers by the following means:

- Financial assistance to attend conferences / workshops / seminars.
- On-Duty leave with pay to pursue higher studies.
- Financial assistance up to Rs 50, 000 at institute level and Rs 1 Crore at group level is provided from the management for carrying out research projects.
- Incentives for getting the research grants from funding agencies.
- Internship training with on-duty and conveyance.
- Performance based incentives.
- Provide on duty leave to act as resource person, deliver keynote address in conferences/seminars/workshops/SDP/FDP etc.

Sponsorship and incentives provided to the faculty members by the institution are given below:

Table 2.4.4 : Details of Sponsorship and Incentives

Course	Schemes	Sponsorship And Incentives Amount in Rs.
MBA & MCA	Research Grant (Institute Level)	50,000
	Research Grant (SGI Group Level)	1,00,00,000
	Research Papers with grater than one impact factor	21,000

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

The following faculty members have received awards for excellence in teaching and the details are given below:

- Dr Naveen Gupta
- Dr Abhilasha Singh
- Mr Ashish Gupta
- Ms Riju Agarwal
- Mr Shantanu Sahu

- Mr Tejinderjeet Singh
- Mr. N. K. Mishra
- Mr. Vivek Pandey
- Mr. Prashant Kumar Sharma

The institution honors the faculty members by providing incentives and motivates them to upgrade themselves technical and managerial skills

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

Yes, the institution has introduced evaluation of teachers by the students and external peers periodically. The feedback form mainly focuses on the various teaching skills of the faculty members like teaching methodology, punctuality, communication skills, presentation, knowledge, content covered, innovative practices, doubt clearance and practical knowledge and behavior - attitude approach. The feedback is collected from the students through online ERP system during every semester. Based on the feedback given by the students, HOD and Director counsel the faculty members accordingly. The faculty members having poor feedback is counseled and deputed for FDP. Evaluation by the external peers is being done periodically. By these means the quality of teaching is continuously monitored, evaluated and refined.

2.5 Evaluation Process and Reforms

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

The evaluation processes are made transparent to the stakeholders, especially students and faculty by the following methods.

Faculty:

- Faculty meeting is held at the beginning of the semester and schedule of Internal Assessment Tests, question paper pattern, etc. are conveyed to them.

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- CoEs ensure the conduct of Internal Assessment Test as per the planned schedule.
- At the beginning of each and every semester all faculty members are provided with syllabus for the course they prefer to handle.
- UPTU, Lucknow norms for the allocation of internal marks are communicated to all the faculty members.
- Orientation programme is being conducted for the fresh faculty members to make aware of the evaluation process.
- Academic calendar is prepared by the Institute and circulated to the faculty members of all departments. The academic calendar consists of the date of internal examinations, submission of question papers and marks and other processes.

Students:

- The Institute regularly conducts orientation programme for the fresher at the time of admission into the Institute. The regulations of affiliated university and curriculum of the course are clearly explained to the students in that programme.
- The evaluation processes of internal examinations are communicated to the students during the orientation program before commencement of the classes.
- Internal Assessment Tests and class tests schedules are displayed in the Notice Board at the beginning of the semester.
- At the beginning of the semester, the faculty member introduces the syllabus of the particular course to the students in the form of Teaching Plan.
- Any change in curriculum or syllabus by the university is immediately brought to the students' notice through their respective tutor guardian and class representative meeting.

Attendance percentage, internal marks in each subject can be accessed through ERP system.

- University examinations schedule and the university examination results of individual students can be accessed by the student through the university website.
- The study material, assignment, quizzes for the respective subjects are disseminated to the students through LMS and Intranet study folder.

Parents:

- The Parents are informed about their wards attendance, performance in Internal Assessment Tests and through mail and SMS from ERP system.
- The parents are invited in the parent teacher meetings to appraise them about the performance of their ward.

- Parents are also invited in various events to assess their ward's performance in other activities.

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

The university has also introduced the system of Continuous Evaluation where the faculty members evaluate and assess the students on the basis of his/her performance throughout the semester. The process of tabulation of marks is computerized, and displayed on the notice boards of the respective departments. Complaints if any are examined by the counsellors and recommendations are made to the departments concerned for rectification if required before forwarding it to the university.

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

- In each semester, for theory papers mid semester and end semester examinations, seminar, quiz and assignments are given for continuous assessment.
- Course teacher and mentor continuously monitor over the performance of the students and provide academic guidance and psychological counseling.
- Slow learners are identified after the mid semester examinations and remedial coaching is given to them after the regular class hours.
- Special periodical remedial coaching is given to the SC, ST and Minority Students and it is monitored.

Internal Assessment Process:

- Schedule for mid and end semester examinations, venue, and list of invigilators are prepared by the COE and forwarded to the director of the institute.
- Examination schedule is displayed on the department notice boards and notice boards of the classes.
- Retests are conducted for students who absent themselves for valid reasons. The requisition letter of the student passes through the HoD to the Director.
- After consolidation of all components at the end of the semester, theory subject marks are sent to the office of CoE through Intranet.

- The marks are maintained class-wise in the department registers signed by course teachers, HODs and the Director.
- Consolidated Mark Statements of CIA are printed and forwarded from the office of the CoE to the HODs for verification.

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

The formative assessment approach is information which guides next steps in instruction helps faculty member and students consider the additional learning opportunities needed to ensure student achievement. The aim of summative assessment approaches is to evaluate the learning process acquired by the student from the beginning to the end of semester.

Formative assessment approaches:

- The student's mentor monitors the students every week periodically and the student attendance regularly to make the student regular in attending the class. Also the formative assessment consists of industrial visit, assignment, guest lecture, industry internship, paper presentation and project exhibition etc. The students are motivated and monitored to follow the above assessment approaches periodically.

Summative assessment approaches:

- The Institute adopts the university norms of conducting the three internal assessment tests which will help the students to attend the University Exam easily.
- The internal examinations and viva voce for the laboratory courses are also conducted for the students to do the university practical examinations effectively.

Positive impact of the approaches:

- Those students who undergo the field visits and internship participate in many project competitions.
- The industrial visit helps the students learn the practical process and face the interview.
- These assessment approaches make the students grab the awards in competitions, and placement opportunities.

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

- The internal marks for the students are calculated as per the norms of the university by conducting three internal assessment tests for the theory subject and the evaluated answer sheets are circulated among the students.
- The marks for general proficiency are awarded to MCA students for the behavioral aspects, independent learning, and communication skills etc., which encourage and motivate them to participate in various events for the overall development.
- 33.33% of the total credits assigned for college course on the basis of attendance, class test and teachers assessment. Assignments are given well in advance in each semester and the timely submission is ensured by the departments.
- Internal grades are displayed on the notice boards to assure transparency and correctness before they are forwarded to the university.
- The HoDs hand over attendance and progress report of the students to the administrative section in charge of examinations. Only those students who secure minimum 75% of attendance are eligible to appear for university examinations.

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

The college endeavors to mould its students into talented professionals in their respective fields of study. They are expected to have a strong understanding of the basics of the discipline undertaken by the time they complete the programme. All the activities of the departments and the college are designed with this aim in perspective.

The Institute specify following graduate attributes-

- Ethics
- Individual and Team Work
- Communication
- Creativity
- Leadership
- Problem Analysis

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

- At Institute level, the internal assessment tests / class tests answer scripts are evaluated and disseminated to the students. If there are any grievances, the students may verify their answer with the answer key prepared by the concerned faculty members, based on the grievances appropriate remedy will be taken.
- University evaluates the end semester examinations answer scripts and publishes the result in the university web portal. The students can view their marks in the web portal. If there are any grievances, the students can apply for scrutiny, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of examinations through the Institutions.
- The answer scripts will be evaluated by the subject experts and if any discrepancies found, the students may apply for challenge evaluation with prescribed fees.
- The Controller of examinations will arrange for the revaluation and the results will be intimated to the candidate concerned by publishing the result in the university web portal as revaluation results.
- The college has a counseling system in which complaints of students regarding the internal grades are handled.

2.6 Student Performance and Learning Outcomes.

2.6.1 Does the College have clearly stated learning outcomes for its programmes? If yes, give details on how the students and staff are made aware of these?

Yes, the Institute has clearly stated learning outcomes. The Institute is committed to inculcate the following:

- An ability to apply knowledge for solving technical and managerial problems
- An ability to design and conduct experiments, and to analyze and interpret data
- An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- An ability to function on multi-disciplinary teams
- Understanding of professional and ethical responsibility
- An ability to communicate effectively
- The broad education necessary to understand the impact of

management and IT solutions in a global, economic, environmental, and societal context

- A recognition of the need for, and an ability to engage in life-long learning
- A knowledge of contemporary issues

The students and staffs are made aware of the learning outcomes through the following:

- Induction programs are conducted for the newly recruited faculty members to create awareness about course objective, course outcome, programme objective and learning outcome.
- The subject handling faculty members explain their students about the objective and outcome of that particular subject and clarify the students regarding the relationship between course outcomes and learning outcome.

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

As per the academic calendar, the internal assessment test and class tests are conducted and result analysis for each subject is done by the respective subject handling faculty. The continuous assessment, innovative teaching methodologies applied by the faculty members, periodical counseling and motivation given by the management ensures better results in the courses.

- The learning outcomes of the students are monitored by the course teachers through regular class tests, mid and end semester examinations, practicals, reviews, etc.
- Sending progress reports on the performance of the students to the parents after the mid and end semester examinations is another measure to monitor and ensure the better performance.
- The realization of objectives of teaching and learning is measured through the feedback from students, alumni and parents and self appraisal of the teachers themselves.
 - The student profiles are updated with their performance and the mentors monitor their performance and counsel them.
 - Test analysis for Internal Assessment Test and University Exams are very useful to monitor the student performance and develop new strategies for their betterment ,
 - All the Internal Assessment Test and University Exam Results of the students are informed to the parents through letter.

- The HoDs record overall result analysis for the entire course with the comparison of previous year results.

Table 2.6.2 : Result Analysis for last four years

Batch	Course	Overall pass %	Complete on rate	Students with first class	Students with distinction	University Ranks
Master of Computer Applications						
2011-2014	MCA	100	44/52	30	14	0
2010-2013		100	48/51	38	5	1 (8 th Rank)
2009-2012		100	66/69	59	7	0
2008-2011		100	66/71	49	17	0
2007-2010		100	62/64	57	5	0
Master of Business Administration						
2012-2014	MBA	100	82/86	51	0	0
2011-2013		100	114/120	89	5	0
2010-2012		100	93/97	65	0	0
2009-2011		100	114/119	73	1	0
2008-2010		100	84/90	62	0	0

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

The institution promotes student centric learning through assignments, projects, seminars, extension activities and practical sessions.

The students acquire and develop skill in collecting, processing and presenting relevant data, and also develop skills in communication, coordination, planning, management and academic writing through these student centric programmes. The institution encourages field visits, industrial visits and interaction with experts through seminars and workshops, by which the students develop their knowledge, personality and social orientation.

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

All the programmes offered in this institution equip the students to undertake quality jobs and materialize their career ambitions. The Institute prepares students through T&D and T&P departments centrally to make them aware of the recruitment processes, interview techniques and group discussion. The T & P department hosts campus interviews and conducts various mock sessions for the students in the institute to improve the employability.

The Training and Placement Cell are functioning in the campus to enhance the career opportunity and skills of the students. Students are provided with career dimension guidance which enables them to cope with the current trends in the job market. We take students to visit leading R&D institutions to ignite scholastic aptitude among them. The active participation of students in national seminars is encouraged to develop their research aptitude. Entrepreneurial club of the Institute gives entrepreneurial guidance to the students.

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

- The Institute collects feedback from the students in a structured questionnaire, which consists of components on learning outcomes and analyzes the data.
- The result of the analysis is provided to the concerned course teachers by the HoD with his remarks and suggestions.
- Analysis of semester end examinations is conducted by the respective departments and properly communicated to the faculty members and necessary improvements are initiated.
- The departments identify the reasons for the lapses in students' achievement and provide remedial coaching to the slow learners for the next semester.
- The Institute encourages the achievers through special attention to their studies and rewards them by cash prizes with medals and certificates during annual events and displays their photos on the department notice boards with their rank and the Institute e-magazines and web site.
- Soft skill training and Campus drives are arranged by the Placement and Career Guidance Cell which find employment opportunities for the eligible students.

- Guidance and Counseling is given to the students to overcome the barriers and improve their learning.

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

The learning outcomes of the students are monitored by the course teachers through regular class tests, mid and end semester examinations, practical, reviews, etc.

Sending progress reports on the performance of the students to the parents after the mid and end semester examinations is another measure to monitor and ensure the better performance.

- The realization of objectives of teaching and learning is measured through the feedback from students, alumni and parents and self appraisal of the teachers themselves.
- Discussion and analysis of results with the students, in the department affirms the achievement of specified learning outcomes.

The learning outcomes are ensured by placement record, getting projects sanctioned, and winning of merit scholarships by students.

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

Yes, the institution and faculties carry out both assessment and evaluation as an indicator for evaluating students' performance. The faculty plans the objectives for the various subjects of the course. They facilitate the contents delivery and assessment procedures to decide the student outcomes. Performances of students must meet the objective of indicators of achievement and these indications are the feedback after the first test evaluation and assessment procedures. The improvement of assessment of learning outcomes of the students by the faculty members reflect in grabbing more university ranks and placement in their respective core fields.

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

The Institution adopts the following best practices in respect of teaching, learning and evaluation process to make student centric learning irrespective of gender, religion and communal basis.

The Management follows the National commitment to diversify from the inclusion for the admission of students under the Management Quota.

- The Institute known for its CSR activities, employment opportunities, and the dedicated and educational technical services for the students of the rural areas and economically weaker sections as management offers concession in terms of tuition fees and hostel fees for a great number of economically backward students to continue their education.
- Well qualified and experienced faculty members are being recruited and periodical trainings for all faculty members are conducted with industrial and academic experts to fill the knowledge gap.
- The Institute motivates faculty members in the blended learning mode by availing, the video lectures provided by eminent scholars / institutions. Faculty members are encouraged to attend conferences / seminars and workshop to update themselves on present affairs. Incentives are also provided for their participation.
- The Research and Development cell of the institution stimulates the faculty members to perform research projects from both public and private sectors to enhance the quality of teaching.
- The institutions pay much attention for the retention of senior and competent teachers for the development of the Institute by providing attractive salary, other perks, medical allowance faculty recreation programme, higher studies option, training in new technology etc.
- Professional from industry and academia are invited to deliver guest lectures and training to the students in specific areas.
- Audio visual class rooms are arranged for the students to enrich the teaching learning environment. Computer with internet facility, LCD projector and other teaching aids are available for the students' accumulation of knowledge.
- The Institute ensures the attainment of the learning outcome with direct and indirect assessments with the help of the curricular, co curricular and extracurricular performances of the students and indirect surveys like students exit, alumni, employer and professional body survey etc. By all accounts, teaching learning and evaluation which we follow in our Institute are the best instrumental to mould quality-product students suitable to the needs of the society and industry.

CRITERION – 3**RESEARCH, CONSULTANCY AND EXTENSION****3.1 Promotion of Research****3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

The institute has developed its own dedicated research centre for the use by the faculty and potential students under the supervisors recognized by the affiliating University and other universities. Following is the list of supervisors recognized by the affiliating university and other universities (Sharda University, Pacific university & UPTU):

Table 3.1.1: List of Recognized Supervisors

S. No.	Name Of Supervisor	University
1.	Dr Naveen Gupta	<ul style="list-style-type: none"> • UP Technical University, Lucknow • Sharda University, Greater Noida • Pacific University, Udaipur
2.	Dr Sheetal Sachdeva	UP Technical University, Lucknow
3.	Dr Siddharth Verma	UP Technical University, Lucknow

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

Yes, the institute has Research and Development Committee (RDC) to monitor and promote the research activities in the institute. The constitution of Research and Development Committee (RDC) is as follows:

Table 3.1.2: Composition of Research Committee in 2014-15

S No.	Designation	Name
1.	Chairperson	Riju Agarwal Singh
2.	Member Secretary	N K Mishra
3.	Member 1	Tejinder Jeet Singh
4.	Member 2	Dr Siddharth Verma

Few recommendations made by the committee in recent years are:

- To promote action research.
- To promote research by supporting financial assistance to student

and faculty as per SGI norms.

- To increase the number of research publications in quality journals.
- To obtain funds from various funding agencies for research projects.
- To organize more seminars/conferences/workshops.
- To motivate the faculty members to pursue Ph.D.

Impact of the above mentioned recommendations made by the committee:

- Following Action Research projects are in progress:
 - LTA (Lapka to Aapka)
 - RED-P (Rural Education Development Programme)
 - KAP (Khandari Attitude Parivartan)
- The number of ongoing/ completed major and minor research projects, research papers presented and published has increased.
- 50% of the faculties are either doctorates (total 5) or pursuing doctoral degree (total 6 out of which one has submitted the thesis and one is on the verge of submission).
- More seminars/conferences/ workshops are being organised

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

Measures to promote research in the institute are as follows:

- A separate Research & Development committee is created to review, support & encourage research in the institute.
- A significant sum of Rs 1 crore is constituted solely for the research projects & activities in the institute.
- The faculties involved in research process are provided with adequate resources like time-off, reduced teaching load, special leave, infrastructure & technology.
- Students involved in research projects are also considered for attendance, assignments, summer training & university research projects.
- Various research journals, referred journals and research magazines have been subscribed to guide & support research in the institute.

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

Institutional efforts in developing scientific temper, research culture and aptitude among students are as follows:

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- The students are encouraged to enrich technological, managerial, practical knowledge and enhance skills by participating in project and business proposal presentation competition. Innovative ideas are collected from students to foster scientific temper and they are encouraged to prepare project works on them.
- The institution brings out its annual research journal titled, 'Management Development and Information technology'- MDIT to encourage and inculcate research among the students.
- Conference, Seminars and workshops on research methodology and on current topics in various areas of Management and IT are organized regularly all round the year. Participation and presenting of papers in them helps the students to develop scientific temper and research aptitude.
- Project work is an integral part of the curriculum to help develop inquisitiveness in the students and to acquaint them with research methodology.
- Faculty members of the department are assigned as project guide to supervise the research project of students. Personal mentoring and guidance are extended to the student by the supervising guide throughout the research process.
- The Institute conducted a number of value-added courses to enhance the managerial, technical and analytical skills among the students like Dot Net Technology, Statistical Techniques and Analysis, and Android Development Applications.
- Various research journals, referred journals and research magazines have been subscribed.
- ICT enabled library and lab are available for researchers to pursue their research work.
- Financial assistance is available at group level.



Fig. 3.1.4:
Institute Journal



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

The Faculty members of the institution are actively engaged in research and project. Details of the faculty department wise involvement in

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active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.) is enclosed for reference.

Table 3.1.5 (1): List of PhD holders and faculty pursuing PhD

S. No.	PhD holder & pursuant in MBA Deptt.	Area of Research
1.	Dr Naveen Gupta	Psychology/Human Resource/Consumer Behavior
2.	Dr Abhilasha Singh	Human Resource
3.	Dr Sheetal Sachdeva	Finance
4.	Dr Yogita Narang	Entrepreneurship
5.	Dr Siddharth Verma	Finance
6.	Ms Riju Agarwal Singh (pursuing)	Marketing
7.	Mr Tejinder Jeet Singh (pursuing)	Marketing
8.	Mr Shantanu Sahu (pursuing)	Human Resource
9.	Mr Kapil Choudhary (pursuing)	Operations Research
10.	Dr. Hitendra Garg	Water Marking
11.	Mr. Akhilesh Chandra (pursuing)	Speech Recognition

Leading Research projects undertaken by the faculty members are in following table:

The departments have submitted research proposals for workshop, SDP and conferences to various funding agencies.

Table 3.1.5 (2): Research Projects undertaken by faculty members

S. No.	Investigators in MBA Department	Research Project Title	Amount Sanctioned
1.	Dr Naveen Gupta, Mr Ashish Gupta & Ms Riju Agarwal Singh (Management)	Study on Perception and Practices Related to Diarrhea Management in Rural Areas of Mathura.	2,76,250/-
2.	Mr Shantanu Sahu (Management) 2010	Study on Mobile phone usage in academic environment by the students and its impact on productivity with special	5,000/-

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		reference to SGI	
3.	Mr Tejinder Jeet Singh (Management) 2010	Study on feel employable programme for rural segment.	25,000 /-

Student Research Projects under guidance of faculty

Summer Training projects & Research projects of the students are guided by the faculty members in their respective streams.

Table 3.1.5 (3): Major and Minor Students Research Projects

Duration	Minor Projects		Major Projects	
	Ongoing	Completed	Ongoing	Completed
MBA				
2011-13	-	120	-	120
2012-14	-	96	-	96
2013-15	-	92	92	-
MCA				
2010-11	-	42	-	42
2011-12	-	44	-	44
2012-13	-	48	-	48
2013-14	-	66	-	66
2014-15	18	-	42	-

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

Details of workshops/ training programmes/ sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students are as follows:

S No.	Training programmes/ Workshops	Resource Person	Date
1	Training Programme for PDP trainers	Prof. K. K. Malviya	21 st August 2010
2	FDP – Leadership Challenges in Academic Career	Dr Naveen Gupta	21 st December 2010
3	Staff Development Programme SGI	Dr Naveen Gupta	10 th January 2011
4	MDP for corporate	Dr. B L Dubey	11 th & 12 th

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			February 2011
5	Training Session 2 Days on “Being Young a tool for managerial success”	Jay Shukla	11 th April 2011
6	FDP- Projective Techniques	Dr. B L Dubey Dr. Naveen Gupta	10 th -11 th April 2011
7	Workshop on Case Study & PDP	Mr. Abhishek Nanda	21 st April 2011
8	Training for trainers	Dr. B L Dubey & Dr. Naveen Gupta	11 th -12 th May 2011
9	MDP at JK Cement	Dr. Naveen Gupta	16 th -17 th May 2011
10	Training Programme on Conflict Handling for Judges of Agra (District Judge Shri Zaki Ullah Khan was the Chief Guest)	Dr. Naveen Gupta	8 th Jan, 2012
11	Industrial Seminar in association with NCIC AGRA, AFMEC and ADC	Prof. Mukesh Chaturvedi Prof. Kuldeep Sharma, Bimtech	22 nd Jan, 2012
12	Outbound Training Programme at Akshay Patra, Mathura	Dr. Naveen Gupta	4 th Feb, 2012
13	Training Programme for Company Secretaries 3 Training conducted	Dr. Naveen Gupta & Dr. Abhilasha Singh	2012
14	Training for Rotary Club	Dr Naveen Gupta	11 th April 2012
15	Training on Personality Mapping in Pacific Institute, Udaipur	Dr Naveen Gupta	14 th April 2012
16	Workshop for 12 th standard students in Peters	Dr Naveen Gupta	18 th April 2012
17	Training for supporting staff AEC	Dr Naveen Gupta	4 th & 6 th August 2012
18	Staff Development Programme for Supporting staff of UPSRTC	Dr. Naveen Gupta	18 th August 2012
19	Workshop on Sociometry	Dr. Jyoti Kulshreshtha	October 2012

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20	MDP on Competency Building for Effective Leadership	Dr. Naveen Gupta	7 th & 8 th December 2012
21	Workshop on FINANCIAL ISSUES AND PORTFOLIO MANAGEMENT	Dr. Parag Gautam, Finance Education Programme, SEBI	September 2012
22	Training for India Post	Dr Naveen Gupta	8 th & 9 th Feb 2013
23	Workshop on Latex	Mr. Mukesh Saraswat Mr. Prashant S. Rana	17 th & 18 th Feb 2013
24	Workshop on Premarriage counseling Personal and Professional life balance	Dr Naveen Gupta	1 st March 2013
25	Workshop on Making of an MBA	Dr. Naveen Gupta & Nishant Khandelwal	22 nd April 2013
26	Workshop on Teaching learning process 2013	Prof. Lodha, V K Sharma, Mr. Pradeep Mahtha, Prof. Naveen Gupta & Faculty of SGI	13 th August 2013
27	Workshop on “Relevance of management education in the presence scenario & the strategy that needs to be adopted by the students & educators to improve employability”	Dr. Rakesh Premi	26 th August 2013
28	Training at Udaipur	Dr. Naveen Gupta	23 rd -25 th Sept 2013
29	Summer Training Project Presentation	In-house Faculty	23 rd Sept 2013
30	Workshop on Branding	Prof. Parvez Talib	26 th Nov 2013
31	Training on Behavioral Issues in Raman Laal Shorawala School, Mathura	Dr. Naveen Gupta & Dr. Abhilasha Singh	6 th Dec 2013
32	FDP on Role of Academic Leadership in meeting Institutional Challenges	Dr .Naveen Gupta	4 th Jan 2014

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33	FDP on 2nd Phase of Role of Academic Leadership in meeting Institutional Challenges	Dr .R P Singh , J K Cement and Dr Naveen Gupta	13 th Jan 2014
34	Workshop on Tax Planning and Management	Mr. Parag Gautam	20 th Feb 2014
35	FDP on Case Writing	Dr Salma Ahmad, AMU, Aligarh	13 th April 2014
36	Soft Skills Training Programme For Enhancing Employability	Dr Naveen Gupta ,Prof V K Sharma, Dr Chinu	9 th June 2014
37	Staff Development Programme For SGI & Corporate Agra	Dr Naveen Gupta	23 rd July 2014
38	Soft Skills Training Programme for Enhancing Employability	Dr Naveen Gupta	9 th -27 th June 2014
39	Life Skills Training Programme for students of Patrick's School Agra	Dr Naveen Gupta	4 th Aug 2014
40	Launching of PAT Training Programme at Sadar Railway Station	Dr Naveen Gupta	15 th Aug 2014
41	TDP for Patrick's School Agra	Dr Naveen Gupta	16 th Aug 2014
42	FDP on Rejuvenating Organization Culture through OD Interventions (Phase II) & Review of Psychoanalytical Theory & Application of Transactional Analysis in Organizational Context	Dr. Satyadhar Dewvedi, Mr. Lalit Kumar, Ms. Kiran Srivastava, Ms. Preeti Gupta	21 st Jan 2015
43	Entrepreneurship Programme by Rural Ministry Govt. of India	Ms. Garima Khanna & Mr. Fahim Khan	23 rd Jan 2015
44	MDP on Organization Behavior & Managing Workplace Relationship	Dr B L Dubey and Dr Naveen Gupta	2012
45	LTA training Programme for Auto Drivers Of Agra Cant to boost tourism and Hospitality	Dr Naveen Gupta	09 th September 2014

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46	Training Programme for Judicial Officers on “Conflict Handling & Competency Building”	Dr Naveen Gupta	8 th January 2012
47	Workshop on “Self Development and Culture Change Initiative “for European Students”	Dr. Naveen Gupta	21 st August 2013
48	NSDC Training for Call Center	Tejinder jeet Singh	10 th June 2014

Table 3.1.6: Details of workshops/ training programmes/ sensitization programmes

S. No.	Panel Discussions	Resource Person	Date
1	“Emerging Political Scenario and Human Rights”	Mr. Vinay Patsaria, Dr. Naveen Gupta, Mr. Praven Kumar, Additional District Judge 2, Mr. Rajendra Tripathi, Resident Editor, Amar Ujala	10 th Dec. 2013
2	“Role of Literature in teaching Empathy”	Dr Naveen Gupta, Dr Anju Jain, Dr Sushma Singh, Prof Nihal s Jain	6 th July 2014
3	Role of Literature- Unraveling India’s Red Tape	Dr Naveen Gupta, Dr Arvind Jain,	7 th Sept 2014
4	International Business: Psycho-social & cultural differences with special reference to China & India	Ms. Namrata, entrepreneur from China, Dr. Naveen Gupta, Dr. Siddharth Verma, Mr. Vivek Tripathi	4 th Feb 2015

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5	CSR in association with AIMS	Prof. Acharya Chairman AIMS AP chapter, Prof. Masood, Former President AIMS	Feb 2015
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3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Table 3.1.7 (1): Research Area and expertise available in MBA

S No	Research Area	Expertise
1.	Behavioral Science	Dr Naveen Gupta
2.	Social Innovation	Dr Naveen Gupta Dr Abhilasha Singh Ms Riju Agarwal Singh Mr Shantanu Kumar Sahu Mr Tejinder Jeet Singh
3.	Human Resource	Dr Naveen Gupta Dr Abhilasha Singh Mr Shantanu Sahu Ms. Varsha Sengar Ms. Tanu Gupta Mr. Nitin Bhargarva
4.	Marketing	Ms Riju Agarwal Singh Mr Tejinder Jeet Singh Dr Yogita Narang Mr Vivek Tripathi Ms. Payal Sharma
5.	International Business	Mr Vivek Tripathi Ms Tanu Marwah
6.	Finance	Dr Sheetal Sachdeva Dr Siddharth Verma Mr Rahul Khandelwal
7.	IT	Mr Kapil Choudhary Mr Rahul Khandelwal
8.	Strategic Management	Dr Siddharth Verma Mr Vivek Tripathi
9.	Entrepreneurship	Ms Riju Agarwal Singh Mr Tejinder Jeet Singh Dr Yogita Narang Mr Vivek Tripathi
10.	Economics	Dr Siddharth Verma Mr Rahul Khandelwal

		Ms Tanu Marwah
11.	Business Communication	Dr Abhilasha Singh Mr Shantanu Kumar Sahu Ms Tanu Marwah
12.	Hospitality Management	Mr Tejinder Jeet Singh Mr Shantanu Kumar Sahu
13.	Rural Management	Dr Yogita Narang

Table 3.1.7 (2): Research Area and expertise available in MCA

S No	Research Area MCA	Expertise
1.	Artificial Intelligence	Mr. N. K. Mishra
2.	Water Marking	Dr. Hitendra Garg
3.	Speech Recognition	Mr. Akhilesh Chandra
4.	Database Management System	Mr. Prashant Sharma
5.	Software Engineering	Mr. Vivek Pandey
6.	Mobile Computing	Mr. Shalabh Bhargava

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

Eminent researchers are invited from research institutes / universities to speak / interact on the recent trends in various subjects in workshops, seminars & conferences. Eminent researchers are invited for guest lectures. Annual Doctoral conference is hosted to provide a platform to the research scholars to present and get constructive feedback on from eminent researchers.



Fig. 3.1.8 : Interaction of researchers with teachers and students

Table 3.1.8: List of Researchers and Subject Experts

S. No	Name of Researchers / Subject Experts	Affiliation
1	Dr. Shyam Singh Lodha	Connecticut University USA
2	Dr B L Dubey	Adjunct Faculty, University of Alaska, USA
3	Dr. S.D. Gupta	St. Thomas University, Canada
4	Prof K.K. Saxena	IIT Kanpur
5	Prof N. K. Gupta	IIM Lucknow

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6	Prof. C. P. Shrimali	MDI Gurgaon
7	Prof. Justin Paul	IIFT Delhi
8	Prof. Anshuman Gupta	University of Petroleum & Energy Studies, Dehradun
9	Dr. Anju Jain	RBS College, Agra
10	Prof Mukesh Chaturvedi	Dean, Department of Management, Sharda University
11	Mr Shailendra Pal Singh	Director HR (Retd.) NTPC
12	Dr V Prem Swarup	Dayalbagh Educational Institute
13	Dr Sanjeev Soami	Dayalbagh Educational Institute
14	Prof SK Sharma	Dayalbagh Educational Institute
15	Prof VK Gangal	Dayalbagh Educational Institute
16	Prof Asif Ahmad	Aligarh Muslim University, Aligarh
17	Prof Rakesh Jain	Mental Hospital Agra
18	Prof Ajay Srivastava	Mental Hospital Agra
19	Prof Yogesh Upadhya	Head, Department of Management, Jiwaji University
20	Prof Kuldeep Sharma	Bimtech
21	Prof Parvej Talib	Aligarh Muslim University, Aligarh
22	Prof Arvinder Singh	Vice President, Lal Path lab
23	Prof R.C. Maheshwari	Advisor R&D SGI
24	Ms Monalisa Sen	Career Dimensions, Noida
25	Mr Bipin Gupta	Dawar Footwear, Agra
26	Prof Acharya Chairman	AIMS AP chapter
27	Prof Masood	Former President AIMS
28	Dr RP Singh	J K Cement, Nimbahera, Rajasthan
29	Mr AK Singh	Dy. Director- MSME, Agra region
30	Mr Parag Gautam	Certified financial education trainer of Securities and Exchange Board of India (SEBI) with Registration No SEBI/RP/N/UP/38
31	Prof. Sufian Beg	Jamia Millia Islamia, New Delhi
32	Prof Parvez Ahmad	Aligarh Muslim University, Aligarh
33	Prof K.V. Arya	IITM, Gwalior
34	Prof Hans Raj	DEI, Agra
35	Prof C. Patvardhan	DEI, Agra
36	Prof Manu Pratap Singh	Dr B. R. Ambedkar University Agra
37	Dr Saurabh Srivastava	Bundelkhand University, Jhansi
38	Dr Alok Verma	Bundelkhand University, Jhansi
39	Dr Sanjeev Sharma	Dr B. R. Ambedkar University Agra
40	Dr Sanjay Chaudhary	Dr B. R. Ambedkar University Agra

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41	Prof Sundar Lal	Prof V.C. Purvanchal University
42	Prof N. K. Joshi	Center for Advance Engg., MIT Boston
43	Mr. Mukesh Saraswat	IITM, Gwalior
44	Mr. Prashant Singh Rana	IITM, Gwalior

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

The provisions with respect to study leave are as under:

- Study Leave may be granted to a faculty to enable him/her to undergo higher studies or technical training having a direct & close connection with his sphere of duties. Study leave is granted if the faculty has completed at least three years in the regular cadre.
- A maximum of two years may be granted as study leave.
- Faculty shall be eligible to draw 50% of the pay last drawn before proceeding on leave, during the study leave period.
- Faculty availing study leave shall be required to sign a bond to serve the group for a period; equal to the period of study leave availed by him or shall payback to the group 1.5 times the amount of pay received by him during the study leave.
- Study leave shall count as duty for the purpose of promotion, increments, leave and gratuity.

Beneficiaries are:

- Dr Hitendra Garg
- Mr Ashish Gupta

The provisions provided by the institute have motivated number of faculties to undergo doctorate programme and take research assignments.

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

- The students are given exposure to research findings through participation in seminars, conferences and workshops. It is compulsory for the students to present their project work and share their findings in a seminar.
- The institution selects an important issue confronting the society and dedicates its efforts on it by hosting a series of activities like conference, academic tour, seminars and panel discussions, all the

year round. In year 2012, the focus was on theme ‘entrepreneurial challenges’, year 2013 focused on ‘effective leadership’; year 2014 on ‘clean India’, year 2015 on ‘Indian demographic dividend’ with special focus on youth development. This year institute will be focusing on action research and has initiated projects on the theme with an aim to educate and sensitize the change agents towards the cause of reaping demographic dividend. The major ongoing action research projects are:

- LTA (Lapka to Aapka)
- RED-P (Rural Education Development Programme)
- KAP (Khandari Attitude Parivartan)

3.2 Resource Mobilization for Research

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

The management has approved a budgetary support of Rs. 50,000 per year (at institute level) and Rs. 1 Crore (at group level) to cover the capital and revenue expenditure on research projects undertaken by the faculty.

Table 3.2.1: Details of Research Budget

S. No.	Major Heads for Expenditure	Financial Allocation	Actual Utilization
1.	Major Research project	The institute has not segregates funds on the basis of major and minor projects. The funds are released as per the recommendation of R& D committee	
2.	Minor Research project		

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

Yes, there is provision to provide seed money to faculty for research on the basis of report submitted by the concerned faculty and approved by Research & Development Committee. The faculties who have been able to avail this opportunity during the last four years is:

- Ashish Gupta
- Tejinderjeet Singh
- Shantanu Sahu

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

The institute supports the students undergoing research projects by granting funds for meeting expenses on stationary, traveling and accommodation. The request for funds is submitted to the Director through the Head of the department for approval.

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

Inter-disciplinary research is encouraged at the institute. The Research and Development Committee comprises of subject experts in various areas. Faculty members are currently carrying interdisciplinary research towards doctoral degree in the areas of marketing, finance, quality management, and behavioral science.

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

The institute ensures optimal use of various research facilities:

- Digital Library and two well-equipped computer labs are available, all are used by students for various research work.
- Research based assignments are given to the students so that they will use the available resources and the faculty monitor the same.
- Well-stocked library is available which supports faculty and students in their research.
- Free access to Emerald and Science- Direct databases for staff and students are available. Students and faculty use these data basis for writing papers.
- Faculty members are also using these data bases for their research purposes.
- Faculties are insisting on students to refer such data bases for literature survey during the dissertation.

Faculty members are instructed to present the progress of their research work periodically. Fully equipped Research Centre is available in the institute. Faculty member can do their research work in an exclusive atmosphere. Research progress presentation by faculty members happens in this center regularly.

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

The institution has received grants from Research and Development of SGI, AIMS, and Lead Agra.

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

Research project proposals are prepared under the guidance of senior faculty members in suitable areas and subsequently sent to various funding agencies. Details of some completed projects and grants received during the last four years are:

Table 3.2.7: Details of ongoing and completed projects during last 4 yrs.

S N o.	Nature of the Project	Dura- tion	Title	Name of the funding agency	Total Grant	Total Grant
					Sanctio- ned	Receive d
1.	Minor projects	2 Month s	Study on Mobile phone usage in academic environment by the students and its impact on productivity with special reference to SGI	SGI	5,000	5,000
		4 Month s	Study on feel employable programme for rural segment.	SGI	25,000	25,000
2.	Major projects	1 year	Study on Perception and Practices Related to Diarrhea	SGI	2,76,250	2,76,250

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			Management in Rural Areas of Mathura.			
		1 year	Paper Presentation in International Conference on Family Planning: Research and Best Practices, South Africa	John Hopkins Bloomberg School of Public Health, Baltimore	1,70,000	1,70,000
3.	Interdisciplinary projects	-	-	-	-	-
4.	Industry sponsored	2 Months	Supervisory Development at J. K. Cement, Nimbahera, Rajasthan	J. K. Cement Nimbaher, Rajasthan	16,660	16,660
		2 Months	Positive Attitude for Higher Performance at J. K. Cement, Nimbahera, Rajasthan.	J. K. Cement Nimbaher, Rajasthan	16,660	16,660
		2 Months	Personality & Self Development for Peak Performance at J. K. Cement, Nimbahera, Rajasthan.	J. K. Cement Nimbaher, Rajasthan	23,566	23,566
		2 Months	Effective Communication & Presentation	J. K. Cement	29,875	29,875

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			Skills at J. K. Cement, Nimbahera, Rajasthan.	Nimbaher, Rajasthan		
		2 Months	Positive Attitude for Peak Performance at J. K. Cement, Nimbahera, Rajasthan.	J. K. Cement Nimbaher, Rajasthan	44,087	44,087
		2 Months	Personality and Self Development at J. K. Cement, Nimbahera, Rajasthan	J. K. Cement Nimbaher, Rajasthan	38,700	38,700
		2 Months	Advancing Learning on Delaying the Age of Marriage and First Birth in India Project (ALP) – Phase-II at TNS India Private Ltd, Gurgaon	TNS India Private Ltd, Gurgaon	30,000	30,000
		3 Months	Call centre training by TSSC	TSSC	10,000	10,000
5.	Students' Research Projects	15 Aug 2014-till date	Lapka to Aapka (LTA)	SGI	1,00,000	1,00,000
		26 Jan 2015-till date	Khandari Attitude Parivartan (KAP)	SGI	50,000	50,000

	24 dec 2014- till date	Rural Educational Development Programme (RED-P)	SGI	25,000 anually	25,000
	2004- till date	Project Pingri	SGI	25,000 anually	25,000

3.3 Research Facilities

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

Institution has made the provision of following research facilities for the students and research scholars within the campus:

- A dedicated Research & Development Cell is functional to look into the research activities. RDC has the crucial role in promoting research and scholarship within the institute. It helps raise awareness of funding opportunities to support faculty research, and processes related to externally funded sponsored/consultancy projects. It also oversees conference travel funding for faculty and research scholars, and facilitates conferences and workshops held at the Institute. It meets thrice in a semester.
- Approved research guides from the various universities (UPTU, Sharda & Pacific) are available to guide the research scholars.
- Well equipped labs and library, with high bandwidth internet and Wi-Fi facility is available to the students and faculty members for pursuing research.
- An open access library with 23101 volumes, 4797 titles, 360 project reports, 2248 CD-ROMS, 91 Audio, 78 Videos and 95 periodicals- journals and magazines and 14 business and financial newspapers are available. Recent books, journals and are also added to the library to support student research projects.
- Online Emerald and IEEE journals are available to all the students and faculty members to support them in carrying out their research.
- Students have an open access to more than 120 reputed online journals. Both national and international journals and periodicals like RMIT are accessible.
- The OPAC (Online Public Access Catalogue) facility is also provided for the convenience of students.

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

Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers are:

- To provide exposure to the faculty members in the areas of interest, or in any new and emerging areas, they are encouraged to attend research programmes, workshop, seminars, and conferences conducted in the institute and at other organizations. Institute provides registration fee, conveyance, on-duty leave for the purpose.
- Funds are also sanctioned to organize research workshop, seminars, and conferences.
- Successful completion of research programmes leads to appreciation and academic carrier building.
- The Research and Development Committee keeps in touch with the recent trends in the research oriented programmes.
- The library of the institute is kept updated and enriched with wide range of books and various national and international journals.

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

Yes, the institution has been able to receive grant and finances from the industry and other beneficiary agency for developing research facilities. Grant of Rs 1.7 lakh received from John Hopkins Bloomberg School of Public Health, Baltimore for paper presentation in international conference on family planning in 2011.

The institute has also been able to receive Sponsored Awards for research scholars by other institutions:

S. No	Award Sponsored	Sponsor
1	"Sant Das Swami Award"	Prof (Dr) Sanjeev Swami, Head, Department of Management, Dayalbagh Educational Institute, Agra
2	"Anandi Devi Paliwal Award"	Prof (Dr) S.K. Sharma, Department of Management, Dayalbagh Educational Institute, Agra

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3	"Best Research Methodology Award"	Dr Rakesh Jain, Chief Clinical Psychologist, Mental Institute, Agra
4	"Shri Laxmi Narayan Gangal Award"	Prof (Dr) Vijay L. N. Gangal, Department of Applied Business Economics, Faculty of Commerce, Dayalbagh Educational Institute, Agra
5	"Prof K.P. Jain Award"	Dr. Anju Jain, Department of Economics, R.B.S College, Agra
6	"Best Presentation in IT"	Mr Avinash Pokhariyal, Assistant Professor, FMCA, Agra

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

National and state archives, libraries, laboratories and other data repositories are contacted by the Director to facilitate the research scholars of our institution. Research guides are allocated to students for guiding them during their projects.

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

Details on the library/ information resource center and other facilities available for the researchers are:

- A dedicated Research & Development Cell is functional to look into the research activities. RDC has the crucial role of promoting research and scholarship within the institute. It helps raise awareness of funding opportunities to support faculty research, and processes related to externally funded sponsored/consultancy projects. It also oversees conference travel funding for faculty and research scholars, and facilitates conferences and workshops held at the Institute. It meets thrice in a semester.
- Approved research guides from the affiliating University and other universities are available to guide and mentor the students.
- Well equipped labs and library, with high bandwidth internet and Wi-Fi facility is available to the students and faculty members for pursuing research.
- An open access library with 23101 volumes, 4797 titles, 360 project reports, 2248 CD-ROMS, 91 Audio, 78 Videos and 95 periodicals- journals and magazines and 14 business and financial

newspapers are available. Recent books, journals and are also added to the library to support student research projects.

- Online IEEE journals are also available to all the students and faculty members to support them in carrying out their research.

Students have an open access to more than 120 reputed online journals. Both national and international journals and periodicals like Emerald, RMIT etc, are accessible. The OPAC (Online Public Access Catalogue) facility is also provided for the convenience of students.

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

The institute at present does not have any collaborative research facilities developed/ created by the research institutes in the institution.

3.4 Research Publications and Awards

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

- **Patents obtained and filed (process and product)**
NA
- **Original Research Contributing to product improvement**
NA
- **Research Studies or surveys benefitting the community or improving the services**
Research studies in behavioral science and marketing have been undertaken by our staff and students of the department of Management for the benefit of community.
- **Research inputs contributing to new initiatives and social development**
The Institute contributes and shares its expertise with Samagra, an NGO, to popularize the indigenous ayurvedic medicine to aid people to say no to tobacco, LTA, KAP, RED-P.

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

Yes, the Institute publishes an annual International research Journal titled, **Management Development & Information Technology (MDIT)** since last 12 years. It is an annual refereed research journal

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with ISSN 0976-8440 & RNI UPENG/2007/27969 focusing on current issues in the areas of management and IT. The journal bears an authentic recognition.

The Editorial Board is as follows:

1. **Editor-in-Chief :** Dr Naveen Gupta, Director, HIMCS
2. **Editors :** Dr Siddharth Verma, Assistant professor, DoBM
3. **Associate Editors:** Dr Sheetal Sachdeva, Assistant professor, DoBM
4. **Editorial Advisory Board:**
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 - Dr. Justin Paul, IIFT Delhi
 - Dr. Anshuman Gupta, University of Petroleum & Energy Studies, Dehradun
 - Dr. Anju Jain, RBS College, Agra

The Institute also has taken publication of **SIS Journal of Projective Psychology and Mental Health** listed amongst 25 indexed journals by World Health Organization on behalf of somatic Inkblot Society with Regd No 71632/99, RNI Delhi.

The Editorial Board is as follows:

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- Editor-In-Chief:** Dr Naveen Gupta, Behavioral Scientist & Director, Hindustan Institute of Management & Computer Science, Farah.
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 RadheShyam, Ph.D. India
 Umed Singh, Ph.D. India
 Kranti Srivastava, Ph.D. India
 Ajay Tiwari, Ph.D. India
 Ailo Uhinki, Ph.D., Finland
 Yasho V. Verma, Ph.D., India
 Robert B. Williams, Ph.D., Canada

3.4.3 Give details of publications by the faculty and students:

Table 3.4.3 (1): List of publications by the faculty and students

S No.	Publication	Details
1.	Publication per faculty	10 per faculty 108 publication by all faculty
2.	Number of papers published by faculty and students in peer reviewed journals (national	68

	/ international)	
3.	Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	03
4.	Monographs	Nil
5.	Chapter in Books	03
6.	Books Edited	02
7.	Books with ISBN/ISSN numbers with details of publishers	Nil
8.	Citation Index	Nil
9.	SNIP	Nil
10.	SJR	Nil
11.	Impact factor	03
12.	h-index	Nil

3.4.4 Provide details (if any) of

- Research awards received by the faculty 02
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally 02
- Incentives given to faculty for receiving state, national and international recognitions for research contributions 02

3.5 Consultancy

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

The institute has established a strong institute and industry interface through:

- Organizing Management Development Programmes (MDPs) and Training & Development Programmes (TDPs) to cater to the needs of industry as and when required.
- Industries in need of technical and managerial know-how, consultancy approach the institution and the institution caters to their needs.
- The students carry out two month summer internship, major research



Fig. 3.5.1 (1): Institute-Industry Interface

project and mini projects under the guidance of their mentors in the industry of their choice.

- Guest Lectures as an integral part of MBA pedagogy with 5 to 10% of the proposed teaching sessions reserved per subject. Guest talks are arranged regularly to provide an ideal platform for the students to supplement their theoretical knowledge with first hand perspectives from the stalwarts of the industry and also appreciate the different dimensions of handling modern day business challenges. This kind of exposure helps in students to be industry ready.
- A dedicated Placement Cell is functional to tie-up and invite companies for the purpose of summer internship and placements.

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

Institute encourages Consultancy work to enrich the professional experience and the knowledge of students/faculty as per the norms of SGI and make them a better educator and researcher. The policy is uniform for the SGI group and is managed by the R&D cell of SGI.



Fig. 3.5.2 (1): Consultancy to Industrialist

The policy is as follows:

- Faculty/Student/Non-teaching staffs to take the initiative to utilize the infrastructure facilities and technically trained manpower of SGI for providing support & consultancy to non-corporate and unorganized sectors and for their own career well being
- R&D will encourage the partnership & tie-up with small, Medium & even large organization and establish partnership within the core industries of Agra and Mathura for Consulting and Research Project. Utilizing SGIs Strength. Regarding
 - Creating facilities for Design, development and improvement of existing practices/processes/concepts of targeted organization
 - Up gradation & modernization of workshop facilities
 - Preparation of operators manuals, assistance in implementation
 - Finding solutions of various problems faced by the industry during production and operation of the industrial units
 - Conducting market surveys and preparing feasibility reports through projects assigned to the students and providing them to the industry for their benefit.
- And focus will be more on those consultancy projects which provide challenge befitting professional competence of SGIs faculty/students/Non-teaching staffs.

- The entire expenditure for the operation of the project is required to be met by the sponsoring agency. The responsibility for operation of the project lies with the Principal Investigator (PI) and consultant-in-charge (CI). It is his/her responsibility to prepare/submit regular progress reports to the funding agency to ensure timely release of the grant, wherever required by Funding Agency and Project will be consider completed and closed by R&D cell with the submission of final project report (along with disbursement of all committed expenditure etc)
- Provision for incentive for PIs as they receive some percentage of projects net profit.

The concerned faculty members are provided on-duty leave while the consultation work is underway. Management Development Programmes (MDPs) are organized form time to time in the institution. Brochures/ Flyers for the same are designed and sent to the prospective companies. Training & Placement Cell also explores the possibility of collaboration during their interaction with various industries. Major areas of expertise are advertised through department homepage in the main college website and also through technical events/ programmes.

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

The institution encourages the faculty to utilize their expertise and available facilities for consultancy services in the following ways:

- Faculty members are encouraged to obtain consultancy work through Institute – Industry Interface, visits to industries and personal contacts.
- Faculty members who are expert in specific field are encouraged by reducing their academic and administrative work load, and financially supporting them while executing consultancy works with the industries.
- Special Weightage is given to the faculty undertaking consultancy/research during appraisal.

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

The major consultancy services provided by the institution are in the areas of:

Table 3.5.4: Details of Consultancy projects undertaken during last 4 yrs.

S No	Consultancy	Revenue Generate	Organization	Year	Principal Consultant
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	Project	Cost			
1	Supervisory Development	16,660/-	J. K. Cement, Nimbahera, Rajasthan	2009	Dr Naveen Gupta
2	Positive Attitude for Higher Performance	16,660/-	J. K. Cement, Nimbahera, Rajasthan	2010	Dr Naveen Gupta
3	Personality & Self Development for Peak Performance	23,566/-	J. K. Cement, Nimbahera, Rajasthan	2011	Dr Naveen Gupta
4	Effective Communication & Presentation Skills	29,875/-	J. K. Cement, Nimbahera, Rajasthan	2013	Dr Naveen Gupta
5	Positive Attitude for Peak Performance	44,087/-	J. K. Cement, Nimbahera, Rajasthan	2013	Dr Naveen Gupta
6	Personality and Self Development	38,700/-	J. K. Cement, Nimbahera, Rajasthan	2014	Dr Naveen Gupta
7	Advancing Learning on Delaying the Age of Marriage and First Birth in India Project (ALP) – Phase-II	30,000/-	TNS India Private Ltd, Gurgaon	2014	Riju Agarwal Singh
8	Call centre training	10,000/-	TCS	2014	Tejinder Jeet Singh
9	Soft Skills	40,000/-		2014	Dr Naveen

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	Training for Enhancing Employability				Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu
10	Training Programme for local Industries	60,000/-	For local Industries	2012	Dr Naveen Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu
11	Training Programme	70,000/-	For Schools and local Industries	2011	Dr Naveen Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu

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

The income generated through consultancy is shared as per the following norms:

A faculty member accepting consultancy assignment and receiving consultancy fee for the same would have to share with the institute 50% of the fee received.

In case the fee received by the faculty member in the form of honorarium does not exceed Rs. 5000 for a single day, it would be exempted from the policy enunciated (1) above.

However the norms were revised on 22 November 2014. The new norms are:

Any faculty member goes for consultancy assignment during his/her leave period, need not to share consultancy fee received with the institute.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

HIMCS aims at providing an atmosphere of holistic development of students thereby transforming them into responsible citizens. The institution focuses on moving the concept of social responsibility from theoretical base to practical application. The institution is conscious of its role in promoting institution-neighborhood



Fig. 3.6.1 : Training session of LTA Project

community network and student engagement, and has taken following steps:

- HIMCS has adopted a neighboring village ‘Pingri’. Our students with support of staff and village people have given their best, right from working for their hygienic awareness to making them economically self sufficient, and have changed the face of the village.
- Project “Lapka To Aapka” (LTA): Project to train and guide auto rickshaw on hygiene and hospitality issues and will act as a goodwill ambassadors and further act as change agents. These change agents are also provided with legal and medical support as and when required.
- Project “Khandari Attitude Parivartan” (KAP): Project initiated to create awareness regarding cleanliness, avoiding use of polythene, placing of dustbins, systematic parking of vehicles, cautious using of horns with the help of shop keepers and residents in developing the area. Many student teams will work to establish an Ideal Chauraha and the college has announced Leadership Award worth Rs 50,000 for the winning team. The project is supported by the Mayor of the city along with shop keepers and residents from the area.
- **Project “Rural Educational Development Programme” (RED-P):** aims to establish train school teachers, staff and other stakeholders in rural areas and enhancing their capability of ensuring holistic development of a child and be the ‘*Change Agents*’.
- **NCB (National Character Building)** an initiative which will help the youth to inculcate good character, in order to harness the demographic dividend potential for India;
- **Soft skills training programme** to help develop the personality, confidence, communication and interpersonal skills amongst the students especially rural based economically poor and

marginalized students so that they can make positive contribution to their own life, society and nation;

- **HIMCS on wheels** is an innovative concept meant to create awareness among the communities through nuked natak, posters on the chosen issue/ theme during the academic tour.

From the efforts, not only has the local community benefited, the students too have experienced the joy that comes from the selfless service.

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

The institute adopts various mechanisms to track student's involvement in various social activities. Some of its measures are:

- Institute has a mechanism of having mentor- mentee scheme through which each mentee is under direct supervision of his/ her mentor. Mentors observe and record the student students' involvement in various social activities and his/ her achievement in such extension activities in the respective counselee's file.
- The students are motivated to enhance their involvement in extension activities. Extra-curricular activities and value education provide avenues to sensitize students towards the social environment, the social evils, citizen responsibility and individual contribution to make the society a better place to live.
 - Outstanding achievements of the students are recognized with certificate of merit and special prizes.
 - **Leadership Award** worth Rs 50,000 for the students team emerging as the best contributor in extension activities.
 - The Institute extends a grant of rupees Rs 2 lacs per annum for extension activities and research to help, innovate, uplift and develop society

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

Institute solicits both internal (investors, owners, partners, directors board members, staff members, etc.) and external (students and their parents, people from industry, media, society including people from local community) stakeholders' perception on the overall performance

and quality of the institute.

- The external stake holders are invited to visit the campus on the various occasions and visually inspect its infrastructural facilities, interact with the members of faculty to obtain necessary information on the overall performance and quality of the institute. Parent-Teachers meeting are conducted to know about academic performance and quality of their wards and to provide constructive suggestions to improve the overall performance and quality of their wards and quality of institution. The college solicits students' perception through their feedback taken regularly on day-to-day basis by the mentors and online at least twice in every semester.
- The institution also solicits Alumni's perception and feedback by keeping in touch with them and through direct interaction with them during Alumni Meet hosted once in a year. The group has a dedicated alumni cell to liaison with the alumni.
- The internal stakeholders are sent periodic performance reports in hard copy and through e-mails and their feedback is sought and incorporated.

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

The institute regularly organizes a number of extension and outreach activities which are directly connected with students' academic, social, cultural, and community services. The expenditures for the same are generally borne by the institution. The students and staff also contribute towards the extension and outreach activities.

Major extension and outreach programmes conducted and their impact on the overall development of students are:

- **Project Sharda Haat** is initiated with a vision to help the poor and needy imparting them with the confidence that 'Yes I can afford to live better'. The unused clothes and other stuff collected from the faculty, staff and students and once a month a Haat is organized in the villages, where the articles are sold at negligible prices (price ranging from Re 1 to Rs 5 per article). As of now, more than 40 Haats have been organized, that benefited the rural folks.
- HIMCS has established a **library in Village Pingri** in order to develop interest of the villagers in education. As of now, this library has 144 books containing hindi sahitya like 'Bachho ka



**Fig. 3.6.4 (1) :
SHARDA HATT**

palan poshan aur shiksha’; ‘Bimari se kaise bache evam gharelu upchar’; ‘Ghar aur Bachho ko kaise saaf rakhe’; ‘Hamara Bharat aur rajniti’; ‘Desh ke mahan purush evam desh bhakt’; ‘Gaon ki pariwarik samasyaein aur samadhan’. There are Hindi weekly magazines named India Today, Outlook; Hindi daily newspapers named DLA newspaper, Hindustan Hindi. It has reading room facility with a reading table and some chairs. One care-taker has also been appointed for this library named Mr. Jaipal Singh.

- HIMCS has also established computer systems in one of the school of Village-Pingri with internet support to support the villagers to access and avail internet facilities. Besides it will help school students learn computers.
- **Computer literacy programme, Women employability programs** are conducted by the faculty members and students of the institution for the support of villagers for the economic, social and educational upliftment of the village.
- The institution has conducted several **Blood Donation Camps**, free checkup and **Health Camps** at nearby villages to provide health consultancy and provide free medical aid. The health camp distributes medicines free of cost, health checkups and consultancy.
- **Anti-Cholera Camps:** During the outbreak of life threatening disease like cholera, students of HIMCS organized an Anti-Cholera camp to create awareness about the disease and distributed free medicines in the affected areas as well as nearby areas. This camp was conducted on the request of the villagers suffering from the occurrence of Cholera at their surroundings.
- **Hygiene Awareness Camp:** After a research study conducted by management students it was found that hygiene conditions are the main reason for the spread of diseases. With reference to the same, an important feature of our healthcare initiatives is organizing health camps in rural. These camps impart health education and sensitize communities on various preventive and primitive health care issues including nutrition and hygiene.



Fig.3.6.4 (2): Medical Health Camp in Sharda Haat

- **Tree Plantation Campaign:** Eco Club of HIMCS started “ONE MAN ONE PLANT” campaign. Under this campaign, students not only plant trees but also spend a part of their free time in the campus to look after these planted saplings in and around the college campus.



Fig.3.6.4 (3): Tree Plantation Campaign

- A number of awareness programmes on management of road traffic, importance of voting rights, family planning, health and hygiene, anti-polythene, anti-corruption, anti-tobacco campaigns, are organized at different levels with the help of student NGO. Students also regularly visit Old age Home, and Orphanage.
- Conducting the flag hoisting at national festivals with the local communities and promoting their welfare..
- **“Joy-of-giving” week celebration at HIMCS:** HIMCS not only focuses on the development of the students and society but also takes important measures in developing the feeling of belongingness in the supporting staff members like peons and drivers as the quote from our peon Lal Chand goes; “hamare collge mein hum logon ke liye bhi koi program hota hai jo ki khaskar hum logo ke liye karaya jaata hai aur humein bhi aisa lagta hai ki hum bhi is college ka ek mehtvapurn hissa hain.”
- **Project “Lapka To Aapka” (LTA), Project “Khandari Attitude Parivartan” (KAP), Project “Rural Educational Development Programme” (RED-P), NCB (National Character Building), Soft skills training programme, HIMCS on wheels** are other initiatives discussed on section 3.6.1 taken by HIMCS.

Impact of the extension and outreach programmes:

- The income generating programmes which give self-employment especially to women in villages have raised their family income, have been source of their empowerment and have enhanced their living standards.
- “Praarambh Student Welfare” is an NGO established by a group of students of the institution with the aim of extending welfare activities to the needy section of society. The NGO pays regular visits and help to old age home, orphanage and many other charitable societies.
- Moreover, it has been observed that such outreach programmes have enhanced the moral values and



Fig. 3.6.4 (5): Praarambh Welfare Society

ethics of the students. Students have started thinking of **Social Entrepreneurship** as a career option. They now want to be job creators rather than job seekers.

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

During induction programme of the fresh batch of students, the faculty and student members of extension committee make a presentation to the incoming batch of students on the benefits and scope of the extension activities. The information about the proposed activities also finds mention in the students manual made available to the students during induction programme and is also disseminated on the institutions' notice board, circulars, web notifications, and also by oral interaction / briefing.

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

The college has successfully undertaken various measures to bring about a complete transformation in adopted village.

HIMCS aims at providing an atmosphere of holistic development of students thereby transforming them into responsible citizens. The institution focuses on moving the concept of social responsibility from theoretical base to practical application. The institution is



Fig. 3.6.6 (1) : Sharda Haat

conscious of its role in promoting institution-neighborhood community network and student engagement, and has taken following steps:

- The institute has **adopted a neighboring village 'Pingri'**. Sharda Haat is organized once a month in the villages to help the under-privileged with unused clothes and other stuff collected from the faculty, staff and students. The institute has established a library in Village Pingri in order to develop interest of the villagers in education. As of now, this library has 144 books, weekly magazines and daily newspapers. The institute has also established computer systems in the school with internet to enable villagers to access and avail internet facilities. Besides it will help school students learn computers. The institution has conducted several free health checkups and hygiene awareness camp at nearby

villages. The health camp distributes medicines free of cost, health checkups and consultancy. The institute also organizes poster and essay competitions for the village children and award them with suitable prizes to motivate them.

➤ The institute has initiated “**Lapka to Aapka**” (LTA) to train and guide auto rickshaw drivers and their children on hygiene issues.



Fig. 3.6.6 (2): Training Session of LTA Project

➤ The institute has initiated “**Rural Educational Development Programme**” (RED-P) to establish train

school teachers, staff and other stakeholders in rural areas and enhancing their capability of ensuring holistic development of a child.

- The institute has initiated **NCB (National Character Building)** as an initiative which will help the youth to inculcate good character, in order to harness the demographic dividend potential for India;
- The institute has initiated **Soft skills training programme** to help develop the personality, confidence, communication and interpersonal skills amongst the students especially rural based economically poor and marginalized students so that they can make positive contribution to their own life, society and nation;
- The institute has initiated **HIMCS on wheels** is an innovative concept meant to create awareness among the communities through nuked natak, posters on the chosen issue/ theme during the academic tour.

The institute organizes “Joy-of-Giving” celebration focuses on developing the feeling of belongingness in the supporting staff members like peons and drivers. According to Lal Chand, one of our office assistant goes; “hamare collge mein hum logon ke liye bhi koi program hota hai jo ki khaskar hum logo ke liye karaya jaata hai aur humein bhi aisa lagta hai ki hum bhi is college ka ek mehtvapurn hissa hain.”

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

The student’s link with the community broadens their social outlook and moulds them into spiritually inspired, morally upright, socially committed and intellectually trained manpower to accept the challenges

of the changing world. The students can identify their strengths, weaknesses and availability of opportunities to convert their weakness into strength. Extension activities complement students' academic learning experience and inculcate following values and skills in them:

- Sound Character
- Self Confidence
- Empathy
- Communication skills
- Leadership skills
- Coping skills
- Team spirit
- National Integration
- Social responsibility
- Consciousness towards health and hygiene
- Consciousness towards environment and its protection.

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

In all the extension activities local community members, NGO's and other community leaders are involved.

- In Sharda Haat and other special camps, villagers are involved.
- Social organizations like 'Lead Agra', NGO 'Samagra', Student NGO 'Prarambha' contribute creating awareness and social campaigns.
- Help of Doctors is taken in conduct of various camps like blood donation camps, blood sugar, blood pressure and eye testing camps.
- Legal luminaries and district judge's gives guest lectures on legal awareness programme.
- Personality development classes are conducted by faculty members.
- Police department is actively involved in the Traffic management and Anti-Ragging campaign.

All the above activities and initiatives by the institution encourage community participation in its activities.

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

Many constructive relationships got initiated with other institutions of

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the locality for working on various outreach and extension activities, a few to mention are:

- Collaboration with an NGO 'LEAD AGRA' for supporting the Project LTA and under the supervision of Dr Arvind Jain conducting of Medical Camps for general ailments and blood donation camps.
- The students' NGO 'Prarambh' helps in creating general awareness on road traffic, cleanliness, anti-corruption, anti-tobacco, health and hygiene, environmental protection etc.
- Training provided by the college faculties in various areas have played a key role in benefitting the local communities.
- Research for the sake of research, no longer exists and has no societal value. At HIMCS there is a conscious effort to bridge the gap between research, development and extension activities. The institution promotes action research. Some of the projects in progress are:
 - LTA
 - Red-P
 - KAP
 - NCB

Soft Skills programme

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

The institution has successfully undertaken various measures to bring about complete transformation in the adopted village.



Fig. 3.6.10 (1): “Best Teaching Methodology Award” received from the HRD Minister Mr. Kapil Sibbal



Fig. 3.6.10 (2): The Institute was awarded with “Gold Medal for Social Responsibility Award” by AIMS ISM Dr. Dharni P. Sinha

Table 3.6.10 : Details of awards received by the institution for extension activities and contributions to the social community development during last 4 yrs.

S. No.	Awards
1	Dr. DHARNI P. SINHA BEST SOCIAL RESPONSIBILITY AWARD comprising of gold medal by AIMS in Year 2014
2	Award for Social Initiatives for Project LTA from Lead Agra in Year 2014
3	Certificate of Excellence to HIMCS as ‘A’ Category School by Chronicle in Year 2013
4	Letter of Appreciation and Thanks received From the Pradhan of the Pingri Village
5	Best Psychologist Award 2012 from Indian Psychometric and Educational Research Association
6	Management Educational Leadership Award 2012 at IIT Delhi KRD & WG
7	Certificate of Service from Lions Club, Agra
8	Letter of Appreciation from RC Dikshit, Former DGP, UP
9	Letter of Appreciation from Mr Praveen Kumar, HJS
10	Certificate of Recognition from Rotary Club, Agra

3.7 Collaboration

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

The institution has collaboration and interaction with research laboratories, institutes and industry for research activities. The institution has collaboration with The Somatic Inkblot Society, anchorage, Alaska, USA to promote the projective techniques vide expert guidance and

Eminent persons periodically visit the institution to share their ideas and promote research. Faculty and students are also encouraged to visit other institutions to improve their knowledge. The institute has incorporated programmes like Guest Speaks, Panel Discussions, Seminars, Workshops, Entrepreneurship lab, Training programmes and Conferences to ensure better learning.

The Placement Cell of the institute collaborates with the industries for the two months internship in MBA and six month internship in MCA. These collaborations help in creating a platform for students to

understand the needs of the industry and get expert guidance from industry experts. The institute (at the group level) has collaboration with following industries:

- JK Tyre & Industries Ltd. (Kankroli, Rajasthan)
- Manpower Group Services India Pvt Ltd. (Gurgaon)
- Bhushan Steels Ltd. (New Delhi)
- Lanco Infra-Tech Ltd. (Gurgaon)
- Jindal Steel and Power Ltd. (Angul, Odisha)
- JK Cement Ltd. (Kanpur)
- Monnet Spat and Energy Ltd. (Raipur)
- Haier Appliances India Pvt Ltd. (New Delhi)
- Earth Infrastructure Ltd. (Noida)
- Ultratech Cement Ltd. (Ghaziabad)
- Luminous Power Technologies Pvt Ltd. (New Delhi)

India Steel Summit Pvt Ltd. (100% subsidiary of Sumitomo Corporation, Japan)

3.7.2 Provide details on the MoUs/ collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The MoUs / collaborative arrangements done by the institution are as follows:

- **India Steel Summit Pvt. Ltd.** (100% subsidiary of Sumitomo Corporation Japan situated at Gr. Noida)
- **JK Tyre & Industries Ltd.** (Kankroli, Rajasthan)
- **JK Cement** (Nimbahera, Rajasthan)
- **Sharda University** (Greater Noida)
- **TMI-Job fitment test, Aspiring Mind, Fresher World and E-Litmus** for the purpose of placements.

The Director of the institute is the president of the Association of Indian Management Schools (AIMS), UP Chapter.

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

The students go for internship, and industrial training as per the curriculum and a few get placement opportunity in the same industry.

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- The association with AIMS has provided platform to our students for interactive session and forums for discussion like panel discussion, HIMCS on Wheels etc.
- The collaboration with Somatic Inkblot Society has enriched our teaching curriculum by providing expert guidance in SIS to students from Dr B L Dubey.
- The institute has collaborated with nonprofit organization like lead Agra and Samagra to undertake social projects to benefit society.
- The collaboration from Sharda University.

The collaboration with different industries helps in providing expert guidance to students to bridge the gap between industry and academia.

S. No.	COMPANIES
1	Reliance Life Insurance, Fatehabad, Agra
2	ICICIC Bank
3	ITC.com
4	IOCL – Mathura
5	Steel Authority of India
6	HDFC Bank – Mathura
7	Punjab National Bank Shikohabad
8	HDFC Life Insurance
9	Coca Cola
10	Pepsi Corporation & Kotsons Pvt. Ltd.
11	Meena LPG Industries Ltd.
12	Orient Fans
13	Parasnath Developers
14	Dainik Air Conditioning Pvt. Ltd.
15	L & T Company
16	TCS
17	Varun Beverage, Kosi Mathura
18	Tata Motors (Jaipur)
19	Maruti Suzki
20	BANCO Company
21	Tata Steel Bhikaro
22	Religare
23	Axis Bank

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24	P & G
25	ATLUS

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

Table 3.7.4 : Details of participants who contributed to the conferences

S No	Year	Title	Eminent Speakers
1.	2015	Demographic Dividends: Opportunities and Threats	<ul style="list-style-type: none"> • Mr Abhisar Sharma, ABP News • Prof Mukesh Chaturvedi, Dean, Department of Management, Sharda University • Mr Shailendra Pal Singh, Director HR (Retd), NTPC • Dr Anju Jain, Professor, RBS College • Shri Sanjay Tripathi, Chief Passenger Transportation Manager, Railway Operations, North Central Railway, Allahabad. • Dr V Prem Swarup, Professor, Dayalbagh Educational Institute • Mr Pradeep Mahtha, Executive Vice President, Sharda Group of Institutions • Prof VK Sharma, Executive Director, Hindustan College of Science & Technology
2.	2015	Doctoral Conference	<ul style="list-style-type: none"> • Prof Asif , AMU • Dr SK Sharma, DEI • Dr V K Gangal
3.	2014	Journey Of Youth For Clean India	<ul style="list-style-type: none"> • Dr Rajendra Singh, Jalpurush • Dr Anil Joshi, Mountain Men
4.	2014	Doctoral Conference	<ul style="list-style-type: none"> • Dr. Sanjeev Soami • Dr. SK Sharma • Dr. VK Gangal • Dr. Asif Ahmad • Dr. Rakesh Jain • Dr. Anju Jain

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			<ul style="list-style-type: none"> • Dr. Ajay Srivastava
5	2012	“Repositioning Agra Industries: Problems and prospects”	<ul style="list-style-type: none"> • Prof Mukesh Chaturvedi • Prof Kuldeep Sharma
6	2012	Entrepreneurial Challenges-logistics & Management "	<ul style="list-style-type: none"> • Mumbai Dabbawalas • Dr Arvinder Singh, VP, Dr Lal Pathlabs
7	2012	Doctoral Conference	<ul style="list-style-type: none"> • Prof. Parvej Talib, Aligarh Muslim University • Prof. Yogesh Upadhyya, Head-Department of Management, Jiwaji University • Prof. Sanjeev Swami, Head-Department of Management, Dayalbagh Educational Institute • Prof. S.K. Sharma, Professor, Dayalbagh Educational Institute • Dr. Rakesh Jain, Sr. Clinical Psychologist, Mental Hospital Agra • Dr. Anju Jain, RBS Agra • Dr. Ajay Srivastav, Sr. Clinical Psychologist, Mental Hospital Agra • Dr. Anshuman Gupta, Petroleum University Dehradun • Prof. M.S. Teotia, CEO & President SGI • Prof. R.C. Maheshwari, Advisor R&D SGI • Prof. Naveen Gupta, Director, HIMCS • Col. (Dr.) C.K. Singh, Head-Department of Management, HITM
8	2011	Doctoral Conference	<ul style="list-style-type: none"> •
9	2011	Role of	<ul style="list-style-type: none"> • Dr Arvinder Singh, Vice

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		leadership in the Era of e-commerce	President, Lal Path lab <ul style="list-style-type: none"> ● Parikshit Jobanputra, motivational speaker
10	2010	International conference on "Happiness & Wellbeing: Role of management education	<ul style="list-style-type: none"> ● Dr S D Gupta, St Thomas Univ., Canada ● Brigadier Sawant ● Dr. Justin Paul, IIFT ● Prof Anshuman Gupta, UPES, Dehradun ● Mr Manish Jain, Shikshantar Udaipur ● Prof. Mariappan, Trichi ● Dr B L Dubey, USA ● Col.(Dr) C K Singh

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

As such there are no linkages/ collaborations that have resulted in formal MoUs and agreements. But there are a number of collaborations that have facilitated the following:

- a) **Curriculum development/enrichment:**
The institute is an affiliated institution with no scope of change in curriculum as curriculum to be followed is prescribed by affiliating university.
- b) **Internship/ On-the-job training:**
Institute makes facilities for arranging summer training at various corporate houses as a regular practice.
- c) **Summer placement:** Students are encouraged to undertake summer placement at various organizations of repute.
- d) **Faculty exchange and professional development:**
Institute encourages faculty exchange and professional development and had made various provisions for them.
- e) **Research:** Workshops and conferences are regularly being organized. The MoUs / collaborative arrangements done by the institution are India Steel Summit Pvt. Ltd. (100% subsidiary of Sumitomo Corporation Japan situated at Gr. Noida), JK Tyre & Industries Ltd. (Kankroli, Rajasthan), JK Cement (Nimbahera, Rajasthan), Alaska University (USA), Sharda University (Greater Noida), TMI-Job fitment test, Aspiring Mind, Fresher World and E- Litmus for the purpose of placements.

The Director of the institute is the president of the Association of

Indian Management Schools (AIMS), UP Chapter.

- f) **Consultancy:** HIMCS encourages consultancy by faculty members. Few of the beneficiaries are JK Cement Nimbahera Rajasthan, TNS India Pvt Ltd Gurgaon, and TCS.
- g) **Extension:** the institute works in collaborative arrangement with social service organization for undertaking extension activities such as:
- Collaboration with an NGO 'LEAD AGRA' for supporting the Project LTA and under the supervision of Dr Arvind Jain conducting of Medical Camps for general ailments and blood donation camps.
 - The students' NGO 'Prarambh helps in creating general awareness on road traffic, cleanliness, anti-corruption, anti- tobacco, health and hygiene, environmental protection etc.
 - Training provided by the college faculties in various areas have played a key role in benefitting the local communities.
- h) **Publication:** The Institute also has taken publication of SIS Journal of Projective Psychology and Mental Health listed amongst 25 indexed journals by World Health Organization in collaboration with Somatic Inkblot Society with Regd No 71632/99, RNI Delhi.
- i) **Student Placement:** Esteemed organizations regularly visit our campus for providing students placements regularly. (Enclosure: List of companies that recently visited HIMCS).
- j) **Twinning programmes:** No
- k) **Introduction of new courses:** The new courses are as follows:
- Soft Skill Development Programme
 - Android System Application
 - STA (covers training on MS Office, SPSS etc.)
- l) **Student exchange:** The institute plans and encourages student exchange programmes.
- m) **Any other:** No

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations:

- Planning and establishing linkages/ collaborations related to academic and research activities for students and faculty members in various specializations.
- Inviting expertise from various divisions from other industries for delivering Guest Lectures, Key note address in Conferences, Speakers in workshops and symposiums.

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- Conducting joint technical programs and events with other organizations.
- Organising Industrial visits with the help of various collaborating agencies.

Established Industry Institute Interaction cell for the smoothening the process of planning, establishing linkages/ collaborations with industry.

CRITERION – 4

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities:

4.1.1. What is the policy of the Institution for creation and enhancement of infrastructure that facilitates effective teaching and learning?

The Institute has responded to the challenges implicit in its mission and vision statements and has established excellent credentials both in terms of the quality of education delivered and the competence of its faculty to sustain and further improve the level of excellence. The logic of technological advances and free flow of information across borders has created a complex set of interdependencies with profound implications. The survival in such an environment requires a high degree of sensitivity to global trend, continuous learning and capacity to manage diversity. The institute's teaching learning processes conform to this imperative.

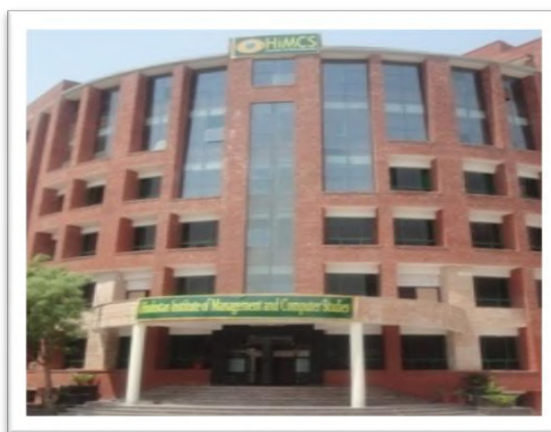


Fig. 4.1.1: Institute Building

- The infrastructure facilities available in the institute, conforms to the norms of AICTE and affiliating University.
- In addition to above, to meet the global and demographic challenges, our Institute is committed to disseminate quality education in particular management and IT education and in general for the welfare of the students and society as a whole.
- The management provides excellent infrastructure, state-of-the-art library and laboratory facilities to fulfill expectations of various stake holders. The institute is committed to bring the new and current technologies and provide exposure of modern tools and techniques to the students well in advance.
- Class rooms, tutorial rooms, library, laboratory and seminar halls

are equipped with ICT tools.

- The valuable suggestions of Governing Board to modernize the infrastructure are immediately implemented.
- The Institute takes prime priority to update the infrastructure to promote research and development and consultancy activities in each department as and when necessity arises.
- The Lab and Library committee of the Institute takes due care to update and provide learning and e-learning resources.

4.1.2 Detail the facilities available for

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

The campus comprises ICT enabled quality classrooms, laboratories, library, and separate hostels for boys and girls including other support facilities required for maintaining a good quality of life. ERP has been implemented for improving general efficiency for student services. The facilities are listed below:



Fig. 4.1.2 (1): MBA Classroom



Fig. 4.1.2 (2): MCA Classroom



Fig. 4.1.2 (3): MBA Lab

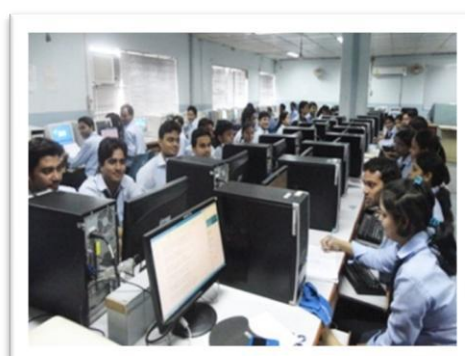


Fig. 4.1.2 (4): MCA Lab



Fig. 4.1.2 (5): Dr. A. P. J. Abdul Kalam Auditorium

The facilities are listed below

Table 4.1.2: Details of Infrastructure facilities

S l. No.	Item	Quantity	Area in Sq. m.
Instructional Area			
1	Auditorium	1 No.	512.00
2	Seminar Hall	2 Nos.	662.64
3	Class Room	12 Nos.	910.43
4	Tutorial Room	2 Nos.	288.82
5	Computer Lab	2 Nos.	130.39
6	Central Library	1 No.	500.66
7	Library	1 No.	200.66
8	Computer Centre	1 No.	550.00
9	Amenities		1842.24
10	Administrative		1461.36
Total			7059.20

- Every Department is functioning in its own block. Every block consists of ICT enabled class rooms, tutorials rooms, Seminar Halls, Laboratories pertaining to the department.
- The Institute has equipped with all modern infrastructural and state-of-art laboratory facilities.
- The entire campus is Wi-Fi enabled with 10 Mbps internet connectivity. All academic blocks are connected with backbone network.

There is an auditorium named APJ Abdul Kalam with 1,000 seating capacity and two air-conditioned seminar halls and conference hall to conduct various technical events and training programmes.

- Every Department is functioning on its independent floor. Every

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floor consists of ICT enabled quality class rooms, tutorials rooms, Seminar Halls, Laboratories pertaining to the department.

- The Institute has equipped with all modern infrastructural and state-of-art laboratory facilities.
- The entire campus is Wi-Fi enabled with 10 Mbps Internet speed.
- All academic floors are connected with backbone network.
- There are adequate number of high end servers and 135 high configured desktops.
- Latest versions of all the software are available to meet out the curriculum as well as to attain standards and put into practices which are being followed in industries beyond the syllabus. We are also promoting Open Source Software among the students through various training program organized by UPTU, Lucknow and IIT Bombay.
- Apart from these infrastructural facilities, the campus comprises Students' Amenity Centre which includes Sport Room, Gym, Boys Common Room, Girls Common room, General Store, Reprography, Fax, Telephone and Courier facilities, Dispensary.



Fig. 4.1.2 (6): Hostel for Boys



Fig. 4.1.2 (7): Hostel for Girls



Fig. 4.1.2 (8): Medical Facility for Students

- A Vegetarian Cafeteria, RO Water Plant, HDFC Bank ATM facility, good transportation, and security forces are added advantages for those stay and study in the campus.



Fig. 4.1.2 (9): Cafeteria for Students



Fig. 4.1.2 (10): Canteen for Students



Fig. 4.1.2 (11): Play Grounds for students



Fig. 4.1.2 (12): HDFC Bank ATM Facility

Library

Computerized Central Library, being a source of information takes an important role in the Institute. It is located at 2nd floor of the building with a built up area of 550.00 sq. m. It has a collection of 13623 books pertaining to the courses running under the Institute. Apart from academic books, it has plenty of general knowledge and reference books.



Fig. 4.1.2 (13): Institute Library

Further, to keep knowledge updated, there are more than 48 National and International Journals and International e-Journals for the benefit of the students and faculty members. Digital Library is functioning as a part of Library with CDs and DVDs for assessing e-Journals and online materials. In addition to the Library, each Department has its own Department Library and a Central Library for acquiring the knowledge by the faculty and students

Self learning facilities:

- **OB Lab**

Organization Behaviour Laboratory (OB Lab) is an important part of orientation process of the Institute which facilitates smooth integration of students. The exercise is aimed at sensitizing the students to their personal traits and the influence that these traits have on their communication and interpersonal abilities. Students learn about the conflict management, emotional quotient, self esteem etc through OB exercises.
- **NPTEL**

National Programme on Technology Enhanced Learning is being used to enhance teaching learning process of the Institute. The students and faculty members can listen to video lectures of eminent Professors of IITs, and IISc through this facility. The faculty and student can avail the facility in the computing lab, class and conference hall of the Institute.
- **Internet Centre/Common Computer Centre**

A Common Computing Centre with internet facility remains open for access on all the working days to inculcate the self-learning habit of the students and faculty.
- **Journal/E-newsletter**

Institute publishes an annual journal titled “Journal of Management Development and Information Technology”. The Institute will be publishing its 13th volume in the month of December 2015. Earlier, the Institute used to publish its bi-monthly newsletter titled “Sui-Generis” which is discontinued to cater the availability of newsletter on smart devices and to save the environment by saving papers. The Institute has introduced e-newsletter managed by the students and mentored by faculty members to enhance and encourage their writing skills.
- **Newspaper**

For improving the habit of reading and acquiring knowledge in current affairs, newspaper is available for every student in the common area and the library of the Institute.
- **Clubs / Symposia / Seminars /Guest Lecture**

Every Department has their respective students’ clubs. It convenes meetings in which much emphasis are given upon technical activities, seminars, guest lectures by eminent resource persons from industries and academia.
Annual events like Magnifest, are organized by the students to

sharpen their managerial ability and technical skills. It provides an opportunity to explore their creative and innovative ideas and thoughts. Students from various institutions all over India present technical papers and take part in various technical events and competitions. The best among them are awarded with cash prizes and certificates.

- **Alumini Speaks**
Our alumni are invited to share their experience with the students and provide valuable tips for preparing themselves for their better employability. It is a motivational programme for students by the alumni of the Institute.
- **Professional Communication Classes**
To improve the employability skills of students, courses in professional Communication are conducted by experienced professors and external experts under the PDP department. It extends students employability boundary to the globe.
- **Membership in Professional Societies**
Faculty is associated with relevant professional bodies like IEEE, ISTE, IAENG and CSI, for the holistic development of the students.
- **Institute Industry Interface Partnership (I3P) Cell**
Industry Institute Partnership (I3P) Cell is in focus of connecting and fulfilling the gap between Industry and Institute. I3P Cell has been formed for the mutual benefits of students and the industry. The following activities are performed by I3P Cell.
 - To encourage the effective Industrial Visits, Field visits and Intern-ship Programme
 - To provide technical and managerial training and consultancy services to lower and middle level industry personnel in the recent advances in technology and management disciplines
 - To take up joint research and development projects with the industries
 - Organizing industrial seminars, symposiums, exhibitions and workshops on the latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and institute departments
 - To co-ordinate with industries and organizations for placement and training of students in Industry
- **Memorandum of Understanding**
MoUs have been signed with the leading industries and university

with the group to build strong network and facilitate the students, staff and faculty to upgrade themselves with the recent trends and technologies being followed in the industry and academia.

- **Centre for Self and Career Development (CSCD)**
The Institute comes up with an initiative of opening CSCD. The centre aims at all round development of the self. It undertakes personal and career counseling as an ongoing activity in the college premises. Various activities undertaken by CSCD are personal counseling, personal development sessions, career counseling, personality testing and aptitude testing.
- **Entrepreneurship Development Cell**
Entrepreneurship Development Cell is functioning in the Institute. The Cell invites the business legends to deliver guest lectures and guidance to become a successful entrepreneur. The cell also organizes workshops on regular basis to encourage budding entrepreneurs.
- **Research and Development Committee**
Research and Development Committee aims at motivating the faculty and students to bring out their innovative ideas through research. This committee assists and guides students and faculty members to apply for funding to carryout research under research project schemes from various funding agencies like AICTE, MHRD, DRDO, DST, DIT, etc. The Institute also assists for applying and availing funds to conduct Conference/Seminar / Workshop / FDP/SDP sponsored by funding agencies.

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

The Institute is providing following avenues and facilities for encouraging the extra- curricular activities of the students

- **Sports, Outdoor and Indoor Games:**
The Department of Physical Education has all the facilities to promote sports and games.
 - The total play ground area is 110 X 60 sq yards. It includes 200 meters mud track with 8 lanes for track and field Markings.
 - Facilities for outdoor games such as Cricket, Football, Handball, Badminton, Basket Ball, Kabaddi, Hockey, and Volleyball are made available.

- Facilities for Indoor games like Chess, Carom and Table Tennis etc. are made available.
- Students participate in various National level, State level, University level and District level sports and games and have brought laurels to the Institute.

Annual sports day is celebrated to inculcate sport spirit among the student, faculty and staff

- **Auditorium:**

There is ICT enabled auditorium named APJ Abdul Kalam with 1,000 seating capacity and two air-conditioned seminar halls and conference hall to conduct various technical events and training programmes.

- **Cultural Club:**

The club focuses upon unleashing the artistic potentials in students through various programmes/competitions and the winners are awarded with cash prizes and certificates. These group activities nurture the young minds with the essential ethics and moral values, helping the institution in shaping them as better citizens of tomorrow.

- **Public Speaking and Communication Skills Development:**

In order to develop public speaking and communication skills, the students are encouraged to present the papers in the seminars/conferences organized by the Institute and other Institutions. The following are the list of avenues for public speaking and communication skill development.

- **Personality Development Program:**

The Institute is having a centrally committed PDP department which has been conducting aptitude test, Group Discussions, Debate, Mock interview, extempore speech, essay writing and depth course for fluency in English for all the UG/PG Students.

Yoga, Health and Hygiene:

- **Yoga**

Yoga classes are conducted periodically for the students and faculty members by the Institute. Yoga develops strength and flexibility. It is an excellent method for relieving stress and improving overall physical condition. It is a powerful method of managing stress if one masters the special breathing techniques in Yoga.

The Institute provides medical facilities on the campus. There are two doctors and full time qualified pharmacist to look after routine health needs of the students and staff. One qualified doctor visits the campus daily and the second visits weekly to look after the health problems of the students. If needed, cases are referred to nursing homes in Agra city. The Institute has standing arrangements with Kamayani Multispecialty Hospital and Naval Kishore Hospital for treating the students / staff in case of emergencies. Two ambulances are available in the campus on 24 hours duty for emergencies. First aid facilities are provided in the Institute.

- **Hygiene**

- Reverse Osmosis plant with the capacity of 4,000 liters / hour is functioning in the campus to cater the needs of potable water for the Institute and Hostel. It is maintained periodically.
- Routine cleaning of water tanks, coolers and filters is carried out as per the planned schedule.
- Two vegetarian messes are functioning to provide hygienic and quality food to the students.
- The sanitation and cleaning of the campus is monitored by two supervisors with the help of contract labourers.
- The Institute has a sewerage treatment plant of capacity 400KLD

OTHER AVENUES

- **Marketing Club:**

“Think Tank” – an initiative of marketing club is a forum that gives an ample opportunity to students to explore and understand business environment in a playful and creative manner.

- **Finance Club:**

The club provides a platform for proactive students to prepare for finance as a career through various skill building workshops and programmes. It fosters an environment conducive to learning and discovery of recent trends and developments in the fields of finance.

- **IT Club:**

IT club is formed by the students named as “Most Beating Chargers”. This club urges to compliment the theoretical and practical knowledge imparted in the class room and laboratory with emphasis on development of overall personality of budding IT professionals. The club holds regular activities like industry interactions, symposiums and seminars on emerging technologies

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

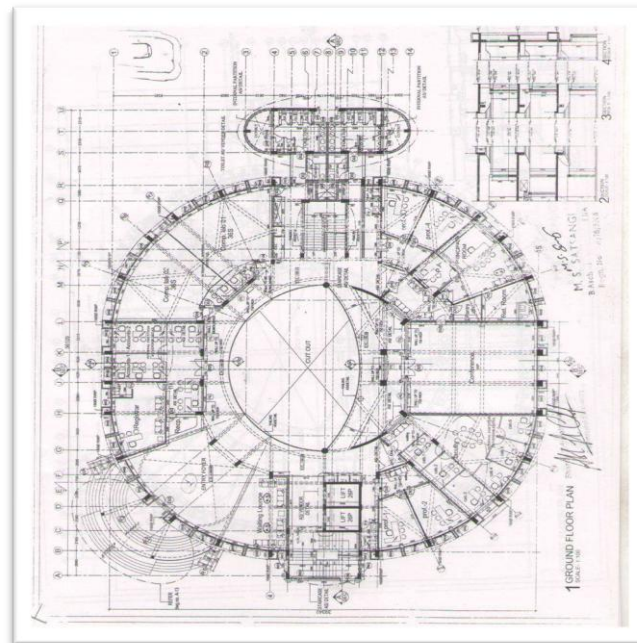
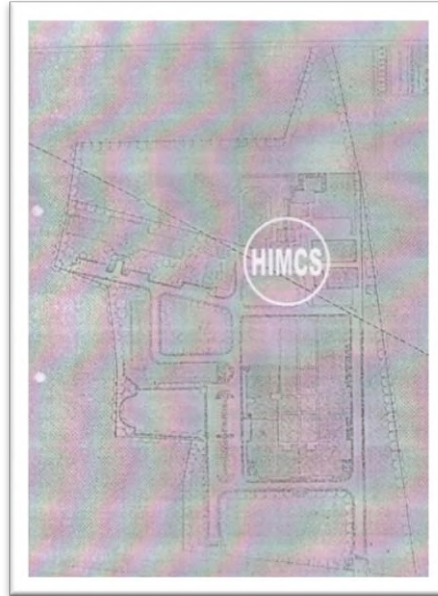


Fig. 4.1.3 : Overall Layouts the Institution

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An excellent infrastructure provided and enhanced as per the well defined road map planned by management. Every year, it has been ensured by monitoring the utilization of the budget under the various category of infrastructure. The following table provides the details of amount spent (in Rs.) in the last four years.

Table 4.1.3 (1): Utilization of the budget under the various category of infrastructure (in lac)

Sl. No.	Category	2010-2011		2011-2012		2012-2013		2013-2014	
		Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent
1	Building	--	--	--	--	--	--	270	266.62
2	Lab Equipment	1.20	1.19	2.20	2.02	1.50	1.50	--	--
3	Lab Consumable	1.50	1.37	0.50	0.53	0.70	0.68	0.20	0.18
4	Lab Maintenance	6.0	6.27	1.00	6.88	5.25	5.88	1.50	1.16
5	Library	0.10	--	0.20	0.22	0.15	0.11	0.05	0.01
6	Sports	0.12	--	0.10	0.08	--	--	0.25	0.21
7	System Maintenance Cell	8.00	7.70	12.50	1.22	1.25	11.88	5.00	4.76
8	Campus Maintenance	--	--	--	--	7.00	6.92	10.00	11.23
9	Hostel Maintenance	1.15	1.13	2.00	2.09	2.25	2.19	2.50	2.67
10	Administration	78.42	80.00	87.50	84.80	85.00	82.33	75.00	74.21
11	Academic Activities	26.00	26.37	31.50	31.00	23.00	23.48	20.00	20.55
12	Transport	36.00	35.50	39.00	38.35	40.00	39.21	45.00	44.97

Table 4.1.3 (2): Additional Facilities created in last four year

Sl. No.	Year	Details of facilities added
1	2013-2014	Shifted in new building with all facilities
2	2012-2013	Air conditioned Computing Center, Central Library, T & P Deptt, Guest Room
3	2011-2012	A. P. J. Abdul Kalam Auditorium

Utilization:

The existing infrastructures are utilized properly to fulfill the needs of the Institute for the various stakeholders. The facilities are extended even after the working hours and during holidays for its optimum utilization by the students and faculty. The resources are utilized inter departmentally also. Some of the extended facilities are narrated below

- Library
- Common computing center & Internet Facilities
- Laboratories

Future Plan:

- Improving teaching learning process further to achieve University rank within top five
- Encouraging faculty members for industry based consultancy
- To become research centre and start finishing schools for upgrading the technical and managerial skills among UG and PG students
- To attract the talented students in our Institute from different parts of the nation
- To expand the Institute by introducing new integrated and dual degree PG courses
- To sign MOUs with leading industry and academia for technical and managerial skill enhancement and exchange programs
- To establish incubation centers for promoting and providing hands-on-experience on live projects and financially support to the students
- Establishing Centre of Excellence in all departments on emerging technical and managerial practices
- Extending services to the society through new and innovative extension activities
- To obtain accreditations from NAAC

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

The infrastructure facilities of the Institute are designed to meet out the requirements of the physically -able students. The details are given below

- Barrier free environment for the physically challenged students is available.
- Lifts are available.
- Rest room facilities with special provision are available for the physically disabled students.
- The fellow students and supporting staff help them as and when required.

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

Separate hostels for faculty, staff, girls and boys are available within the campus. The details are provided below.

Hostel Facility:

The Institute has separate hostel facility for boys and girls with comfortable rooms with all amenities. Each hostel has a warden who is responsible for the discipline, maintenance of the building, allotment of room etc. Both hostels have mess facility to serve nutritious, healthy and wholesome food to the hostellers. Quality RO drinking water is provided to the hostel inmates through mineral water plant set up in the Institute campus. It is desirable that all outside students stay in the college hostels..

Separate hostels for ladies and gents are available within the campus. The details are provided below.

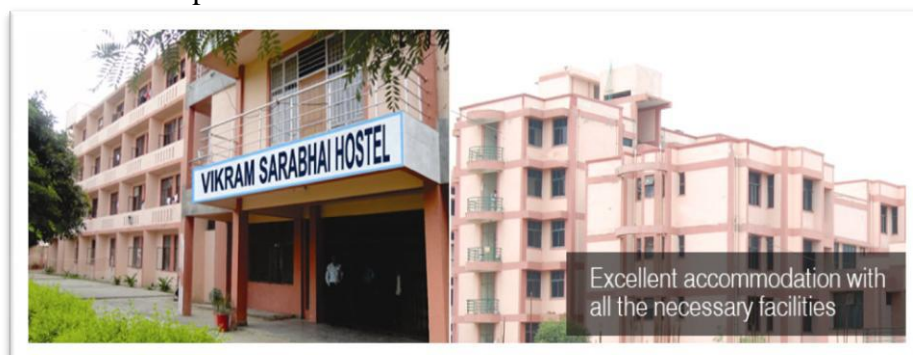


Fig. 4.1.5 (1): Vikram Sarabhai Hostel



Fig. 4.1.5 (2): Sharda Girls Hostel & Swami Vivekanand Hostel

Recreational facilities, gymnasium, yoga center, etc.:

- Each hostel has facilities for indoor games, reading room, audio and internet.
- Telephone facility is available for the convenience of students.
- Gym facilities are also available for boys and girls in the Institute, to

keep the students physically fit.

- A separate hall with TV and Dish Antenna, Music System and DVD Player is available.
- Yoga classes are conducted for the students and faculty members periodically.
- The CSCD cell provides psychological support and counseling to the needy students.
- CSCD cell helps the students to know how to feel, recognize, process and express emotions in a positive and, hopefully, more appropriate way; this will allow the students to lead a happier life.
- The cell is working with individuals and helping them to be aware of their emotions and manage them to produce more positive outcomes. The cell educates the students to cope up with emotional issues and express themselves independently.

Computer facility including access to internet in hostel:

Computer center with internet and Wi-Fi facility is available for the inmates of the hostel.

Facilities for medical emergencies:

The Institute provides medical facilities on the campus. There are two doctors and full time qualified pharmacist to look after routine health needs of the students and staff. One qualified doctor visits the campus daily and the second visits weekly to look after the health problems of the students. If needed, cases are referred to nursing homes in Agra city. The Institute has standing arrangements with Kamayani Multispecialty Hospital and Naval Kishore Hospital for treating the students / staff in case of emergencies. Two ambulances are available in the campus on 24hours duty for emergencies. First aid facilities are provided in the Institute.

Library facility in the hostels:

Central library is open for excess for the hostel inmates.

Drinking water:

A Reverse Osmosis plant with the capacity of 4,000 liters / hour has been functioning in the campus to cater to the needs of potable water for the Institute and hostels. It is maintained periodically. Routine cleaning of water tanks, coolers and filters is carried out as per the planned schedule.

Security:

A separate security wing, under the control of Chief Security Officer, is functioning in the campus to maintain the safety/security of the campus round the clock.

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

The following are the provisions made available for the students and staff in terms of health care:

- Financial assistance is offered to the faculty, staff, and students in emergency cases by the Institute.
- The Medical Insurance facilities are available for the students by the affiliating University which provides compensation to student in the event of accident by violent and visible means resulting into permanent/total/partial disablement of student
- Medical awareness programmes (Eye, Dental, and General Check up) are organized by the Institute for students, faculty and staff.
- Rest room facilities are available for student, staff, and faculty.
- The Institute has standing arrangements with Kamayani Multispecialty Hospital and Naval Kishore Hospital for treating the students / staff in case of emergencies.
- Two ambulances are available in the campus on 24hours duty for emergencies. First aid facilities are provided in the Institute.

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

The services provided by the various cells and Units are narrated below.

- **Academic Council / Internal Quality Assurance Cell (IQAC)**
The Institute is in the process of forming IQAC. However, Academic Council guides and monitors the quality aspects of academic and administrative activities. It is functioning under the guidance of Director.
- **Grievance Redressal Unit**
A grievances redressal unit is formed to address the grievances of the students. The committee hears and investigates cause of complaints against students involving violation of the code of discipline and reports to the Director its findings. The Director takes disciplinary action as may be considered appropriate according to the circumstances of the case and gravity of the infringement.
- **Cultural Committee**
The club focuses upon unleashing the artistic potentials in students

through various programmes / competitions and the winners are awarded with cash prizes and certificates. These group activities nurture the young minds with the essential ethics and moral values, helping the institution in shaping them as better citizens of tomorrow. The committee organizes various events like colour week, English Week, Ethnic Day, Joy of Giving Week, Nukkad Natak, Plays, Dance and musical events during the conference and other annual events.

- **Drinking Water**

- Purified drinking water is provided through RO Plant to all Academic floors, Hostels and canteen.
- Water storage facilities of 40,000 liters and 10,000 liters of RO water storage capacity are available.
- The quality of the water is tested once in a week and certified by the environment department of sister Concern College within the same campus. The quality of water is also randomly checked by the Registrar of the Institute.
- The cold water is supplied through water coolers placed at appropriate places in the building.

- **Auditorium**

There is an auditorium with 1,000 seating capacity and audio and video facilities are available to conduct various technical events and training programmes.

- **Counselling and Career Guidance**

The guidance and counseling is provided by **Career and Self Counseling Cell (CSCD)**. The centre provides psychological support to the students and faculty. The centre shows the students how to feel, recognize, process and express their emotions in a positive and hopefully, more appropriate way. Counseling is conducted to do the following:

- Handling crises in relationships
- Coping up with stress and other pressures
- Resolving conflicts, fears, panics and anxieties
- Coping with continuing family problems
- Working through difficult decisions
- Breaking through depression and sadness

- **Training and Placement Cell**

To carry out smart work in accordance with expectations of the industries, students are given an effective training to imbibe the professional and ethical values leadership qualities and to develop technical know-how sharpen intelligentsia and communication

skills.

Online tests, aptitude tests, group discussions, presentation and personal interviews which have sharpen the ability of the students to face the interview successfully. Training and Placement Cell invites the top most executives, HR personalities of various MNCs to conduct brain storming sessions to evolve the potentiality of the students, their talents and get placement under the banner of HR Connect. This Cell keeps record on securing 100% recruitment for the aspirant every year.

- **Entrepreneurship Development Cell**

Entrepreneurship Development Cell of the institute takes initiatives to develop the entrepreneurial skills to the students. Business proposals are invited from the students and with the help of faculty and experts necessary inputs are given.

- **Women Welfare Committee**

Women Welfare Committee (WWC) has been inaugurated and functioning in the Institute for the purpose of motivating, encouraging and empowering the female staff members and girl students through motivational training programmes, extracurricular and co-curricular activities. The committee focuses on the girls' education, hygiene awareness, family planning, medical camp and other socio-economic issues in the nearby rural areas and works for women empowerment.

- **Healthcare**

The Institute provides medical facilities on the campus. There are two doctors and full time qualified pharmacist to look after routine health needs of the students and staff. One qualified doctor visits the campus daily and the second visits weekly to look after the health problems of the students. If needed, cases are referred to nursing homes in Agra city. The Institute has standing arrangements with Kamayani Multispecialty Hospital and Naval Kishore Hospital for treating the students / staff in case of emergencies. Two ambulances are available in the campus on 24hours duty for emergencies. First aid facilities are provided in the Institute. The In-charges of various Cell/Unit are given below:

- **Canteen**

There are three Canteens, three messes and a Cafeteria to cater to the needs of the students, staff and faculty members. They are well equipped to provide hot and hygienic lunch, snacks and beverages at reasonable rates. Rates are fixed every year by the Registrar of the Institute.

4.2 Library as a Learning Resource

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

Yes, library has Library committee which comprises of following members:

Table 4.2.1 : Library Committee

Name	Designation
Lt Col N P Singh	Chairman
Mr. Akhilesh Chandra	Member
Dr. Siddharth Verma	Member
Mr. Tahir Hussain	Member Secretary

Responsibilities of Library Committee

- Meetings are organized at least once in a semester
- Library policies are framed in the committee meeting and put forward for approval by the competent authority
- The issues related to up gradations of library and book bank for students are also discussed in the committee meeting
- Policies regarding library activities are defined and discussions are held in the Committee meeting and they are submitted for the approval to higher authorities.

Significant Initiatives of the Committee which are all successfully implemented in the library

- Procurement of commercial Library Software
- Issuing the Library Cards with Barcode to the students and Staff for book Circulation
- Establishment of Digital Library
- Enabling Wi-Fi facility in the library
- Addition of titles and volumes.
- Subscribing the latest Journals

4.2.2 Provide details of the following:

- Total Area of the library (in Sq. Mts.): 5505 Sq.m.
- Total seating capacity: 150

Working hours (on working days, on holidays, before examination,

during examination, during vacation)

On all working days:

- From 10:00 AM to 5:00 PM
- Reading room timing till 7.30 PM (Central Library)

On holidays:

Institute Library is closed on holidays but the Central Library is open for access.

Before Examinations:

- From 10:00 AM to 5:00 PM
- Reading room timing till 7.30 PM (Central Library)

During Examinations:

- From 9.00 a.m. to 4.30 p.m.
- Reading room is available for access 24 hours (Central Library)

During Vacation

- From 10:00 AM to 5:00 PM
- Reading room timing till 7.30 p.m.(Central Library)

Layout of the library (ground floor and first floor)

The layout of the library with marking of the facilities such as reading carrels, lounge area, IT Zone, Digital Library, Wi-fi facility are illustrated below:

- Separate section for Digital Library having 5 Computers with internet connectivity.
- Wi-fi facility available in the Library building.

IP based access to e-resources, which can be accessible in Web Enabled ERP in and outside the campus.

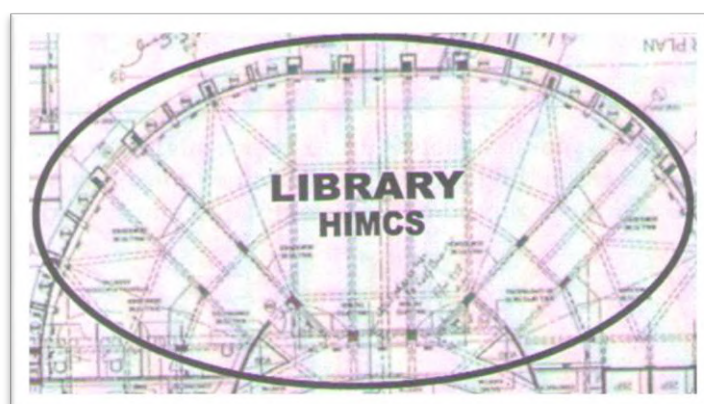


Fig. 4.2.2 : Library Block Layout

- Individual reading carrels –available
- Lounge area for browsing & Relax reading - Stacks
- IT zone for accessing e-resources

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

- Due care is taken to fulfill the norms given by Apex bodies regarding books, journals and other library holding.
- Library takes special care to purchase current titles each year.
- The latest catalogues are available with the library and the faculties are requested to refer to the same while recommending the books.
- The catalogues in print and e- format are being mailed to the concerned department for requisition of their information and recommendation.
- According to students’ need, library staff prepares department-wise list and after due consultation with Head of the Departments, the books are added in the collection with the approval of Library Committee.
- The valuable books are purchased in the Book Exhibitions arranged by the various organizations on the recommendation of faculty members.
-

Table 4.2.3 : Details of procurement in library

Library	2010-11		2011-12		2012-13		2013-14		2014-2015	
	Qty.	Total Cost (in Rs.)	Qty.	Total Cost (in Rs.)	Qty.	Total Cost (in Rs.)	Qty.	Total Cost (in Rs.)	Qty.	Total Cost (in Rs.)
Print Form Text Books & Reference	2655	1070329	604	265367	77	27185	429	230424	342	151408
Journals/Periodicals	88	89321	86	90320	63	66268	42	4028	42	41300

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e-Journals	120+	160680	120 +	17468 0	120 +	17468 0	120	13600 0	120	15123 8
e-Journals (Elsevier)		-		-		-		-		-
Furniture & Others	Direct provided by Head Office									
Binding		-		5,264		11,20 06		-		11,46 0
News Paper		30,892		34,64 1		37,09 3		38,14 5		36,55 3
Total		89,122		4,01,7 78		2,92,3 28		44,90 7		3,72,4 04

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection? OPAC (Online Public Access Catalogue)

Web OPAC (Online Public Access Catalogue) facility is made available through WebSIM Library Management Software to know the bibliographical details about the collection.

Separate computer is made available in the Central Library for OPAC facility. It is a Web OPAC; user from any corner can search the library collection. Simple search by giving Title, Author, and Department, advanced search facility is provided through OPAC. The OPAC service is available in ERP Software.

Electronic Resource Management package for e-journals:

- E-resource packages of IEEE, DELNET and Elsevier e-journal are subscribed for the benefit of students and faculty.
- These e-resources can be accessed from WebSIM anywhere in the campus and link to all e-resources available in library.
- LMS and WBT are also developed by the Institute to encourage and enhance learning in the students

Federated searching tools to search articles in multiple databases:

- Free search engines in the Internet such as Google, yahoo, Ask, Bing are used for searching articles in multiple database.
- The library provides information to students, staff and faculty to access Web OPAC and subscribed e-resources and open access journals and e-Books.

In-house/remote access to e-publications:

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- A well equipped Digital Library with 5 Computers with internet connectivity is housed in the Library for access to e - publication.
- Multiuser and IP based e-journal access is available for the students and faculty

Library Automation:

All the active book collection is updated in the Library Management Software and the Web OPAC is available for the users. The issue and return of books are being updated with the Library Management Software.

Total number of computers for public access: 5

Total numbers of printers for public access: 1

Internet band width speed:

The internet bandwidth of 10 Mbps is available.

Institutional Repository:

- Article Repository: Published research paper/article of the faculty members.
- Book Repository: Published books of the faculty members.
- Student Projects: Total Students Projects available: 2486.
- Back volumes: 4761 Periodicals back issues.
- Media Committee keeps record of Institute events; association activities etc and keep a copy in the library.

Content management system for e-learning:

Library has content management system for e-learning.

Participation in Resource sharing networks/consortia (likeInflibnet):

Library is member of DELNET, IEEE and Emerald and subscribing more than 120 online journals.

4.2.5 Provide details on the following terms:

Table 4.2.5: Details as per terms

Average number of walk-ins /day	120
Average number of books issued/returned / day	130
Ratio of library books to students enrolled	85
Average number of books added during last three years	450
Average number of login to OPAC	25
Average number of login to e-resources (per month)	20

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Average number of e-resources downloaded/printed (p.m.)	10
Number of information literacy trainings organized	02
Details of “weeding out” of books and other materials	500

4.2.6 Give details of the specialized services provided by the library

Central Library is functioning in its own two-storied building with sophisticated seating arrangement and sufficient man power.

Exam Papers:

A collection of previous year exam papers are kept in the library for the students reference both in e-form and hard copy form.

Manuscripts:

A collection of short/ objective type question bank for each subject is provided to the students.

Reference:

- A separate reference section with rich collection of handbook, manuals, encyclopedia is available in the library.
- Books for various Competitive examinations such as GATE, GRE, TOEFL and Civil Service Examination are available.
- Personal guidance is extended those who want any academic information.

Reprography:

- Reprography facility is available in the library for the benefit of users.
- Students can take the photo copy of the material with minimal cost.

ILL (Inter Library Loan Service):

- As library has institutional membership of DELNET New Delhi. User avails the services of DELNET.

Information deployment and notification (Information Deployment and Notification)

- The information of library collection is available through web OPAC.
- The department wise collection can be searched remotely through OPAC.
- The library notices/circulars are displayed.
- Thought for the Process is written in the notice board on daily basis.

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- The cuttings of various placement oriented, motivational, placement opportunities published in the daily and magazines are displayed in the notice board for the students.
- Cuttings of the great leaders' speeches are displayed.
- To cultivate the reading habit amongst the users, the Book Awareness Programmes are being conducted frequently.
- Display of new arrivals to create awareness among the users is made.

Download:

E-journals subscribed by the library, Student Project abstracts and Previous years University Question Bank can be downloaded by the user.

Printing:

Printing facility is available for the users to take printouts.

In-house/remote access to e-resources:

- A well equipped Digital Library with 5 Computers with internet connectivity is housed in the Library for access to e - publication.
- IP based facility can be availed for accessing the e-materials.

User Orientation and awareness:

- User orientation programmes are conducted at the time of every academic year for first year and lateral entry students.
- New arrivals are displayed in the library for awareness of users.
- Central Library information brochure is issued for every student.

Assistance in searching Databases:

- The library staff assists the users in searching for the desired information available with various sources.
- Training session for effective searching is also arranged to make the user aware about the advanced searching technique

INFLIBNET/IUC facilities:

- Member of DELNET, New Delhi.
- Inter Library Loan facility available through DELNET, New Delhi.

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

The library is providing every support to the staff and students to avail the various facilities. The details are given below.

- The library has well educated and experienced staff members.
- Three books are issued to the students and staff and 5 books are issued to the faculty.
- Arranging book Exhibition of renowned publishers.
- Personal assistance for searching for the database and also training sessions
- Digital Library with 5 Computers for e-journal access and internet browsing.
- Separate Reference, Periodical, Circulation and reading room section.
- Reprography facility available
- Printing and downloading facility
- Conducting library User awareness programmes and training sessions for searching for databases.
- To encourage the library usage, best user details are selected and displayed on the Institute portal and library notice board every month

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

The facilities offered by the Library to the visually/physically challenged persons are given below.

- Liberal policy is implemented for the differently- able persons.
- First preference for circulation and other facility.
- Special provision of issuing to helper/relative of that person.
- The library assistant, supporting staff help them in searching and assessing the library books.
- Comfortable seating arrangement is available for physically-able people.

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

Feedback from the students and members of faculty is being collected by library to know the requirements of the students and faculty members by administering a structured questionnaire along with

personal interaction and observation. The feedback forms are analyzed by the librarian and the comments and suggestions are submitted to the Library Advisory Committee. The committee goes through the comments and suggestions and it recommends for the further improvement of the library services. Necessary measures are taken to update the collection and the library is made user-oriented in its functioning.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

Table 4.3.1 (1): Details of computing facility

Sl. No.	Brand	Configuration	Qty.
1	HP	Intel Core 2DUO 2.19GHZ, 1GB RAM, 160GB HDD	29
2	HCL Alpha	Intel Dual Core 1.6GHZ, 1GB RAM, 80GB HDD	52
3	HCL EC2	Intel Dual Core 2.59 GHZ, 1GB RAM, 160GB HDD	37
4	HCL Busy Bee	Pentium IV 2.40 GHZ, 1GB RAM, 40 GB HDD	17

Computer-Student ratio

Computer-Student ratio for for PG Programme is 1:2

LAN facility

All the computes in the campus are connected by Local Area Network

Wi-Fi facility

Campus wide Wi-Fi facility is available.

Licensed software

Computer Applications

Table 4.3.1 (2): Details of Software

Sl. No.	Type of the Software	Details
1	System Software	<p>Microsoft Product campus desktop MS Windows 8 Professional MS Windows 7 Professional MS Windows 2008 Server MS Windows Vista MS Windows 2003, 2008 server MS Windows 2000 MS Windows XP</p> <p>Linux Redhat Linux ES 2.1 Redhat Linux V5.2 Ubuntu Solaris 8</p>
2	Application Software	<p>Microsoft Products MS SQL Server MS ISA Server License MS MS Exchange Server MS Office XP MS Visual Studio</p> <p>Language & Packages Borland Turbo C, Borland C++ Suite JDK</p> <p>Educational Software White Smoke</p> <p>Oracle Software Oracle Standard Edition 9.2.0.1</p> <p>Antivirus</p>

Free / Open Source Software

- Linux Distribution (Ubuntu)
- PHP
- MySQL
- LibreOffice
- Open Office
- Eclipse
- Java
- NetBeans
- SQL

Number of nodes/ computers with Internet facility – 135

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

The Institute has computing centers with internet facilities. The details are provided below:

Name of the Internet Service provider

1. Sify
 2. TATA
- 10 Mbps Internet Connectivity is available to meet out the needs of the students and faculty members.
 - A Stand by 10 Mbps is also available for examination purposes.
 - Networks are protected with software firewall
 - Web based and exclusive computing facilities are also functioning beyond the Institute working hours for the faculty and students:
 - WebSIM is available online for all stakeholders to get academic and administrative information.
 - Digital library, functioning as a separate wing of library which enables the students and faculty to access the e-books and e-journals.
 - To meet out the needs of the faculty members, computers with Internet facility are provided to them.
 - A separate server with e-material, movies and other motivational videos is available for students and faculty members to access.
 - A web based LMS facility is available in the Institute for accessing learning materials by the students and faculty outside the campus.

The campus is Wi-Fi enabled with Optical Fiber backbone network

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

- Up gradation of IT infrastructure is planned for improving the efficiency and efficacy of students, staff and faculty.
- New servers, switches and UPS are being planned to procure regularly to enhance the infrastructure to meet the recent technological trends.
- Interactive Boards, Digital Visualizer, electronic podium, digital state etc. is planned to be included to upgrade the IT infrastructure.
- To meet out the needs of the curriculum and Industry, the latest version of the software in IT and Management fields are planned to

be procured.

- The budget for enhancing IT infrastructure at the department is included in the annual budget itself. The establishment of IT infrastructure and associated facilities are taken care by the Lab Committee.
- At the end of every year, a follow up is taken and ensures that there is 100% utilization of the budget.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The Lab Committee is functioning for procurement, up gradation, deployment and maintenance of computing facilities and their accessories in the Institution

Table 4.3.4: Budget for Computer System Procurement and Maintenance aintenance

Academic Year	2010 - 11	2011-12	2012-13	2013-14
Al located	8,00,000	1,26,000	1,25,000	5,00,000
Spent	7,70,000	1,22,346	11,88.425	4,75,741
Balance	30,000	2,654	61,575	24,259

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

The institution provides all sorts of facilities for the extensive use of ICT resources to the students and faculty. Facilities are listed below.

- Class rooms are equipped with LCD Projector, Screen, Audio, Video and Internet facilities.
- National Programme on Technology Enhanced Learning (NPTEL) and Spoken Tutorial Training Programme are in use to make our

students technologically sound through the video lectures of eminent Professors of IITs, IIMs and IISc.

- The Institute encourages, motivates and aids the faculty to switch from the traditional learning mode to the blended learning mode for the enhancement in quality of technical and managerial education.
- The Institute organizes spoken tutorial workshops on various open source software like SciLab, Python, etc. These workshops are organized with the support of UPTU, Lucknow and IIT, Bombay.
- A separate server with e-materials and videos is available in the Institute for the access of the students and the faculties.
- For every subject, WBL and power point presentation are being prepared by the faculty and it is used for taking classes in interactive way.
- Training programmes are conducted for faculty and students to make use of the various Google tools for enhancing their teaching and learning process.
- Digital library is functioning as a separate section of library for the effective usage of e-materials, e-journals by the students and faculty.
- PDP department is functioning to improve the oral and written communication of the students and faculty.
- Computerized feedback system is operational through web based ERP software called “WEBSIM”.
- Students are allowed to use their laptop inside the Institute.
- Internet facility is available to access journal in the campus.

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

The following facilities are provided by the institution to kindle the self learning skills of the students and make the role of the teacher as a facilitator.

Self-learning mode and modules

- Library, Digital Library, Web-based courses with NPTEL, WBL, CDs

- Seminars /Webinars
- Assignments
- Quiz
- Value added technical and managerial courses
- Animated Videos
- Mind- Mapping
- E-tutorials
- Spoken Tutorials
- Online self learning tutorials websites

Some of the self learning websites are given below

1. <http://ww.w3schools.com> (HTML , CSS , JavaScript, jQuery, AJAX, JSON, PHP, SQL, ASP, VBScript, [ASP.NET](http://www.asp.net), XML, Web Services)
2. <http://www.programr.com> (Java, C++, PHP, Python, C#, Ruby, Python, Android, iOS, J2EE, JS, AJAX, FLASH, SQL)
3. <http://codingbat.com> (Java, Python)
4. <http://codepad.org> (C,C++, Perl, Python, Ruby, PHP, TCL)

Learning beyond syllabus contents and modules

The Institute identifies certain broad requirements of the students beyond the curriculum to enable them excel in the competitive environment. The Institute has provided the following avenues for learning beyond the syllabus content:

- Industrial and Field Visits
- Extension Activities
- Working on live projects
- NGO collaborations
- Trade Fairs & Exhibitions like visit to AutoExpo in Delhi.
- Participation in the inter-institutional competitions
- Custom designed training to the students by experts/Training Institutes
- Organizing Exhibitions
- Entrepreneurial initiatives like Entrepreneur on Fire, Fruit and Juice Parlor under Entrepreneurial Lab
- E- journal facility in Digital library
- Referring articles
- Presenting papers
- Delivery of speech in competitions.

Flexibility in academics with scope for self-learning

Self-learning is promoted in the Institute by creating facilities under various modes. The following are the various modes for self-learning:

- NPTEL, Library, Counseling hours are provided in the Time Table itself.

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- The students are allowed to opt elective subjects as per their choice from the University curriculum.
- Students are encouraged to participate in various conferences, workshops conducted inside and outside the campus.
- Value added courses are provided in the latest trends. The students can opt the course based on their interest.
- Learning Management System (LMS) is functional and supports faculty and students 24 by 7.

Web Based Learning (WBL) is prepared by all faculties for their respective courses and make available to the students well in advance before commencement of the classes.

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

The Institute is in the process of getting connectivity.

4.4. Maintenance of Campus Facilities

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

Every year, in the month of April budget with sufficient justification is being submitted by the Head of the Department, Registrar, Transport In charge, System Administrator, Librarian as per the instruction of the Director. A separate budget meeting is being conducted, the management allocates sufficient amount in term of annual budget for maintaining and up keeping the facilities. The Heads of concerned department has to ensure the utilization of the budget and it is to be reported to the higher authorities about the process of the utilization.

The details of utilization of budget for the last four years are given below (in lac).

Table 4.4.1 : The details of utilization of budget for the last five years are given below (in lac).

Items	2010-11		2011-12		2012-13		2013-14	
	Allocated	Spent (in Rs)	Allocated	Spent (in Rs)	Allocated	Spent (in Rs)	Allocated	Spent (in Rs)

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Building	-	-	-	-	-	-	270	266.62
Furniture	1.85	1.83	6.00	5.59	7.10	7.07	0.21	0.20
Equipment	1.20	1.19	2.20	2.02	1.50	1.50	-	-
Computer	0.80	0.77	1.26	1.25	-	-	-	-
Vehicles	36	35.50	39	38.55	40	39.29	45	44.97

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

- Every year in the month of April, HoD and in charge of other departments are requested to submit the budget for the next academic year by the Director.
- HoDs prepare the budget with the due consultation of the faculty members, laboratory and library in-charges, referring the university curriculum and based on the feedback of the students.
- The management conducts budget approval meeting for the sanction of the budget after scrutinizing.
- It is the duty of the laboratory in-charges, HoDs and library in-charge to ensure the optimal utilization of the budget with the approval of the purchase committee.

Maintenance of academic infrastructure and facilities:

- The Registrar is monitoring the maintenance of academic infrastructure and other facilities.
- A dedicated team of about 5 employees under the supervision of the Registrar function exclusively for maintaining the green landscape.
- The maintenance of the equipment, learning resources is monitored by the concerned departments respectively. The good maintenance work is carried out through the Campus Manager, System Administrator and outside vendors with proper approval.
- Two Civil Supervisors are employed under the supervision of Registrar to carry out construction of additional / new facilities and maintenance of the campus.
- House Keeping Committee members are engaged to maintain infrastructure and facilities, i.e. Canteen, Boys and Girls Hostels,

Seminar Halls, Laboratory, Classrooms, library.

Water:

- Reverse Osmosis plant with the capacity of 4,000 liters / hour is functioning in the campus to cater the needs of potable water for the Institute and Hostel. It is maintained weekly.
- Routine cleaning of water tanks, coolers and filters is carried out as per the planned schedule by the concerned staff members under the supervision of Campus Manager.

Laboratory Facilities:

- Periodical maintenance is carried out by the technical staff of the respective laboratories under the supervision of System Administrator. The regular preventive maintenance has been carried by the concerned laboratory technical staff member. Apart from this, the break down maintenance would be carried out as and when cases arise.
- Computers, Printers, UPS and Campus wide networks are maintained by Lab Committee.

Library Maintenance:

- The Department Library is being looked after by a teaching faculty member of each department with the guidance of librarian of the library.
- Naphthalene balls and pesticides provision are made in the Department/Library to keep the books in tidy.

Furniture:

Carpenter, under the supervision of a Registrar, is maintaining the furniture of Class Rooms, Laboratory, Seminar Halls, Library, Hostels etc.

Electricity:

- Three power houses are functioning with a total connected load of 900kW. It is maintained by an exclusive Electrical Engineer and assisted by Electrical Supervisors.
- EEE Department of sister concern within the same campus is providing technical support to maintain the power house and other electricity related issues.
- Solar Plant and Street lights are maintained by Electrical supervisor of the Institute under the guidance of EEE Department of sister concern (HCST) within the same campus.

Sanitation:

- The up keeping of sanitation and cleaning of the campus is

monitored by two supervisors with the help of contract labourer

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

The Institute does not have equipments which needs calibration. However the servers and other computing facilities are kept updated by the System Administrator and other concern staff.

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

The institution takes utmost care to upkeep and maintenance of sensitive equipment as mentioned below:

- All the computer laboratories are provided with sufficient capacity of UPS facility to avoid the voltage fluctuation.
- Backup generator (900KW) facility is available to meet out the excess power demand.
- Computer Center is provided with centralized air conditioners.
- MCP based electrical distribution.
- Electrical installations are as per the norms of UP Government.
- Fire extinguishers are placed at appropriate places and students, faculty and staff members are trained periodically for any unwarranted situations.
- All laboratories, classrooms, hostels, and other student amenities are protected with Earth Leakage Circuit Breakers.
- List of Do-s and Don-ts are displayed for students' information at appropriate places in the building.
- The earth connections are provided for all electrical installations in the campus checked once in 6 months.
- Safety maintenance procedure is followed in all the laboratories.

Constant supply of water:

Institute provides the proper rain water harvesting facility. To cater the needs of water, RO plant with 4000 liters/hour capacity is available. Awareness Programmes to maintain the green ambience / water preservation/environment preservation are organized for faculty members, staff and students. By this way continuous supply of water is ensured in the campus.

CRITERION – 5

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

Yes, prospectus (Information Brochure) is published centrally every year containing information pertaining to all the institutions of SGI group of which Institute is a constituent part before the start of the academic session. The vision, mission and goal of the group are published in the prospectus and the student manual contains vision mission and goal of the Institute. Vision Mission and goals are disseminated to all the stakeholders through the prospectus and student manual. The prospectus gives updated information about the courses offered by the Institutes of the group. Prospectus is given to each applicant along with the application form at the time of admission. It provides sufficient information for any applicant to opt for the courses at the Institutes. Apart from above, the Institute’s web site (www.himcs.edu.in) highlights all the important information for the stakeholders. The scholarship schemes for meritorious and financially weak students are also displayed in the Institute web site. Prospectus highlights the following:

- Vision, Mission and Goal
- History and Growth
- Awards and Recognitions
- Affiliations, approvals and accreditations
- Knowledge partners
- Clubs and Associations
- Infrastructural Facilities and Resources
- Library, Laboratories and other amenities
- Innovative Learning techniques for e.g. experimental, informal learning
- Process Driven Placement System
- Alumni Connect
- Prominent Recruiters
- Important Events News Highlights
- Courses Offered, Fee Structure and Eligibility Criteria
- Training and Development
- Research and Development

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- Innovative Practices
- Photo gallery

Innovative learning techniques through various co-curricular and extracurricular activities like special lectures, seminars, workshops, conferences, panel discussions, industrial visits, field visits, summer trainings competitions, and extension activities are carried by the departments and clubs are highlighted with photographs in the prospectus student manual, and web site.

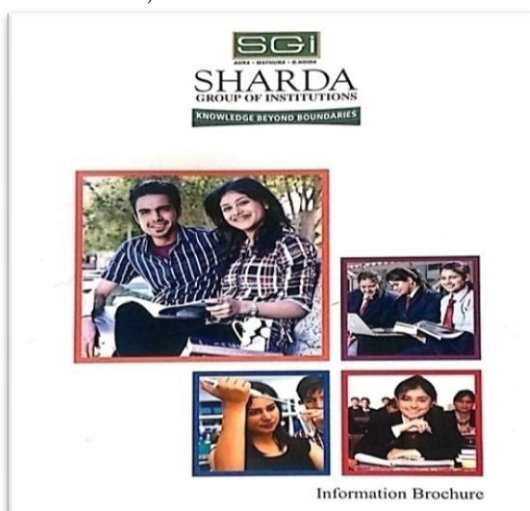


Fig. 5.1.1: Information Brochure year 2014-2015

Student manual and calendar are distributed to the students. Student manual contains the necessary information about governing body, academic council, student facilities, educational processes, co-curricular and extracurricular activities, study and evaluation scheme, code of conduct, board /council/committees members, Emergency contact phone numbers, library and laboratory facilities, hostel and mess facilities, gym and sports facilities, names and contact numbers of HoDs and faculty members, office in charge of various academic co curricular activities, rules and regulations for curbing the menace of ragging, academic calendar, transport facilities, list of holidays, etc.

Commitment & Accountability:

The vision, mission and goal are disseminated to all the stakeholders through student manual, prospectus and website. The Institute is committed to create new frontiers of knowledge, research and development for its excellence in academics and its valuable contribution to industry and society. The Institute's teaching –learning processes are aligned to achieve our goals and objectives. To achieve goals, the departments conduct various programmes and activities. Social responsibility is one of our top most priority which is achieved

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through various projects conducted by our students, staff and faculty members like LTA for Auto Drivers, REDP for rural development, KAP for improving cleanliness, reducing noise pollution and traffic jams in the city, Anti Tobacco campaigns and providing medical support to the addicted, Sharda Haat for villagers, Blood Donation Camps, Medical Camps, Providing certificate courses and training in computers to the economical weaker section of the society. The Institute also rewards the students with cash prize and certificates for their services to the society and the city. A leadership award of Rs 50,000 has been introduced in 2015 and will continue for the next years for the students who will work as a change agent in the society and will committed to improve the conditions.

Our Institute has been awarded with “Social Responsibility Award (Dharni Award)” by AICTE Chairman, Cabinet Minister for Technical Education, Maharashtra, VC of Pune University and VC of Mumbai University. The Institute Director has been nominated as President of AIIMS, UP and Uttarakhand Chapter.

The Institute organizes Parent –Teacher Meets regularly and collects feedback from them to improve our processes to meet their expectations. Online feedback system exists in the Institute to take feedback from students about the faculty every semester and communicated to the concern faculty by HoD to improve their shortcomings if any. Students are provided with various opportunities to hone their skills in management and IT.

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

Our Institute provides scholarship based on the criteria as displayed on the web site and prospectus to assist financially weak students. We have two types of scholarships:

1. At the time of admission criteria based Institution scholarships to the students

Table 5.1.2 (1) :Details of Feeships given by the Institution

Academic Year	Course	Number of Students	Percentage of Fee Concession	Fee Concession Rs.	Total Amount Rs.
2013-14	MBA	01	0.15%	41,950	41,950
	MCA	03			
2012-13	MBA	05	0.54%	1,85,250	1,85,250

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	MCA	09			
2011-12	MBA	03	0.21%	81,750	81,750
	MCA	02			
2010-11	MBA	-	-	-	-
	MCA	03	0.09%	18,750	18,750

2. On the basis of performance of the students in university exams

Table 5.1.2 (2) :Details of Scholarships given by the Institution on the basis of Performance in External Exam

Academic Year	Course	Number of Students	Percentage of Fee Concession	Fee Concession Rs.	Total Amount Rs.
2014-15	MBA	04	0.15%	41,000	41,000
	MCA	03			
2013-14	MBA	-	-	-	-
	MCA	-	-	-	-
2012-13	MBA	02	0.06%	20,000	20,000
	MCA	02			
2011-12	MBA	01	0.06%	23,000	23,000
	MCA	01			

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

The state government and the Uttar Pradesh Technical University provide financial assistance according to the norms stated in the GO to the economically weaker students. The percentages of students who have received the scholarships are as below:

Table 5.1.3 : Percentages of students who received scholarships

Year	Category wise				Funds Received INR	OBC	GEN	MINORITY
	SC / ST	OBC	GEN	MINORITY	SC/ST			
2014-2015	14	25	43	4	11, 23, 200	Direct transfer to student's account		
2013-2014	12	26	37	1	10, 61, 200			
2012-2013	13	24	87	7	10, 42, 600	Direct transfer to student's	64, 000	

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						account		
2011-2012	16	21	43	3	Nil	Nil	Nil	Nil

5.1.4 What are the specific support services/facilities available for: *Students from SC/ST, OBC and economically weaker sections / Students with physical disabilities / Overseas students / Students to participate in various competitions/ National and International / Medical assistance to students: health centre, health insurance etc./ Organizing coaching classes for competitive exams / Skill development (spoken English, computer literacy, etc.) / Support for “slow learners” / Exposures of students to other institution of higher learning/ corporate/business house etc. / Publication of student magazines.*

Students from SC/ST, OBC and economically weaker sections:

Students from SC/ST, OBC and economically weaker are financially supported by the State Government and Uttar Pradesh Technical University as per their norms stated in GO and authorized documents. The Institute also supports these students by facilitating them to deposit their fee in installments and also give them appropriate fee concession during admission. Economically weaker are supported to avail educational loan from banks. Meticulous efforts are taken by the institution to claim the scholarships offered by the state government for the welfare of SC / ST and OBC students. Remedial classes to improve the academic performance are offered to SC / ST, OBC and students of economically weaker sections.

Physically Disabled Students:

Physically disabled students are given priority in admission as per the state Government and UP Technical University norms. Infrastructural facilities like lifts are also available for the physically-able students.

Students to participate in Various Competitions/ Conferences in India and Abroad:

Academic guidance and financial assistance are given to the students participating in various competitions and conferences. Information on such events is displayed on the departmental and common notice boards. The Institutional guardians are responsible for keeping the students informed. Training and guidance is given to the interested students. Students participate regularly in the various competitions conducted by different college/institutions/universities. The faculties accompany the students who participate in various competitions and

conferences.

Health centre, Health insurance etc:

The Institute provides in-house medical assistance. Medicines are dispensed for minor ailments by resident doctor in the campus dispensary free of cost. An ambulance is available 24 hours for transporting students requiring special care to the nearest hospital.

Skill development:

Beyond the technical competency of the students, skill development of the students is focused by involving them in various extra-curricular activities. To enhance the linguistic proficiency, efficacy and fluency of the students, various courses are being offered in English language.

Various levels of programmes are conducted and certifications are provided for the participants. They are Spoken/Refresh course for English, extempore speech & debate and essay writing. Wi-Fi facility is made available throughout the campus to enable the students to keep themselves updated in general knowledge also.

Value added courses in cloud computing, java, microcontroller programming, etc. are conducted by respective departments. Apart from this, to improve the proficiency in programming skills, courses on C, C++, Java, .Net, CCNA, etc. are organized.

Personality development classes (PDP):

A central Training and Development Department is committed to enhance personality of the students by conducting events regularly during entire semester and are also included in the time table of the course. PDP is conducted regularly in the academic year for each semester, it covers following areas:

Spoken English:

To enhance the linguistic proficiency, efficacy and fluency of the students, regular classes are conducted by PDP department.

Job Oriented Skills:

In order to improve the selection in the companies, reasoning, aptitude test, group discussion and mock test/interviews, technical interviews regularly are conducted by the professional of repute.

Performance enhancement for slow learners / students who are at risk of failure and dropouts:

Slow learners are identified on the basis of their performance in the test series. Special attention is paid to them by conducting remedial classes. Tests are held to assess their performance after these classes. They are

also encouraged and motivated by institutional guardians. Students dropped out are readmitted and facilitated with the needs required to complete their course.

Exposure of students to other institutions of higher learning /corporate / business houses, etc:

Students are exposed to other institutions of higher learning through industrial projects, field visits, industrial visits, and visit to research institutes, hands-on training workshops and campus drives at other institutions and educational tours.

Publication of Student Magazines:

E-magazine is being introduced to facilitate the writing creativity of the students.

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

Entrepreneur Development Cell is functioning in the Institute with an objective to promote and support entrepreneur in students. The cell strives to bring out the talents of the youth by organizing various programs as mentioned below:

- Students are encouraged in their respective discipline.
- Workshops are organized to make the students understand the basic process in establishing their own ventures or to contribute in their family owned business.
- Entrepreneurs are invited to share their experiences to mould the budding entrepreneurs.
- Business Proposal Presentation competitions are organized to promote entrepreneurs.
- Aspiring innovators & entrepreneurs are encouraged to bring out their hidden ideas through common project contests held in the annual events like “Innovation Day”, Magnifest, etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc. Additional academic support, flexibility in examinations Special dietary requirements, sports uniform and materials any other.

Student participation in co-curricular activities make them competent, self confident, eminent and proficient while extracurricular activities make them self reliable, socially conscious and responsible citizen of

our country. The Institute promotes participation of students in extracurricular and co-curricular activities by supporting students financially as well as providing them additional marks to them. Following are the innovative learning techniques which are implemented through various committees and cell:

- The cultural committee focuses upon unleashing the artistic talents of students through programs / competitions like Nukkad Natak, Management Plays and skits etc. These group activities nurture the young minds with moral values, supporting the institution in shaping them as better citizens of society and the nation in turn.
- The extension committee conducts various programs to improve the life style of the economically weaker sections of the society. It has conducted programs to show the importance of education, women welfare, cleanliness and hygiene awareness, child marriage, value of vote etc. for the benefit of the society. Medical and blood donation camps are conducted to ensure their health.
- Women Welfare Committee organizes several programs to enrich the capabilities of women and motivate them to hold better positions in their career.

Additional academic support, flexibility in examinations

- To participate in both extracurricular and co- curricular activities, attendance consideration as well as marks in the general proficiency is awarded to the MCA students.
- If needed remedial classes are arranged to compensate their absence in regular classes for their participation in the activities.
- The Institute is affiliated to the Uttar Pradesh Technical University, Lucknow. The external examination is strictly adhered as per their schedule and hence no consideration for the absence is entertained.
- In case of sessional test, consideration will be given to appear in improvement test.
- The necessary materials and uniform are supplied to the students depending on the type of game.
- Special transport facility is arranged for them to participate in tournaments outside the Institute.
- Awards, cash prizes and merit certificates are presented to deserving and meritorious participants.

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

Training and Development provides an exposure for job opportunities to the students. It also provides the awareness about the competitive exams for higher studies and other career avenues.

Awareness programs are organized to highlight the various opportunities available for higher studies and skills of the students. Students are recommended for higher studies. Dependent on their interest, they are guided by faculty members. Study materials for most of the competitive exams are provided to them through central and department libraries. Systematic coaching classes for technical competency and aptitude skills are imparted by external and internal trainers. Internet facility is available to broaden their exposure. Registration and notification of the examinations are informed at appropriate time through the common and departmental notice boards.

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

The Institutional guardianship is functioning in the Institute for providing academic, personal, career and psycho-social counseling services to the students.

Academic Counseling:

The academic performance of the students is monitored by the course teacher and the institutional guardian. The result is analyzed by the guardian to recommend remedies. Academic guidance is given both to the slow and the advanced learners by the course teachers and they are properly channelized for their improvement. Their performance in curricular, co-curricular and extra-curricular activities is brought to the notice of the parents through the Progress Report sent to them. The students are motivated and guided for pursuing higher education according to their choice and capabilities.

Mentoring:

The institutional guardian monitors the entire academic, co-curricular, extracurricular and social activities throughout the period of course completion of the students allocated to them. The department schedules a counseling hour in the time table and HoD allocates a faculty for the group of maximum 20 students after the orientation programme. The institutional guardian interacts with each of the counselee to understand their issues and address properly with the consent of HoD.

Psycho-Social Counseling:

CSCD functions for the career and self development and try to make their stay in the Institute comfortable. Institutional Guardian supports the students to manage their difficulties and counsel them to channelize their energy and effort in the positive direction. The students are availing this facility for their betterment in all spheres of life. Personality tests of each student, faculty and staff are carried out to improve the personal, professional and social life and in turn establish a conducive environment for the all round development of the self of the student.

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

The Institution has separate T&P (Training and Placement) and T&D (Training and Development) Department for placement assistance. The Training and Development Department conducts PDP scheduled classes regularly for enhancing the students’ personality, aptitude and technical skills. T & P organizes guest lectures by inviting renowned technical experts from industries to enable students know the current requirements of the industry. Placement activities are monitored by the departmental representative nominated by HoD. The T&P provides sufficient training through workshops and study material through LMS to the students for improving employability. Students are provided exposure through mock interviews and online test examinations to practice the recruitment drives.

To make students aware of Techno-Managerial practices of the corporate world, industrial visits and field visits are organized on a regular basis.

Table 5.1.9 (1): Members of Training and Placement Cell:

Placement Officer	Ms. Priya Pandey
Placement Executive	Mr. Abhishek Srivastava
Department Placement Coordinators	Mr. Tejinder Jeet Singh, Mr Vivek Tripathi for MBA deptt. Mr. Prashant Sharma for MCA deptt

Table 5.1.9 (2): Number of students selected during campus interviews by different employers

S. No	Year	Course	Number of students placed	Percentage
1	2010-11	MBA	69	60.52%
	2011-12	MBA	65	69.89%
	2012-13	MBA	69	67.64%
	2013-14	MBA	48	62.16%
2	2010-11	MCA	64	60.86%
	2011-12	MCA	62	57.58%
	2012-13	MCA	48	62.50%
	2013-14	MCA	41	70.45%

List of employers visited in the Campus

S.No	Year	Course	Employers	Students Placed	Package
List of Employers in MBA					
1	2013-14	MBA	Bliss Tree Pvt. Ltd.	6	1.80LPA
2	2013-14	MBA	Sona Printers	2	2.0LPA
3	2013-14	MBA	Country Club	5	1.08LPA
4	2013-14	MBA	Ladder	1	1.80LPA
5	2013-14	MBA	Hdfc Bank	2	2.10 lpa
6	2013-14	MBA	Core Consultancy Pvt. Ltd.	5	1.80LPA
7	2013-14	MBA	Axis Securities	2	1.44LPA
8	2013-14	MBA	Soft Pro India	1	2.0LPA
9	2013-14	MBA	Top Ranker	1	1.80 lpa
10	2013-14	MBA	Harit Dhara Projects Pvt. Ltd.	5	1.80LPA
11	2013-14	MBA	Sourcekey Media	3	2.40LPA
12	2013-	MBA	Berger Paints	1	5.46 LPA

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	14				
13	2013-14	MBA	Polymedicare	1	1.75 LPA
14	2013-14	MBA	Sgi- Agra	1	1.44 LPA
15	2013-14	MBA	Om Logistic	1	1.50LPA
16	2013-14	MBA	Alpro Panel	1	1.80 LPA
17	2013-14	MBA	Edlewise	1	1.80LPA
18	2013-14	MBA	Fair Wealth & Brazeehomes	2	1.20 LPA
19	2013-14	MBA	Debunk Media Group	2	1.50LPA
20	2013-14	MBA	Reliance Securities	1	
21	2013-14	MBA	Dquip (Dongre Technoquip (P) Ltd)	0	5.00LPA
22	2013-14	MBA	Naukeri.Com	0	4.76 LPA
23	2013-14	MBA	Stratbeans Consulting Pvt Ltd	0	2.40LPA
24	2013-14	MBA	Vodafone	0	4.00 LPA
25	2013-14	MBA	Elixir Web Solutions	0	1.80 LPA
26	2013-14	MBA	Gisass (P) Ltd	0	1.20 LPA
27	2013-14	MBA	Axis Bank Campus Drive	0	3.20LPA
28	2013-14	MBA	Globus Stores Pvt. Ltd.	0	1.44 LPA
29	2013-14	MBA	Per Square Feet Real Estate Pvt. Ltd.	0	3.00LPA
30	2013-14	MBA	<u>99acres.Com</u>	0	2.76 LPA
31	2013-14	MBA	The Lalit Suri Hospitality Group	0	1.80LPA
32	2013-14	MBA	Universal Hunt Private Limited	0	1.80 LPA
33	2013-14	MBA	Torrent Power	2	1.16LPA

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34	2013-14	MBA	Daffodil Software	0	3.93LPA
35	2013-14	MBA	Core Consultancy Services	0	1.80LPA
36	2013-14	MBA	Valuemax Advisors Consulting Pvt Ltd	0	2.40 LPA
37	2013-14	MBA	Auctus Consulting	0	2.04 LPA
38	2013-14	MBA	E4e Healthcare Business Services Pvt. Ltd.	0	2.4LPA
39	2013-14	MBA	Xcpl	0	1.56LPA
40	2013-14	MBA	Holiday Inn Express	0	1.80LPA
41	2013-14	MBA	Matrimonydirector y.Com	0	2.40 LPA
42	2013-14	MBA	Vardhaman Infotech	0	1.44 LPA
43	2013-14	MBA	Vishal Mega Mart	0	3.00LPA
44	2013-14	MBA	Fair Wealth & Brazee Homes	0	1.80LPA
45	2013-14	MBA	Plan Realty	0	1.68 LPA
46	2013-14	MBA	Extramarks Education Pvt. Ltd	0	2.64 LPA
47	2013-14	MBA	Spice Digital Ltd.	0	1.80LPA
48	2013-14	MBA	Kotak Mahindra Bank Limited	0	4.44LPA
49	2013-14	MBA	Poly Medicare Limited	0	2.16LPA
50	2013-14	MBA	Sheela Group (Sleepwell Mattress)	0	1.98 LPA
51	2013-14	MBA	Skymet Weather Service	0	1.50LPA
52	2013-14	MBA	Quartz Technologies	0	1.80LPA
53	2013-14	MBA	Kotak Securities Ltd.,	0	1.80LPA
54	2013-14	MBA	Practo Technologies	0	5.01LPA

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55	2013-14	MBA	Orient Cement	0	4.75 LPA
56	2013-14	MBA	Policy Bazar	0	1.80LPA
57	2013-14	MBA	Unitech Chemicals Pvt. Ltd.	0	1.68 LPA
58	2013-14	MBA	Satya Developers	0	2.40LPA
59	2013-14	MBA	Hindware Ltd.	0	3.94 LPA
60	2013-14	MBA	R-Systems Intenational Ltd	0	3.00LPA
61	2013-14	MBA	Getit Infomedia	0	2.30 LPA
62	2013-14	MBA	Stepsindia, Technologies	0	1.44 LPA
63	2013-14	MBA	Jubilant Foodworks Limited	0	1.84LPA
64	2013-14	MBA	Sudhir Group	0	1.80 LPA
65	2013-14	MBA	Prithvee Propmart Pvt. Ltd.	0	1.80LPA
66	2013-14	MBA	Nestlé India	0	2.24 LPA
LIST OF EMPLOYERS OF MCA					
1	2013-14	MCA	Tcs	1	1
2	2013-14	MCA	Reviewso2.Com	1	2
3	2013-14	MCA	Paid Del	1	3
4	2013-14	MCA	Neoweb	1	4
5	2013-14	MCA	Epta	3	5
6	2013-14	MCA	Softpro	5	6
7	2013-14	MCA	Country Club	2	7
8	2013-14	MCA	Engg Heads	3	8
9	2013-14	MCA	Piplity	3	9
10	2013-14	MCA	Tejas	1	10
11	2013-14	MCA	Alanpro	1	11
12	2013-14	MCA	Jpj Tech	1	12
13	2013-14	MCA	Neoweb	2	13
14	2013-14	MCA	Dream It Services	1	14
15	2013-14	MCA	Ab Software India Pvt. Ltd.	1	15

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16	2013-14	MCA	Cfe India	2	16
17	2013-14	MCA	Elixer Web Solution	2	17
18	2013-14	MCA	Dquip (Dongre Technoquip (P) Ltd)	0	18
19	2013-14	MCA	Impetus Technologies	0	19
20	2013-14	MCA	Stratbeans Consulting Pvt Ltd	0	20
21	2013-14	MCA	Deek Software Solution Pvt. Ltd. (Dss)	0	21
22	2013-14	MCA	Proindia Group	0	22
23	2013-14	MCA	Sunbios Software Development Pvt. Ltd	0	23
24	2013-14	MCA	Hitouch Technologies Pvt Ltd	0	24
25	2013-14	MCA	Meta Cube Software	0	25
26	2013-14	MCA	Vardhaman Infotech	0	26
27	2013-14	MCA	Visnova Solutions (P) Ltd	0	27
28	2013-14	MCA	Quartz Technologies	0	28
29	2013-14	MCA	Qa Infotech.	0	29
30	2013-14	MCA	Webyog.Com	0	30
31	2013-14	MCA	Syntel Ltd.	0	31
32	2013-14	MCA	Openerp4you	0	32
33	2013-14	MCA	Embarc Information Technology (P) Ltd	0	33
34	2013-14	MCA	Hcl Technology	0	34
35	2013-14	MCA	Jk Technosoft Ltd.	0	35

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

Yes, the Institute has students' Grievance Redressal Committee. It is functioning under the supervision of Registrar and HoDs. The cell addresses the grievances of students through class representatives feedback received in the form of written document or through mail. The students can send their grievances through mail/phone to Registrar/Head/Director. Any student can meet the Director in person to reveal their issues any time. The committee receives suggestions from students through suggestion boxes which are kept in front of all the departments.

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

The Institute has a Women Welfare Committee to look after the specific needs of female student, faculty and staff. Complaints of harassment of female shall be investigated by this committee and appropriate action shall be taken against person found guilty. The faculty members are committed to provide safe, secure and conducive environment in the campus for the female students. No such harassment cases have been reported so far as a result of strict disciplinary measures.

Table 5.19 Structure of Women Development Cell

S. No.	Name of the Staff	Designation / Department	Position
1.	Dr. Sheetal Sachdeva	Asst. Professor	Chairman
2.	Ms. Tanu Marwah	Asst. Professor	Member Secretary

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

Yes, there is an Anti-ragging Committee functioning in the Institute to take care of the new entrants in the Institute. Ragging is strictly prohibited within and outside the campus. Any student found to be indulged in any activity that may amount to ragging, shall face serious consequences including criminal proceedings. To comply with the orders of the honorable Supreme Court of India, the Institute is obliged

to take appropriate action according to the degree and gravity of incident. But no such incidents have been reported so far. The details of Anti-ragging Committee members are placed on notice boards. The caution boards are kept in various places like every floor of Institute's building, library, laboratory, Mess, and both boys and girls hostels to make awareness among all the students.

Faculty members are assigned duty in campus and in the transport buses to closely monitor the students for avoiding the incidence of ragging. The Anti-ragging Committee members keep informing the Director about the daily report of the committee.

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

Health centre, Health insurance etc:

The Institute provides in-house medical assistance. Medicines are dispensed for minor ailments by resident doctor in the campus dispensary free of cost. An ambulance is available 24 hours for transporting students requiring special care to the nearest hospital.

Skill development:

Beyond the technical competency of the students, skill development of the students is focused by involving them in various co-curricular and extra-curricular activities. To enhance the linguistic proficiency, efficacy and fluency of the students in English, various courses are being offered in the language.

Various levels of programmes are conducted and certifications are provided for the participants. They are Spoken/Refresh course for English, Spoken English, extempore, speech & debate, super memory contest and essay writing. Magazines and newspapers are made available in the campus to enable the students to keep themselves updated in general knowledge also.

Value added courses in cloud computing, java, microcontroller programming, Latex, Retail and Hotel Management, SPSS etc. are conducted by respective departments. Apart from this, to improve the proficiency in programming skills, courses on C, C++, Java, .Net, Android, etc. are organized.

Personality development classes (PDP):

A central Training and Development Department is committed to enhance personality of the students by conducting events regularly during entire semester and are also included in the time table of the course. PDP is conducted regularly in the academic year for each

semester, it covers following areas:

Spoken English:

To enhance the linguistic proficiency, efficacy and fluency of the students, regular classes are conducted by PDP department.

Job Oriented Skills:

In order to improve the selection in the companies, reasoning, aptitude test, group discussion and mock test/interviews, technical interviews regularly are conducted by the professional of repute.

Performance enhancement for slow learners / students who are at risk of failure and dropouts:

Slow learners are identified on the basis of their performance in the test series. Special attention is paid to them by conducting remedial classes. Tests are held to assess their performance after these classes. They are also encouraged and motivated by institutional guardians. Students dropped out are readmitted and facilitated with the needs required to complete their course.

Exposure of students to other institutions of higher learning /corporate / business houses, etc:

Students are exposed to other institutions of higher learning through projects, field visits, industrial visits, and visit to research institutes, hands-on training workshops and campus drives at other institutions and educational tours.

Publication of Student Magazines:

E-magazine is being introduced to facilitate the writing creativity of the students.

Academic Counselling

The academic performance of each student is monitored by the teachers and provide the personal and academic guidance. Academic guidance is given both to the slow and the advanced learners by the course teachers and they are properly channelized for their improvement. Their performance in curricular, co-curricular and extra-curricular activities is brought to the notice of the parents through the Progress Report sent to them. The students are motivated and guided for pursuing higher education according to their choice and capabilities.

Women Welfare Committee (WWC)

“Empowerment of Women” is the motto of the committee and it is realized through special lectures on Women’s rights, Role of Women in Society. Grievances of female students, staff and faculty are addressed by the WWC.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The Alumni association of the college is registered with name “Sharda Alumni Association Reminiscences (SAAR)”, contributes actively to the welfare of the institution. The alumni’s meeting is organized once in a year by all the departments. Illustrious and prominent alumni are invited to deliver special lectures, motivating the students to go for higher education and to find the means for job opportunities. Following are the mission, vision, and objective of SAAR:

Mission: The main purpose of the SAAR is to provide an organization through which the Alumni of **Sharda Group of Institutions** around the world, and faculty, staff and students of the institute can interact with each other for mutual benefit.

Vision: To nourish a culture where alumni, college, students and society are all benefitted through active mutual association and derive satisfaction & fulfillment they seek.

Objective:

- To provide a forum to establish a link between the alumni, staff and students of the Institute.
- To help the alumni with their problems in college proceedings.
- To contribute towards the welfare of the alumni.
- Help the alma mater in research & infrastructure growth, campus recruitment, students-alumni interface.

SAAR organizes special lectures by inviting our alumni. They share their technical, managerial and the Industry experiences among the students. Regular feedbacks are collected from our alumni through personal interactions or mails by the members of SAAR. The feedback is used to improve the teaching –learning process and placement as well.

The Institute organizes Alumni Meet regularly to provide common platform to the alumni and the new generation to share their knowledge and experiences. The Institute facilitates alumni to share their experiences with the students whenever they visit the campus which also improves further cooperation and interaction among them. Alumni support in placement activities for the present students for their better career. The Institute has strong support of alumnus and well established network. The outstanding alumni are awarded every year during the Alumni Meet.

5.2 Student Progression

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

Training and Development (T&D) and Training and Placement department (T&P) enable the students to enhance their soft, technical and managerial skills throughout the course. The Institutional Guardians guide and promote the students for higher studies and entrepreneurship. The continuous effort of the Institution increases the employability of the student. The percentage of students' progression to higher education or employment for the last four batches is listed below:

Table 5.2.1 (1): Student Progression Post Graduate Courses

Student progression	2010-11 (%)	2011-12 (%)	2012-13 (%)	2013-14 (%)
PG to M.Phil.	--	--	--	--
PG to Ph.D.	--	--	--	--
Employed: Campus selection	MBA-60.52 MCA-60.86	MBA-69.89 MCA-57.58	MBA-67.64 MCA-62.50	MBA-62.16 MCA-70.45
Employed: Other than campus recruitment	MBA-39.48 MCA-39.14	MBA-30.11 MCA-42.42	MBA-32.36 MCA-37.50	MBA-37.84 MCA-29.55
Entrepreneurship / Self employment	MBA-3.51 MCA-7.25	MBA-12.90 MCA-6.06	MBA-10.52 MCA-0.00	MBA-9.76 MCA-0.00

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The details of the programme wise pass percentage and completion rate for the last four years are furnished below:

Table 5.2.2 : Details of Pass Percentages

Batch	Course	Overall pass %	Completion rate	Students with first class	Students with distinction	University Ranks
Master of Computer Applications						
2011- 14	MCA	100	44/52	30	14	0
2010- 13		100	48/51	38	5	1
2009- 12		100	66/69	59	7	0
2008- 11		100	66/71	49	17	0
2007- 10		100	62/64	57	5	0
Master of Business Administration						
2012- 14	MBA	100	82/86	51	0	0
2011- 13		100	114/120	89	5	0
2010- 12		100	93/97	65	0	0
2009- 11		100	114/119	73	1	0
2008- 10		100	84/90	62	0	0

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

The Institution facilitates the students to pursue higher level of education and/or towards self employment with the help of Institutional guardians, Training and Development (T&D), and Training and Placement (T&P) department. They provide all the relevant information, support and guidance to the students. In order to cater the needs of the interested students, these departments organize workshops, and entrepreneurial awareness and programmes on importance of higher studies. Fresher are also motivated through programmes conducted by MSME and other state level departments.

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

The number of dropouts is very less in our Institute because of our strong teaching-learning and counseling system. The number is further

reduced because of remedial classes conducted for slow learners and potential candidates for dropout. The dropout cases in our Institute are because of the reason of non declaration of qualifying examination results in time by the Universities.

The Institute takes all possible corrective measures to facilitate them to get their result in time by officially requesting the Universities. Students with poor academic performance are identified and counseled and motivated by the respective institutional guardians.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The Institute organizes a wide range of sports, games, cultural and extra-curricular activities regularly. The Institute facilitates students to participate in all types of sports like carom, hockey, TT, cricket, football, basket ball, volley ball, badminton, athletics and indoor games etc, by providing excellent sports and games facilities within the campus. The college encourages students to participate in sports and games by organizing annual sports day during academic year under supervision of Director Sport of the campus. Talented students are motivated to participate in the sport event organized by different colleges and university.

Table 5.3.1 (1): Outdoor Sports Facilities

S.No	Facilities	Quantity
1	Volley Ball Court with gallery and floodlight	1
2	Cricket Ground	2
3	400 Mts. Track with field measurement	2
4	Kabbadi , Kho-Kho Ground	3
5	Hockey field, Football field, Cricket Ground	1
6	Badminton Court	2
7	Basketball court (Concrete court)	1

Table 5.3.1 (2): List of Indoor Sports Facilities

S.No.	Facility	Quantity
1	Gym (for boys and girls)	1

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2	Carom	1
3	Chess	1
4	Table tennis board	1
5	Badminton Court	1

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

The Institute provides opportunity for the students to participate in co-curricular / extra-curricular / cultural /extension activities at various levels. Every year, students participate in various activities like paper presentation, quiz, business proposal presentation, Research Project Report Presentation, sports and games, singing, dance and drawing competitions etc. The major achievements of students are tabulated.

Table 5.3.2 (1): Achievements in Co-curricular / Extracurricular / Cultural Activities

Year	Date	Students Award
2015	10 Feb	Poster making competition on Anti tobacco
2015	20 -21 Mar	Poster competition at Conference on 'Demographic Dividend: opportunities & challenges'
2015	20 -21 Mar	Paper Presentations
2015	20 -21 Mar	Quiz Competition
2014	7 Mar	Poster Competition on Women Empowerment
2014	18 Dec	Summer Internship Research Contest - MBA III sem Batch 2013-2015
2014	April 2014	Poster Competition at Conference – 'Clean India'
2014	April 2014	Research Paper Presentation at Conference – 'Clean India'
2014	April 2014	Slogan Competition at Conference – 'Clean India'
2014	April 2014	JOY, Quiz Competition
2014	April 2014	Poster Competition on Blood Donation Camp
2014	15 Sept.	Talent Hunt
2014	8 – 10 Sept.	English week celebration, Poster Competition
2014	8 – 10 Sept.	English week celebration, Slogan

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		Competition
2014	8 – 10 Sept.	English week celebration, Word recognition
2014	8 – 10 Sept.	English week celebration, Essay Competition
2014	10 – 11 Oct	Magnifest Clinch the Deal Ultimate Turmoil Bizzaire B-Plan Starlets-Grp Dance Beat The Feet-Solo Dance Curtain Raiser-Play Sur Sangam-Solo Singing Just Dance - Treasure Trove Inquistor Ad Artisan Logo Contriever Photography
2013	Sept	Poster Competition - English Week
2013	Sept	Essay Competition - English Week
2013	Sept	Slogan Competition - English Week Competition
2013	Sept	Word Recognition - English Week
2013	Sept	English Week, News Reading
2013	Sept	English Week, Song Translation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Poster Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Paper Presentation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Slogan Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Quiz competition
2013	30 April	Achiever's Award
2013	7 Sep	Talent Hunt
2013	23Sept	Summer Internship Research Contest
2013	4 & 5 Oct	Magnifest
2012	5-7 Sept	English Week, Poster Competition

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2012	5-7 Sept	English Week, Essay Competition
2012	5-7 Sept	English Week, Slogan Competition
2012	5-7 Sept	English Week, Word Recognition
2012	5-7 Sept	English Week, News Reading
2012	5-7 Sept	English Week, Song Translation
2012	8 Sept	Fresher's Party
2012	3 Mar	Ad. Making competition
2012	29 & 30 Mar	International Conference Entrepreneurial Challenges- Logistics & Management, Poster Competition
		Paper Presentation
		Slogan Competition
		Quiz Competition
2012	25 April	Farewell Party
2012	28 & 29 Jan	Sports Meet
2015	10 Feb	Poster making competition on Anti tobacco
2015	20 -21 Mar	Poster competition at Conference on 'Demographic Dividend: opportunities & challenges'
2015	20 -21 Mar	Paper Presentations
2015	20 -21 Mar	Quiz Competition
2014	7 Mar	Poster Competition on Women Empowerment
2014	18 Dec	Summer Internship Research Contest - MBA III sem Batch 2013-2015
2014	April 2014	Poster Competition at Conference – 'Clean India'
2014	April 2014	Research Paper Presentation at Conference – 'Clean India'
2014	April 2014	Slogan Competition at Conference – 'Clean India'
2014	April 2014	JOY, Quiz Competition
2014	April 2014	Poster Competition on Blood Donation Camp
2014	15 Sept.	Talent Hunt
2014	8 – 10 Sept.	English week celebration, Poster Competition
2014	8 – 10 Sept.	English week celebration, Slogan Competition
2014	8 – 10 Sept.	English week celebration, Word recognition
2014	8 – 10 Sept.	English week celebration, Essay Competition

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2014	10 – 11 Oct	Magnifest Clinch the Deal Ultimate Turmoil Bizzaire B-Plan Starlets-Grp Dance Beat The Feet-Solo Dance Curtain Raiser-Play Sur Sangam-Solo Singing Just Dance - Treasure Trove Inquistor Ad Artisan Logo Contriever Photography
2013	Sept	Poster Competition - English Week
2013	Sept	Essay Competition - English Week
2013	Sept	Slogan Competition - English Week Competition
2013	Sept	Word Recognition - English Week
2013	Sept	English Week, News Reading
2013	Sept	English Week, Song Translation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Poster Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Paper Presentation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Slogan Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E- commerce, Quiz competition

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2013	30 April	Achiever's Award
2013	7 Sep	Talent Hunt
2013	23Sept	Summer Internship Research Contest
2013	4 & 5 Oct	Magnifest
2012	5-7 Sept	English Week, Poster Competition
2012	5-7 Sept	English Week, Essay Competition
2012	5-7 Sept	English Week, Slogan Competition
2012	5-7 Sept	English Week, Word Recognition
2012	5-7 Sept	English Week, News Reading
2012	5-7 Sept	English Week, Song Translation
2012	8 Sept	Fresher's Party
2012	3 Mar	Ad. Making competition
2012	29 & 30 Mar	International Conference Entrepreneurial Challenges- Logistics & Management, Poster Competition
		Paper Presentation
		Slogan Competition
		Quiz Competition
2012	25 April	Farewell Party
2012	28 & 29 Jan	Sports Meet



Fig. 5.3.2 (1) : Participation in Cultural Activities

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

The Institute seeks feedback from the passed out students and their employers regularly through T& P, Alumni Cell and online feedback system. The informal feedbacks are also obtained from the recruiters, alumni, employers, community, academic peers, industry and parents.

The feedbacks are analyzed and the suggestions are forwarded to concerned authority. To improve the academic and non-academic related problems, enrichment of teaching learning process, developing faculty-student relationship, improve training and placement activities and interaction with the industry.

Alumni cell collects exit level feedback from the pass out students. The Training and Placement Department collects feedback and suggestions regularly from the employers. The provisions for improving quality and performance are discussed in the Management Review Committee meeting and necessary steps are taken.

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

The Institute is publishing International Journal annually and the papers are selected and published through a review committee. The Institute encourages the students to publish their articles, essays, poems, drawings, paintings and their multi-skills by participating in various kinds of competitions, conferences and fests. The Institute also motivates the students to display their innovative concepts, paintings and drawing in the annual exhibitions. The painting and drawings of the students are placed on the walls of the Institute building, library and laboratory to encourage them. The students are motivated to publish their articles in national / international journals by providing cash awards. The students are encouraged to prepare and design invitations, brochures, posters, certificates and draft for their clubs, and association activities. The Institute is in the process of releasing its e-magazine to encourage students to publish their literary, technical articles and placement tips in the magazines. The purpose of the magazine is to facilitate students to express their innovative thoughts, creativity and ideas freely.

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

Yes, the Institute has a think tank of students from both the departments. The Think – Tank of the Institute organizes Fests, Sports Day, Seminars, Guest Lectures, Project and Business Proposal Competitions, exhibitions etc.. Faculty members have assigned to mentor the Think-Tank and support in organizing the events.

Think – Tank Structure:

President

Vice- President

Members - 3

Selection procedure: The Think –Tank is formed by selecting the students on the basis of their academic, co-curricular and extracurricular performance. The department heads then form a core committee consisting of students from both the departments. The core committee selects the office bearers through voting.

Funding: The main source of funding for the Think- Tank is the fund provided by the Management, Sponsors and the registration fee of external students participating in the events.

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

The Institute is committed for all round development of the students. As the students are very creative and energetic, their energy needs to be channelized and used for constructive purposes. The Institute has various academic and administrative committees consisting of students for promoting students involvement in the decision making for the improvement of the teaching-learning process, placement, training and basic amenities to provide the students a conducive environment during their stay and better career opportunities. Through these committees students represent their thoughts, opinions and suggestions for the development of Institution. Following are some of committees consisting of students as members:

Class Representative Committee

Women Welfare Committee (WWC)

Training and Development Committee

Placement Committee

Entrepreneurship Development Committee

Extension Committee

Cultural Committee

Library Committee

Lab Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The Alumni Association SAAR of the group is fully functional. Interaction with the alumni is done by organizing alumni meets, inviting for guest lectures and for placement awareness programmes. During alumni meet the final year students get close interaction with the alumni which help them in placement assistance. The students also get benefited in choosing their career avenues. The former faculty members are invited by the respective departments in the Institute's events, guest lectures, training programmes and as judges for evaluating various competitions like poster, paper, collage-making, debates, group discussions etc.

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

The Institute is committed in overall development of the students to develop them as a better citizen for the society and in turn nation. All the efforts of the institution towards achieving the goals are well disseminated to the stakeholders. The Institute believes in development of all students and for this it provides financial support in terms of scholarship financially weak and academically sound students. It also supports through remedial classes and counseling sessions to the slow learners and transform non-performer to performer. The gap between the industry requirement and the curriculum is covered by conducting various training programmes and value added courses. Training and Development Department imparts training in improving soft skills, aptitude and provides guidance for the interview.

Experts from the Industries are invited by Industry Institute Partnership Cell to share their expertise among the students. The training programmes, seminars, conferences and workshops enlighten the students and improve the skills of the faculty members also. Entrepreneur Development Committee encourages students for starting their own business ventures or to add value to their own family business. The online feedback system through Institute's ERP enables the students to express their grievances freely. CSCD evaluates the students on various parameters of personality traits and acquire a clear vision and set the right goal for their career.

T & P and T & D provide training to the student to achieve their dream jobs. Anti ragging committee performs its duty in order to prevent ragging against students. Women Welfare Committee protects all girl students from the issues related to sexual harassment. Alumni Association plays major role in bridging the relation between alumni and the students currently studying.

The Institute takes immense care in shaping the character and career of students. It is committed for the overall development of students and creating a pool of managers and IT professional who can serve the society by creating frontiers of technical and managerial skills.

CRITERION – 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision

To become one of the premier institutes in the field of management and information technology by creating new frontiers of knowledge, research and development in academics and extending contribution to industry and society at large.

To achieve place amongst top level global academic and professional institutions by providing globally acceptable standards of management and IT education thereby creating an environment of sharing, dissemination and complete applications of knowledge amongst all stakeholders of the institution and establishing high levels of industry-academic interface.

Mission

To achieve the vision of institute mission statements are carefully drafted and worked upon. Mission includes-

- To provide career oriented quality education and training in professional disciplines
- To provide conducive environment stimulating creativity and independent thinking.
- To introduce relevant competencies creating multi-skilled managers and IT professionals for industry
- To enlarge and extend professional horizon by enrichment of education and exposure
- To provide global level standards in management and IT education by training professionals to become fully employable.
- To strengthen the bond between the industry and institution by appropriate and adequate interaction.

The Institute envisions growing into centre of excellence for management and IT education whose products are competent managers and IT professionals. The quality of education in the Institute enables students to imbibe the spirit of enquiry and a sincere concern and respect for the fellow human being – the former, through their interaction with the faculty who are committed to teaching and research

and the later through participation in social service activities.

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

Quality Policy

The Quality Policy has been well articulated and form a part of the Institute's manual. The Institute believe that the quality of the education is defined in terms of customer needs should be the purpose of all our efforts.

Quality Objectives:

- To continuously scan the needs of the industry and business and reorient our course curriculum to accord with the changing needs.
- To create, maintain and upgrade our infrastructure, faculty and other resources to be on par with the best in the country.
- To benchmark the processes of education with the best in 'best in class'
- To create linkages with perspective employers with a view to facilitate placement through campus selection
- To create necessary environment and backup services for undertaking research and consulting assignments
- To create a global network of academic institutions to facilitate faculty exchange and credit transfer

Role of Top Management, Principal and Faculty in Design and Implementation of Quality Policy and Plans are mentioned below.

Top Management:

The management is committed to create, operate and maintain physical infrastructure, faculty and other resources in a manner that ensures delivery of quality education in the field of management and IT. The management provides for internal and external linkages and processes that facilitate achievement of objectives dictated by the mission and vision requirements and conform strictly to quality of governance expected of a centre of excellence in the field of professional education. The management defines the scope and gives direction to the activities in alignment with the vision and mission of the Institute.

Director:

Director is the CEO of the Institute and has overall responsibility of direction and control of all academic and administration activities involved in delivery of quality education. The Director of the Institute provides academic leadership by developing value-added courseware and curriculum in consonance with the market demand. He develops and retain competent faculty in various specialized areas and courses offered by the Institute. The Director strives for creation of additional

resources of revenue through consulting assignment, training and development and sponsored research.

Registrar:

Registrar of the Institute supervises and controls the finance and administrative functions. The registrar ensures that the assets of the Institute are properly managed and accounted for and exercises supervision and control over support services of the Institute including transport, canteen, mess, hostel, horticulture, housekeeping, maintenance, security, purchases and stores to enable the quality and conducive environment during the stay in the Institute.

HoD:

The primary role of HoD is to oversee the organization and conduct of the teaching and research work of the department accordance with the scheme prescribed by the University. The HoD ensure the balance of teaching load in the content of syllabi, each faculty member prepares and adheres teaching plan in the prescribed format by the teaching-learning process of the Institute. HoD periodically reviews the progress against teaching plan and takes such remedial measures as may be deemed necessary. The HoD plans, encourages and guides research work in areas of interest to the Institute and developmental activities for improving the competence level of the faculty.

Faculty:

The faculty members give their preference of subjects to be taught in every semester to their respective Head. They prepare Teaching plan , lesson plan, objective plan for the subjects allotted to them , lecture notes in hand written format, WBL, PPT slide-show based upon modern teaching methodology. They submit these to HoD before the reopening date of the semester. Answer sheets of sessionals tests are evaluated and their performance is analyzed by the faculty and remedial measures are also taken in consultation with the HoDs.

6.1.3 What is the involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission:**

The institution plan and implement activities aligned with a view to achieve the spirit of its mission, i.e., to provide quality education and opportunities for the all-round development of the students. To ensure this, the institution has accrued the required infrastructural facilities, intellectual resources and societal goodwill. Regular meetings are conducted by the top management and director to ensure the development and implementation of relevant

programmes and policies to meet the mission of the Institute.

Facilities like Wi-Fi campus, well equipped class rooms, centralized computing facility, sophisticated computer labs, sufficient number of printers, scanners, copiers, intercom facility, a well designed website, annually updated library are a few of the physical facilities for creating conducive environment for obtaining the mission of the institution. In addition to these, the institution assures clean environment, lush green compound and hosts a Health and Fitness Centre with outdoor and indoor sports. It strengthens the inner potential and emotional quotient of the students by organizing co-curricular, extracurricular and extension activities. The Institute is committed to create multi-skilled managers and IT professionals for industry and society by inviting reputed experts from industry and academia to acquire technical, communicative, soft interpersonal skills. Students are provided with an encouraging environment to participate in various competitions and events to encourage independent thinking and creativity. Students are provided with excellent opportunities to participate in on & off campus oriented events to present papers, business proposals, to deliver speech, and to take part in debate, super memory power contests. Through extension activities conducted by the committee of the institute, a sense of service and sacrifice among the students are inculcated. The institution also joins hands with leading industries through its I3P cell to fulfill the mission of the institution.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plans:**
The institute's strategic interventions are implemented to build top of the line faculty with theoretical expertise and practical wisdom, introduce system practices and processes benchmarked with the best in the class. The strategic plans are executed to build a strong coalition of forces with industry, academia and business to ensure the updated and valid content and delivery of education. The plans are to further build a strong network of academic institutions and industry to realize synergy in the delivery of education research and consulting services.

The institute is headed by Director and supported by Registrar to take care of all administrative aspects of institute and HoD to ensure operational efficiency of the institute supported by faculty members and non teaching staff members. The staff members formulates action plans for the implementation of these policies and programmes and ensures that the institution has the required

know how for the implementation of these policies and programmes. Institute has a decentralized mechanism of working and decision making through various operational committees and the committees are continuously working to ensure proper management and developmental issues falling into their domain. Any decision of the committee is further processed through proper channel to director for approval.

- **Interaction with stakeholders, through parents meet etc**
For holistic development of a student institute focus on developing relationships between student teacher and parents and hence institute has adopted an approach of institutional guardianship whereby every faculty member has been allotted a small group of students to work closely with each student and understand there issues both personal and professional and provide necessary solutions , to communicate students progress to parents and hold parent meetings if required to address to specific issues of a student, if any.

The institute is regularly interacting with its stakeholders through formal and informal means like online websites, alumni meet, online feedback system through ERP, parents’ meet conducted by institutional guardian, and inviting parents in annual institute’s events.

- **Students:**
The Director and HoD collects the inputs from the students formally and informally by interacting with them during Class Representative Committee and Toppers Academy meetings and during their stay in the campus. The institute has online feedback system, student grievance cell, and institutional guardian to collect academic and institutional feedback from students. Suggestion boxes are kept in the common area to express the students’ grievances freely.
- **Parents:**
The Management and Director invites parents during the events like fest, conferences, alumni meet, sports day etc to interact with them. The parents are also invited by the institutional guardians of their ward to appraise them with the progress of their ward in person. Departmental parent teacher meet is conducted regularly to understand parents’ expectations and their suggestions are recommended for implementation by HoD to the management.
- **Alumni:**
The Institute has alumni association which organizes annual

alumni meet and invite alumni for guest lectures and sharing their experiences with the students. The association also welcomes feedback and suggestions from our alumni for development of the Institute.

- **Employers – Industries:**
The T&P department and Industry Institute Interface Cell are fully functional in the Institute to follow the industry based standardizations and interact with the industries and employers to find out their expectations and experiences from our students.
- **Faculty and Staff:**
The Director and Top Management interact with the faculty members through Management Review Committee Meeting, HoDs Meetings, Management-Faculty Meetings, etc. The management welcomes and encourages the suggestions of faculty and staff members for the institutional development.
- **Institute – society:**
Institute society interaction is facilitated through extension committee and student cell to visit and work on society at large to develop social sensitivity to students through organizing and managing various social activities as an ongoing activity including- Sharda haats, medical camps, awareness camps, environmental campaigns etc.
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:**
The institute has various committees for analyzing the need arising out of the interactions with our stakeholders. The committees recommend their findings to the management and they make decision for procurement of the required facilities. The Top Management has allocated separate funds for the R&D activities. The R&D department provides assistance and support to the department and faculty to implement technical, social welfare projects, conducting sponsored FDP, workshops, conferences. The R&D department also financially assists and motivates faculties and students to participate and present research papers in the conferences organized by other institutions. The financially weak and meritorious students are supported by the management providing fee concession and assisting them to avail the scholarships from the State/Central Government and affiliating University as per their norms.

- **Reinforcing the culture of excellence**
The Institute always endeavors towards excellence by organizing FDPs, SDPs, seminars and conferences, in-house and outbound training programmes, Motivational sessions and concept of continuous improvement the kaizen philosophy in all processes of institute.
- **Champions organizational change.**
The Institute is committed to achieve its goal and become centre of excellence. It envisions its Vision, Mission and Quality Policy for the welfare of its stakeholders. Our stakeholders put their earnest effort to ensure and achieve our goals through thorough review processes in teaching-learning, training and development, placement, co-curricular and extracurricular activities. The Director invites suggestions from our stakeholders for quality education. The Advisory Council and Academic council undertake a feasibility study of suggestions prior to implementation of them. Recommendations in the existing policies and processes are brought about after a thorough discussion. The outcomes are properly disseminated to the stakeholders.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The following procedure is adopted by the institution to monitor and evaluate policies and plans:

- **Governing Board Meeting**
The Governing Board meeting held twice in an academic year. The Governing Board is essentially concerned with the strategic issues and provides superintendence over the management of the Institute in terms of the implementation of the policy and programs approved by it and the propriety of management decisions. The Board defines the scope, policies and gives direction to the activities of the Institute.
- **Advisory Council Meeting**
The Advisory Council Meeting is held at least once in a year with the Top Management, Director, Heads of the Departments, Registrar, Placement Officer, and Wardens. In this MRC Meeting, the status of implementation and effectiveness are discussed. The council monitors the quality and trend of education in the Institute and suggests measures to improve and intensify industry academic interface to the benefits of both.

- **Academic Council Meeting**

The council meets once in a month. It is concerned with monitoring performance in delivering quality education along with R&D activities by formulating and implementing the academic policies. It reviews adherence of academic calendar of events and initiates interventions if needed.

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

The Institute believes in participative management. The academic leadership is provided to all the faculty members by delegating decision making power to contribute their bit for fulfillment of mission and goals. Roles and responsibilities are delegated to all members of faculty under various committees along with their regular activities. This decentralization based responsibilities and decision making are provided for the betterment of administration and increase participation in the institutional activities

The core functions and role of faculty in different committees are mentioned below:

Table 6.1.5: List of Core Committees

Name of core Committee	Core Functions
Purchase Committee	<ul style="list-style-type: none"> ▪ Annual Requirement Planning ▪ Preparation of annual procurement budget. ▪ Purchasing according to delegation of power. ▪ Registration of vendors ▪ Follow up maintenance and insurance. ▪ Inspection and installation ▪ Inventory Management
Library Committee	<ul style="list-style-type: none"> ▪ Preparation of semester-wise and annual budget for the library. ▪ Selection and recommendation of books for purchase. ▪ Selection and recommendation for subscription professional journals, periodicals, magazines and newspapers. ▪ Evaluation and recommendation of book suppliers for inclusion in the approved panel at the beginning of the academic session every year. ▪ Laying down library policy, rules and regulations and exercise overall control. ▪ Supervision over the functioning of library services. ▪ Helping in creation of linkages and networking with other libraries in the area of interest. ▪ Ensuring compliance of AICTE norms relating to library services

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Placement Committee	<ul style="list-style-type: none"> ▪ Setting of training & placement objectives ▪ Organization of placement committee ▪ Budget preparation ▪ Preparation and updating of database of prospective employers and ▪ Schedule of activities ▪ Resumes database preparation ▪ Students' presentation in industries ▪ Design & preparation of brochure ▪ Procedure of follow-up with the industries is to be made
Disciplinary Committee	<ul style="list-style-type: none"> ▪ Preparation of rules and procedure, ▪ Issuing regulations from time to time for maintenance of proper discipline by the students within and outside the campus, ▪ Monitoring the working of various aspects of the institute for maintaining proper order and discipline and recommending corrective measures, ▪ Taking swift action whenever a breach of discipline occurs, ▪ Recommending to the director for punitive action against parties responsible for the breach of discipline on receipt of complaint(s) or where no complaint is received, suo motto action shall be taken, whenever warranted, ▪ Advising the director, from time to time, about the disciplinary situation at the institute and its hostel(s) and other facilities,
Finance & Budget Committee	<ul style="list-style-type: none"> ▪ Preparation and approval of budget. ▪ Supervision of all receipts and their banking. ▪ Formulation of expenditure rules and procedures. ▪ Supervision and maintenance of proper accounts and periodical financial reports and year-end financial statements. ▪ Appointment of the external as well as the internal auditors. ▪ Evaluation of audit reports and taking actions on deficiencies pointed out by the auditors. ▪ Filing of necessary tax returns and compliance with tax-rules.
House Keeping Committee	<ul style="list-style-type: none"> ▪ Cleanliness & beautification of campus ▪ Classroom & MPH management ▪ Teaching aids & stationary ▪ Notice board maintenance with record keeping ▪ Peons duty

Research Committee	<ul style="list-style-type: none">▪ Undertaking all such activities that create a climate conducive to research at the campus.▪ Considering and recommending, if justified, financial, academic and infrastructure support to the faculty members who wish to take up a research project in their area of interest.▪ Securing sponsored research projects and allot the same to appropriate faculty members with the approval of the Director.▪ Securing consultancy assignments from industry and recommending allocation to the faculty.▪ Contacting with industry needing training and development support and arranging in company and campus based programs.▪ Undertaking any other activity that the committee feels appropriate in furtherance of research effort.
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6.1.5 How does the college groom leadership at various levels?

The institute provides various forums and platforms for faculty, staff, and students to develop leadership by giving them opportunities and portfolios of areas/activity. Some of them are as follow:

- Program Chairperson
- Activity Chairpersons
- Student Placements Coordinators
- MDPs and Consultancy
- Student Affairs
- Alumni Affairs
- Examinations In Charge
- Library Committee
- Research & Development Committee
- Discipline Committee,
- Women Welfare Committee
- Admissions Coordination,
- Anti-Ragging Committee, and
- Hostel Wardens.

In addition faculty members are also involved in task forces for specific purposes such as Accreditation, Curriculum and Pedagogy Review, Academic Manual, Convocation etc.

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

The Institute functions on the participative management model. The institute delegates authority and provides operational autonomy to the departments of the institution by forming various committees. Thus the activities are performed in decentralized way. The Director is responsible for all the institutional level activities.

The HoDs take utmost care and accountability for planning and implementing the regular classes, tests and sanctioning leave to department staff and students. HoDs depute the Controller of Examination to coordinate of Internal Assessment Examinations, Department Association, Placement, Research and Development, In-charge for Department Library, Coordinator for Enterprise Resource Planning, In-charges for Laboratories, Class Representatives, and Coordinator for Admission. HoD prepares academic calendar consisting of all academic, co-curricular and extracurricular activities and festive holidays as per guidance of affiliating University for their respective departments. The college administration is decentralized to ensure the quality of educational provisions. Every member of the administrative staff is given charge of specific sections. The Registrar supervises and coordinates the functioning of the accounts section, purchases, student affairs and administration and is accountable to the head of the institution. The responsibilities of taking appropriate steps to ensure qualitative teaching and preparing the students to face the challenges of the modern world lie with the heads of the departments. They also manage their departmental work with the cooperation and assistance of their staff members and maintain departmental stock registers and other documents. Committees comprising teachers from different departments coordinate and conduct various activities and events in the institute. The administration is decentralized for all academic activities. This paves way for the sharing of duties and responsibilities, binding all stakeholders in a positive interaction and building good human relations.

6.1.7 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Yes. The college promotes a culture of participative management, in which faculty members, staff and students at all levels are encouraged to contribute their ideas and view points on institutional objectives, goals, and other decisions that may directly affect them. The director regularly meets and discusses issues pertaining to the effective management of academic as well as administrative matters.

The institute operation and decision making is decentralized to working committees viz. research committee, lab and library committees, extension committees, student cell, grievance redressal cell, career and self development, examination cell headed and managed by various faculty members. The role of director is advisory and approval authority.

The organization understands the importance of a strong relationship among the faculty members, staff and students, and the stakeholders. The innovative ideas, opinions and suggestions from the faculty members, staff and students are appreciated and incorporated in the decision making process.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the Institute has formally stated quality policy. The Quality Policy has been well articulated and form a part of the Institute's manual. The Institute believes that the quality of the education is defined in terms of customer needs should be the purpose of all our efforts. The quality policy of the Institute is framed to transform the students into self-disciplined, skillful, sensitive, responsible and self-motivated, self-driven professionals to perform well in their career and become a good citizen for the society.

Quality Objectives:

- To continuously scan the needs of the industry and business and reorient our course curriculum to accord with the changing needs.
- To create, maintain and upgrade our infrastructure, faculty and other resources to be on par with the best in the country.
- To benchmark the processes of education with the best in 'best in class'
- To create linkages with perspective employers with a view to facilitate placement through campus selection
- To create necessary environment and backup services for undertaking research and consulting assignments
- To create a global network of academic institutions to facilitate faculty exchange and credit transfer

A number of measures have been initiated by the Institute to disseminate and implement quality policy which includes the following:

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- Incorporating the intent in formally laid down and well articulated teaching-learning processes
- Rigorous implementation and monitoring of the process
- Dissemination of the central message of the policy through FDP
- Monitoring the quality through feedback from different stakeholders

Development:

- The quality policy is developed by top level management. The objective of developing quality policy is to ensure the stakeholder about the established processes of imparting quality education. It is developed in consultation with the stakeholders like Alumni, Parents and Students etc.

Driven:

The Institute is committed to impart quality education by creating frontiers of knowledge and top of the line management and IT education for the students to make them succeed in their professional life. The quality policy is driven by the following:

- Providing excellent infrastructure facilities
- Promoting value based quality education with ethical values
- By establishing strong network with the industry
- Facilitating and creating employability skill for all students
- Encouraging students for utilizing library and lab facilities to its fullest
- Creating Academic Council for effective monitoring of teaching learning processes
- Providing qualified and experienced top of the line faculty from industry and academia
- Through sports and various academic activities, the students are prepared to face their professional challenges.
- Encouraging students to deliver their creative and innovative ideas in annual events like fest, conferences and various competitions

Deployed:

The Director and HoDs strictly and effectively implement and monitor the teaching learning process and checks the adherence on the basis of quality parameters. It can be deployed in the areas of

- Academic merit is given priority in admissions even though reservation is maintained as per rules.
- Implementing and adhering the quality policies
- Conducting examinations as per the schedule and strictly following affiliating University norms
- Creating conducive learning environment for the students and

faculty.

- Encouraging faculty to upgrade their knowledge and skills through Faculty Development policy.

Reviewed:

Our quality policy is to continuously strive for the comprehensive development of the faculty members and student community of all caste, creeds and colors with special focus on academic excellence, personality development and social orientation. Continuous appraisal of the performance of the students, teachers and administrative staff is done regularly by the Academic Council and Management Review Meetings. The quality of education and facilities are audited periodically and necessary measures are taken to further improve the processes and facilities. The quality aspects of the Institute are further audited by Apex bodies including AICTE and affiliating University through Compliance Reports. The feedback and suggestions of stakeholders are well received and noted for reviewing the quality policies.

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

Yes. The Institute has a perspective plan for development which is developed jointly by Board of Governors, Advisory Council and Academic Council constituting top management, Director, HoDs, senior faculty members and the professional from industry and academia. These councils set the goals and targets to be achieved by the Institution. The institution's perspective plans are as mentioned below:

- Improving teaching learning process further to achieve University rank within top five
- Encouraging faculty members for industry based consultancy
- To become research centre and start finishing schools for upgrading the technical and managerial skills among UG and PG students
- To attract the talented students in our Institute from different parts of the nation
- To expand the Institute by introducing new integrated and dual degree PG courses
- To sign MOUs with leading industry and academia for technical and managerial skill enhancement and exchange programs
- To establish incubation centers for promoting and providing hands-on-experience on live projects and financially support to the students
- Establishing Centre of Excellence in all departments on emerging

technical and managerial practices

- Extending services to the society through new and innovative extension activities
- To obtain accreditations from NAAC and NBA

6.2.3 Describe the internal organizational structure and decision making processes.

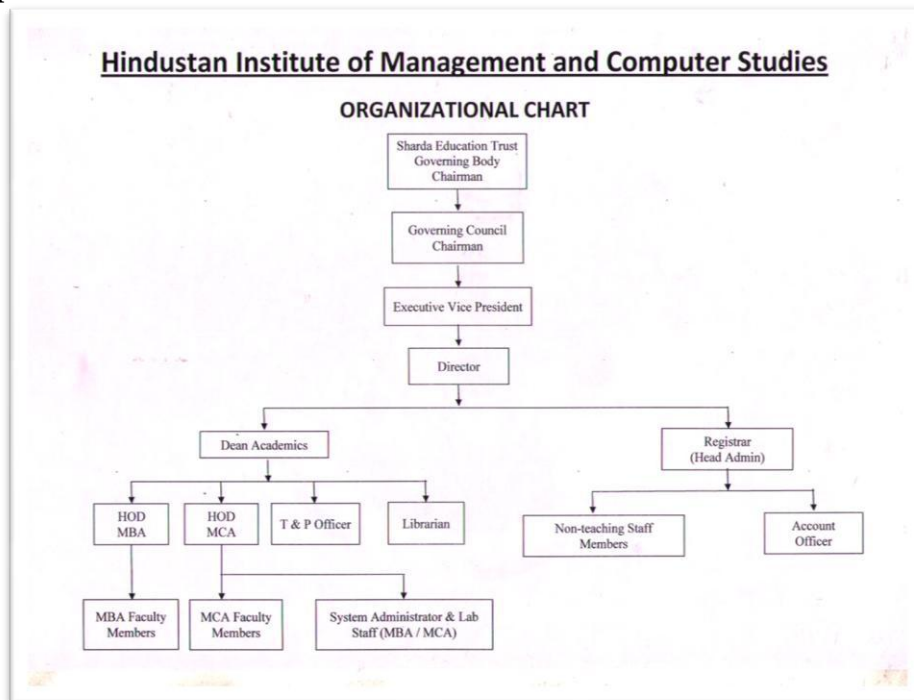


Fig. 6.2.3 : Organizational Structure of the Institution

Decision Making Process:

The Institute conforms to the norms of the affiliating University and AICTE. The councils functioning in the Institute make all strategic decisions to ensure best in class infrastructural facilities, top of the line faculty and experienced staff members for creating conducive learning environment of study during the stay of the students in the campus.

The Director in consultation with HoDs and Registrar manage the academic and administrative activities. Well established Online Performance Appraisal System is functioning in the Institute for faculty and staff members. The performance of the faculty and staff is captured from the Appraisal System and after analysis the report is sent to the competent authority. The competent authority makes decisions for remedial measures to improve the performance of the faculty and staff.

HoDs make provisions to keep the academic processes intact and take the corrective measures to control and align the processes as per the

quality policy, norms of the University and policies laid down by the management. They always strives to mould the students with the State-of-the-art technology and managerial processes to make them excel in their career, to achieve high ethical and professional standards through effective teaching-learning processes, to maintain strict discipline in the department and collect the feedback about studies of the students through Class Representative Committee meeting and faculty meetings. The remedial measures are taken if needed. Disciplinary Committee deals with the indiscipline incidences in the campus The registrar execute all administrative activities like students' Institute fee, hostel fee, mess fee or any bill passed by the department, staff leave applications, service register, EPF, Tax maintenance, Daily cash transaction etc. The Registrar submits reports and provides information to the director time to time.

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

• **Teaching & Learning:**

Teaching Learning processes cover the entire spectrum of activities that are involved in the delivery of education. The teaching – learning process involves the following steps:

➤ **Curriculum Design:**

- Analyze the syllabus prescribed by the University with reference to the needs of the students and the industry
- Decide on the value added courses to make up the deficiencies of students to follow the subjects to be taught and the additional inputs required by the market.
- Discuss with faculty the most appropriate methodologies for course delivery in the form of lectures, case studies, seminars, workshops and conferences during the faculty meetings.
- Place the curriculum so designed for consideration and approval of the Academic Council.
- Academic Calendar is formed in consultation with HoDs of the department, Director and Registrar.

➤ **Allocation and Drawing up of Time Table:**

- HoD request faculty members to indicate their preferences for subjects in concerned semester and make final allocation keeping in view the preferences indicated by the faculty members.
- Balance the load on individual teachers to the extent possible through the help of load charts.

- Identify any external faculty required due to non-availability of required specialization in house or because of excess loading.
- Take into account preference of time slots in drawing up the time table.
- Seek approval of the Director before notifying the time table.
- After approval, drawing up the timetable for classes

➤ **Internal Assessment:**

A total of 50 marks in sessional in each subject as per the norms of University are allotted on the following basis: -

- 30 marks awarded on the basis of formal internal tests taking average of best two out of three
- 10 marks in each subject to be awarded by the faculty in accordance with the attendance criterion specified in the students manual
- 10 marks are allocated in each subject on the basis of teachers assessment, quizzes, tutorial and assignments

➤ **Tutorials:**

Tutorial classes constitute an important part of educational process of the Institute and involve following activities:

- Each faculty member prepares tutorial sheets consisting of 5-10 numerical problems based on the concepts taught in the class either in the beginning of the semester or as the course progresses.
- Tutorial sheets are distributed to the students in the class
- Students are required to solve the problems in the tutorial class and discuss with the faculty any difficulty encountered.
- A list of projects is displayed at the notice board within two weeks of the commencement of the semester along with names of the project guides.
- Each student selects a project in consultation with the project guide and notifies the Head of the Department about the choice.
- Care is taken to ensure that not more than four students select the same project
- If the number of students is more than one, the student securing highest marks in the immediately preceding semester is nominated as the project leader.
- Close monitoring is maintained by the project guide to ensure that any difficulty faced by the students at the conceptualization or any other stage is expeditiously removed and the project is kept on schedule.
- On completion of work on the project, three copies of the Project Report are prepared and two copies are submitted to the HOD after approval of the project guide.

- One of the copies submitted to the HOD is sent to the external examiner for evaluation.
- The objective of the project work is to demonstrate that the student has acquired skills in the diagnosis of the problem, identification of causative factors, formulation of possible solutions, evaluating their relative effectiveness and selecting the best possible solution.
- **Supplementary Processes:**
 - **Co-curricular activities:**

At institute level a number of co-curricular activities are organized in which students are expected to participate. The activities are aimed at providing opportunities to the students to develop a complete professional personality. There is a wide spectrum of such activities, which include:
 - **Seminars:**

Seminars on course-related subjects and other relevant fields of study are arranged using the following resources:

 - External Experts
 - Internal Faculty
 - **Workshops:**

The Institute invites academicians and corporate professionals from other institutes and companies to conduct workshops on current topics at regular intervals for MBA and MCA students.
 - **Debates and Quizzes:**

Debates and quizzes constitute an integral part of special activities organized on every Saturday. The main objective is to provide a platform to the students to sharpen their inherent talents and make them competent to handle unstructured situations in their lives as professionals. The debates help the students to develop skills of organizing and expressing their thoughts logically and with confidence. The quizzes are designed to inculcate the habit of continuously upgrading their general knowledge and consult material on subjects of interest to them to enable them to remain on the cutting edge of new developments.
 - **Mock Interviews:**

Mock interviews simulate the real life situation and are in the nature of preparing the students to face job interviews with professional confidence and conviction. Each student is evaluated on relevant parameters such as the attitude, subject knowledge and communication skills including body language.

➤ **Industrial Projects:**

Projects are to be undertaken by the students as per the requirement of the syllabus. Project guides provide help and directions to the students at various stages of the project.

➤ **Guest Lectures:**

As a part of academic activities, eminent professors and professionals are invited periodically to interact with the students and share their thoughts and experiences with them. Guest lectures are organized in a semester according to pre decided schedule. Such lectures not only expected to give an opportunity to the students to learn from the people of eminence but also to develop a network of contacts for their professional life. In addition to their value as an enriching learning experience, such exchanges also improve academia industry interfaces and help create a greater potential for placement of students.

➤ **Extracurricular Activities:**

▪ **Students Counseling and Guidance**

All students on the rolls of the Institute are divided in to groups of 20 and a faculty member is assigned to each group as a tutor. The main responsibility of the tutor is to closely monitor the progress of each student under his charge and counsel him on any problem or difficulty he/she may have in coping with demands of the campus life. The tutor is, in effect, the local guardian and hence he is concerned with the welfare of the students under his care till they complete their course.

➤ **Activities related to professional societies:**

Students of MBA and MCA are expected to form the following clubs to engage themselves in professional activities relating to their areas of specialization:

- Finance Club
- Marketing Club
- HRM Club
- Information Technology Club
- Computer Application Club

The main objectives of these clubs are to promote the spirit of fair competition, assume leadership roles, interact with professionals in the field and work towards realization of their potential as managers or computer professionals. Faculty members from the respective disciplines are available to guide the activities of these clubs but the real responsibility is borne by the students. The names of these clubs are left to be decided

through creative application of the talents of the students themselves. The events to be organized under the aegis of these clubs are generally incorporated in the calendar of events.

➤ **Alumni Activities:**

The Institute provides infrastructure and organizational support for activities connected with the enrollment to Alumni Association, maintenance of database and periodic interaction with alumni. The Association organizes functions to bring together the Institute's alumni and foster a family feeling. The interaction with alumni inspires students to strive for levels of excellence they see in their more successful alumni. Alumni activities also strengthen the professional network of the students and the Institute.

➤ **Entrepreneurial Development:**

The Institute provides impetus to make students entrepreneurs rather than solely rely on employment. To this end, the Institute provides incubator facilities to the students in collaboration with the concerned state agencies and the banks. The Institute also invites successful entrepreneurs to the campus to share their experiences with students and inspire them to start their own ventures after completion of their studies.

➤ **Cultural and Sports activities both within and outside:**

The institute has various cultural and sports clubs headed by some students and guided and trained by faculty members. The cultural and sports secretaries organize various intra and inter college contests and meets to showcase and project the talent of the students in the diverse fields of music, drama, cricket, table tennis, football etc. These competitions help to develop an atmosphere of camaraderie and healthy rivalry between the students of various institutions.

➤ **Outbound Training Programmes:**

The institute also organizes educational trips and fun outings to various places. These help to mould the students socially and give an all round development to their personalities, as well as give welcome breaks from the daily grind of the rigorous academics of the institute.

● **Research & Development**

- The Institute draws up annual plan and budget for Research & Development
- Maintain effective liaison with the collaborating industries and businesses

- Consider requests from faculty for research and development projects
- Secure and allocate consulting and research projects/assignments to faculty members
- Monitor the progress of research and development activities
- Continuously search for new opportunities for collaborative research and development
- Undertake any other activity that creates an ambience of research at the campus

- **Community Engagement**

Community orientation is a fundamental principle closely followed by the institute. The Institute has adopted a tribal village Pingri and supports it in different ways. Programmes like field visits, organising road safety awareness camps and blood donation campaigns are a few of the activities of the Institute. The Institute conducts blood group identification camps every year, and keeps a registry of blood donors, and provides blood to the blood bank and to the needy as and when required.

- **Industry Interaction**

The Institute fosters a culture of industry friendliness and creates opportunities for strong interaction of students with industries through I3P Cell. The Career Guidance, Training and Placement Cell conducts seminars and workshops in which different industries interact with our students and thus the students get a feel of the demands of the outside job market and the skills they have to develop. Industries also conduct job recruitment drives in the campus and also provide career seminars in association with the Institute.

- **Human Resource Planning**

We view faculty as the core of our being; repository of our core competencies and values. The Institute look to young, talented and vibrant individuals suffused with values and commitment of a preceptor. We value and encourage those who are into teaching because their heart into it. We expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence. We seek those who are passionate about teaching and promote overall development of students as good citizens.

In pursuance of our HR policy, we lay down, hereunder, our recruitment, development and promotion policies:

- **Recruitment Policy:**

- We select the best among the available candidates through a selection process formally laid down under the service rules of the Institute.
- Our job specifications and compensation package conform to or exceed the norms laid down by AICTE in respect of various levels of the faculty.
- We assign appropriate weight to the experience in the industry in making selection to faculty positions
- Aptitude and passion for teaching are preferred attributes besides other competencies as a teacher.

- **Development Policy**

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of faculty members as a formally mandated requirement in the process of management of the Institute. We have accordingly laid down the following requirements:

- Faculty members recruited at the induction level without any prior teaching experience will undergo a training program at the Faculty Training Institute, Greater Noida, for a period of six months. Their absorption in the regular cadre will be contingent on successful completion of training.
- Every faculty member shall be sponsored to at least one national or international conference per year to present a paper on the subject of his interest.
- Every faculty member shall be encouraged to publish at least one paper in of the referred journals and the time spent on the effort will be given credit in the calculation of teaching load.
- Study leave will be available to those who wish to pursue higher education in the areas of their interest and a provision to this effect has been made in the service rules of the Institute.
- Faculty members will be encouraged to undertake sponsored research and consulting assignments as a part of their work assignment.
- Faculty members will be required to participate in and also organize Quality Improvement Programs under the auspices of AICTE.
- Faculty members will be encouraged to guide research scholars as a part of their academic work.
- Faculty members will be expected to develop effective interfaces with the industry and business with a view to case writing and formulating theories from the best practices from the real world of business.

- **Promotion Policy**

The primary objective of promotion policy of the Institute is to identify and promote faculty members on the basis of inter se merit assessed through a rational and fair criterion of merit.

Promotion will ordinarily be considered against a vacancy arising out of retirement, resignation or promotion of a member or because of expansion of the regular establishment. Exception to above norm can be made to promote a member of a truly outstanding merit

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

All the committees and cells functioning in the Institute report the success or failure and other relevant information to the Director of Institute. The Director passes the information to the top management and other stakeholders through review meetings. The feedback received from the stakeholders also serves as a source of information for future improvements. The department heads prepare consolidated reports on feedback of different activities received from stakeholders and forward to the director for remedial measures.

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

The Institute believes in participative management of academic and non academic activities. This is achieved by performing the activities through delegating authority and responsibility to different committees and chain of command. Every event of the Institute is conducted by the committees consisting of faculty, student, and staff thus improving the effectiveness, efficiency and their knowledge and understanding. The Management plays an important role in motivating the faculty for academic progress and efficiency. The faculty members are encouraged to participate and organize seminars, workshops, conferences and engage in research works. Faculty members are given periodic training to improve their performance. The power of decision making lies with various committee members and chairpersons.

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

The Board of Governors strives to mould the faculty and staff to effective and efficient implementation of perspective plan of actions in

quality, academic and non-academic levels through council meetings. Resolutions are made by the Council for continual improvement in teaching-learning, quality of education, and providing top of the line infrastructure facility, upliftment of the students, community and the society. The resolutions made by the Management for the Institute are extending of social services in terms of number of activities, faculty association with the industry through consultancy, signing of more MOUs with the leading industries, establishing incubation centers to promote earning while learning, expanding the quality and quantity of the courses by introducing new integrated and dual degree courses, becoming center of excellence, establishing finishing schools and applying for autonomous status.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?

Yes. The affiliating university makes a provision for according the status of autonomy to an affiliated institution. However we are planning to acquire this status.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institution ensures that grievances / complaints are promptly attended to and resolved effectively with a mechanism to analyze the nature of grievances for promoting better stakeholder relationship. The Institute has a fully functional Disciplinary Committee, Anti Ragging Committee and Grievance Redressal Cell to attend and resolve grievances and complaints. The suggestions Boxes are placed in all the important places inside the Institute Campus which are periodically monitored and redressed by the Registrar, HoD and Director. The complaints are attended and sorted out according to the gravity and remedial actions are suggested. An initial enquiry is setup by the respective committee with the individuals involved in the complaints. The enquiry reports along with the corrective and preventive actions are submitted to the Director. The Director takes the necessary actions as suggested in consultation with the HoD and Registrar. The action-report related to the complaint will be delivered to the individual and notification to this effect is published and displayed on the Institutes’ notice boards. Information about the complaint and the action taken to correct and prevent such kinds of incidences are reported to the Top Management by the Director.

6.2.9 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, there are no instances of any court cases filed against the Institute.

6.2.10 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

Yes, the Institute strongly fosters feedback mechanisms as a process of improvement and development. Student feedback is done through Online Feedback System “WEBSIM”. The components of the questionnaire include the infrastructure facilities in classrooms, laboratories, library, computer and Internet centers, hostels and playground, supportive facilities like canteen and bank, academic and administrative service from teaching and non-teaching staff, usefulness of co-curricular, extra-curricular and extension programmes.

The feedback data is analyzed by the feedback system and the consolidated report is sent to the Director and HoDs. The feedback report is shared to the respective faculty members by HoD and Director. The feedback report serves as yard stick to analyze the performance and enables the institution to retain the best practices and to identify the processes that need enhancement.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The institute is committed to develop the professional skills of its teaching and non teaching staff. The institution has a belief that learning is a continuous process. The training and development of faculty members is a mandate requirement in the process of management of the institution.

- Faculty members recruited at the induction level without any teaching experience will undergo a training program
- Every Faculty member shall be sponsored to at least one national or international conference per year to present a paper on the subject of his interest.
- Faculty members are encouraged to publish at least one paper in the referred journals national or international and the time spent on the effort is calculated in the teaching load.

- Faculty members are encouraged to undertake sponsored research and consultancy assignments.
- Faculty members are encouraged to guide research scholars as a part of their academic work.
- Faculty members are expected to develop effective interfaces with the industry and business with a view to case writing and formulating theories from the best practices from the real world of business.
- Besides this the institute regularly organizes FDP and STP for its faculty and staff for its development. (The details are enclosed in HR policy of SGI)
- Most of the teaching staff has both national and international membership in professional bodies like NHRDN, AIMS, Psycho-linguistic Association of India, and Indian Society for Training & Development etc.

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

The institute believes in creating independent units of working hence different committees has been constituted to facilitate smooth functioning of the institute and also to empower its faculty for different roles and responsibilities. The institute has various committees which are functional and facilitates smooth functioning of the organisation. The different committees operational in organisation are:

Table 6.3.2: List of Committees

S. No.	Committee Name	Roles	Faculty Names
1	Academic Council	Chairperson	Dr. Naveen Gupta
		Member Secretary	Dr. Siddharth Verma
		Members	Mr. N.K Mishra
			Dr. Abhilasha Singh Mrs Riju A Singh
2	Proctorial Board	Chairperson	Mr. Kapil Choudhary
		Member Secretary	Mr. Vivek Tripathi
		Members	Mr. Tejinderjeet Singh Dr. Yogita Narang Dr. Siddharth Verma
3	Placement Cell	Coordinators	Mr. Tejinderjeet Singh
			Mr. Vivek Tripathi
			Mr. Prashant Sharma

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4	Publications	Editorial Board	Dr. Naveen Gupta
			Dr. Siddharth Verma
			Dr. Sheetal Sachdeva
5	Industry Interface	Coordinators	Lt Col N P Singh
			Mr. Shantanu Sahu
			Mr. Kapil Choudhary
6	Extension Activities	Chairperson	Dr. Abhilasha Singh
		Member Secretary	Mr. Tejinderjeet Singh
		Members	Ms. Riju A Singh
			Dr. Sheetal Sachdeva
			Mr. Tahir Husain
7	Personality Development Program	Coordinators	Mr. Rahul Khandelwal
			Mr. Akhilesh Chandra
8	Marketing Hub	Faculty Coordinators	Mr. Vivek Tripathi
		Think Tank-Student Coordinators	Mr. Rahul Khandelwal
			President: Surmeet Kaur
			Vice President: Ankur Gautam
			Member: Kanchan Handa
			Member: Rahul Kumar
Member: Neelima			
9	HR Club/CSCD	Coordinators	Mr. Shantanu Sahu
			Dr. Yogita Narang
10	Finance Club	Coordinators	Ms. Tanu Marwah
			Dr. Siddharth Verma
11	IT Club	Coordinators	Mr. Akhilesh Chandra
12	Res. & Dev. Committee (RDC)	Chairperson	Mr. N.K Mishra
		Member Secretary	Ms. Riju A Singh
			Mr. Tejinderjeet Singh
			Dr. Siddharth Verma
13	Library Committee	Chairperson	Lt Col N P Singh
		Member Secretary	Mr. Tahir Husain
			Members
		Mr. Akhilesh Chandra	
14	Lab Committee	Chairperson	Mr. N K Mishra
		Member Secretary	Mr. Kapil Choudhary

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		Members	Mr. Akhilesh Chandra Mr. Rahul Khandelwal
15	Media & Public Relation Committee (MPRC)	Chairperson	Dr. Abhilasha Singh
		Member Secretary	Mr. Akhilesh Chandra
		Members	Mr. Shantanu Sahu
			Mr. Brijesh Gupta Ms. Swatee Saxena
16	Women Welfare Committee	Chairperson	Dr. Sheetal Sachdeva
		Member Secretary	Ms. Tanu Marwah
17	Cultural Committee	Chairperson	Dr. Yogita Narang
		Member Secretary	Ms. Tanu Marwah
		Member	Ms. Swatee Saxena

The details of Training program are:

S No	Training programmes/ Workshops	Resource Person	Date
1	Training Programme for PDP trainers	Prof. K. K. Malviya	21 st August 2010
2	FDP – Leadership Challenges in Academic Career	Dr Naveen Gupta	21 st December 2010
3	Staff Development Programme SGI	Dr Naveen Gupta	10 th January 2011
4	MDP for corporate	Dr. B L Dubey	11 th & 12 th February 2011
5	Training Session 2 Days on “Being Young a tool for managerial success”	Jay Shukla	11 th April 2011
6	FDP- Projective Techniques	Dr. B L Dubey Dr. Naveen Gupta	10 th -11 th April 2011
7	Workshop on Case Study & PDP	Mr. Abhishek Nanda	21 st April 2011
8	Training for trainers	Dr. B L Dubey & Dr. Naveen Gupta	11 th -12 th May 2011
9	MDP at JK Cement	Dr. Naveen Gupta	16 th -17 th May 2011
10	Training Programme on Conflict Handling for Judges of Agra (District	Dr. Naveen Gupta	8 th Jan, 2012

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	Judge Shri Zaki Ullah Khan was the Chief Guest)		
11	Industrial Seminar in association with NCIC AGRA, AFMEC and ADC	Prof. Mukesh Chaturvedi Prof. Kuldeep Sharma, Bimtech	22 nd Jan, 2012
12	Outbound Training Programme at Akshay Patra, Mathura	Dr. Naveen Gupta	4 th Feb, 2012
13	Training Programme for Company Secretaries 3 Training conducted	Dr. Naveen Gupta & Dr. Abhilasha Singh	2012
14	Training for Rotary Club	Dr Naveen Gupta	11 th April 2012
15	Training on Personality Mapping in Pacific Institute, Udaipur	Dr Naveen Gupta	14 th April 2012
16	Workshop for 12 th students in Peters	Dr Naveen Gupta	18 th April 2012
17	Training for supporting staff AEC	Dr Naveen Gupta	4 th & 6 th August 2012
18	Staff Development Programme for Supporting staff of UPSRTC	Dr. Naveen Gupta	18 th August 2012
19	Workshop on Sociometry	Dr. Jyoti Kulshreshtha	October 2012
20	MDP on Competency Building for Effective Leadership	Dr. Naveen Gupta	7 th & 8 th December 2012
21	Workshop on FINANCIAL ISSUES AND PORTFOLIO MANAGEMENT	Dr. Parag Gautam, Finance Education Programme, SEBI	September 2012
22	Training for India Post	Dr Naveen Gupta	8 th & 9 th Feb 2013
23	Workshop on Latex		17 th & 18 th Feb 2013
24	Workshop on Premarriage counseling Personal and Professional life balance	Dr Naveen Gupta	1 st March 2013
25	Workshop on Making of an MBA	Dr. Naveen Gupta & Nishant Khandelwal	22 nd April 2013

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26	Workshop on Teaching learning process 2013	Prof. Lodha, V K Sharma, Mr. Pradeep Mahtha, Prof. Naveen Gupta & Faculty of SGI	13 th August 2013
27	Workshop on “Relevance of management education in the presence scenario & the strategy that needs to be adopted by the students & educators to improve employability”	Dr. Rakesh Premi	26 th August 2013
28	Training at Udaipur	Dr. Naveen Gupta	23 rd -25 th Sept 2013
29	Summer Training Project Presentation		23 rd Sept 2013
30	Workshop on Branding	Prof. Parvez Talib	26 th Nov 2013
31	Training on Behavioral Issues in Raman Laal Shorawala School, Mathura	Dr. Naveen Gupta & Dr. Abhilasha Singh	6 th Dec 2013
32	FDP on Role of Academic Leadership in meeting Institutional Challenges	Dr .Naveen Gupta	4 th Jan 2014
33	FDP on 2nd Phase of Role of Academic Leadership in meeting Institutional Challenges	Dr .R P Singh , J K Cement and Dr Naveen Gupta	13 th Jan 2014
34	Workshop on Tax Planning and Management	Mr. Parag Gautam	20 th Feb 2014
35	FDP on Case Writing	Dr Salma Ahmad, Aligarh	13 th April 2014
36	Soft Skills Training Programme For Enhancing Employability	Dr Naveen Gupta , Prof V K Sharma, Dr Chinu	9 th June 2014
37	Staff Development Programme For SGI & Corporate Agra	Dr Naveen Gupta	23 rd July 2014
38	Soft Skills Training Programme for Enhancing Employability	Dr Naveen Gupta	9 th -27 th June 2014
39	Life Skills Training Programme for students of Patrick’s School Agra	Dr Naveen Gupta	4 th Aug 2014

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40	Launching of PAT Training Programme at Sadar Railway Station	Dr Naveen Gupta	15 th Aug 2014
41	TDP for Patrick's School Agra	Dr Naveen Gupta	16 th Aug 2014
42	FDP on Rejuvenating Organization Culture through OD Interventions (Phase II) & Review of Psychoanalytical Theory & Application of Transactional Analysis in Organizational Context	Dr. Satyadhar Dewvedi, Mr. Lalit Kumar, Ms. Kiran Srivastava, Ms. Preeti Gupta	21 st Jan 2015
43	Entrepreneurship Programme by Rural Ministry Govt. of India	Ms. Garima Khanna & Mr. Fahim Khan	23 rd Jan 2015
44	MDP on Organization Behavior & Managing Workplace Relationship	Dr B L Dubey and Dr Naveen Gupta	2012
45	LTA training Programme for Auto Drivers Of Agra Cant to boost tourism and Hospitality	Dr Naveen Gupta	09 th September 2014
46	Training Programme for Judicial Officers on "Conflict Handling & Competency Building"	Dr Naveen Gupta	8 th January 2012
47	Workshop on "Self Development and Culture Change Initiative "for European Students"	Dr. Naveen Gupta	21 st August 2013
48	NSDC Training for Call Center	Tejinder jeet Singh	10 th June 2014

Besides this annual performance appraisal system incorporates training, roles and responsibilities undertaken as an important dimension of appraisal. The parameters considered are

- Students Feed back
- Performance Of students In the University
- Peer Feedback
- Evaluation by HOD including contribution to R & D
- Self Appraisal

Faculties are entitled to be sponsored for Training Programmes, Paper Presentations in conferences, Attending Seminars, Workshops, and

Quality Improvement Programme etc.

Faculty is encouraged with benefits like gratuity, PF and for acquiring higher educational qualification.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The institute has a well defined system of performance appraisal which is carried out annually both for Faculty and staff. There institute has a planned system and format for faculty and staff.

Appraisal System for Faculty

The institute follows 360 degree appraisal system. The College has adopted a mandatory Self-Appraisal Method to evaluate the performance of the faculty in teaching, research college responsibilities. At the end of the academic year every teacher is given a Composite Performance Indicator (CPI). The form requires the teacher to give his/her self-evaluation of the academic, co-curricular and extra-curricular work done during that year. It also requires the teacher to enumerate the papers presented a conferences, seminars, refresher courses and orientation programmes he/she has attended. The report to be filled in by each teacher is also evaluated and it analyses the duties performed with respect to lectures completed as per the teachers planned lecture schedules, lectures taken. The system of appraisal is so well defined that it incorporates all parameters and stakeholders. The parameters in Performance evaluation of Faculty are

- a. Students Feed back
- b. Performance Of students In the University
- c. Peer Feedback
- d. Evaluation by HOD including contribution to R & D
- e. Self Appraisal

The appraisal report of the faculty is submitted to the Director through the respective heads of the departments.

The feedback of students is taken every semester and the feedback is communicated to the Faculties through the head of the department or the Director of the institute.

The transparency of the system is maintained by providing feed back to the faculty through the Head of the Department or the Director.

Appraisal System for Staff

The appraisal of the staff is also done annually by their head on

different parameter to assess skill development (15 dimensions) and attitudinal development (5 Dimensions). After the appraisal the feedback is communicated.

The feedback is communicated to the teachers and staff so that they may make necessary improvements in their performance (Detail Format is available).

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

The management plays a dynamic role in the performance appraisal of the faculty. Student's feedback is taken and analyzed every year and the essential steps initiated. The parents are also involved in the feedback system. During counselor/mentor meetings a problem reporting form is circulated and action is initiated on the basis of their feedback. Feedback is taken from the parents during the institutional guardian meetings through Parents Feedback Form. The feedback is examined and a report is compiled. On the basis of the report, remedial measures are made in the Institute. Based on the constructive measures suggested by the team, major decisions and feasible plans are drawn to improve the performance of the departments, attain operational effectiveness and ensure excellence and development. It has been communicated in the form of brief report (mail, messages and telephone calls) among all stakeholders i.e. students, faculty, parents and management.

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

The institute has a well defined system of Human Resource Management which has incorporated policies to ensure development and safety of its employees.

- a. The institute incorporated causal Leave (14), earned leaves, Half Pay leaves, Maternity Leaves, Study Leaves and special disability leave
- b. **Summer Vacation/ Winter Vacation:** These are special leaves given to teachers in addition to regular paid leaves. The faculty is required to avail earned leave with ratio 1:2 (1 EL: 2 VL) for equivalent duration to utilize the benefit of summer vacation or winter vacation leaves.
- c. **Incentives:** Special Provisions have been made by the institute for publication, M-Tech and PhD.
 - A member publishing a paper in an international referred journal shall be eligible for a cash award of Rs 21000/-.

- A member acquiring a degree of Ph.D. in his field of specialization any time during his service with Group shall be eligible to two increments i.e. first of the month following the month in which the degree is awarded.
- d. Provident Fund:** A member who has completed one year of service shall be required to contribute to PF as per the scheme laid down under EPF Act.
- e. Gratuity:** A member who leaves the service of the group on completion of at least ten years of continuous service shall be eligible to the payment of gratuity. If a member dies while in service after completion of ten years of service his nominee shall be eligible to the payment of gratuity (Details available in HR Manual)
- f. Provisions for Development:** Special Schemes has been laid down to encourage faculty to participate in National and International conference and also to take up consultancy assignment (Details enclosed in Criteria 3)
- g. Reimbursements:** The Institute provides conveyance reimbursement to all faculty and officers working on holidays under the travel policy. The Institute also reimburses mobile and data card expenses of all HODs and Dean upon submission of bills.

Beneficiaries:

- **Incentives Received for Publication:**
 1. Dr Naveen Gupta
 2. Mr Ashish Gupta
- **Incentives for Acquiring Participation in Conference:**
 1. Mr. Nand Kumar Mishra
 2. Dr. Hitendra Garg
 3. Mr. Akhilesh Chandra
- **Summer Vacation and Winter Vacation:**

ALL
- **Reimbursements:**

All

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

Faculty is empowered to avail the benefits with respect to social and technical up gradation to make them self sufficient. Faculty is entitled to be sponsored for Training Programmes, Paper Presentations in conferences, Attending Seminars, Workshops, and Quality Improvement Programme etc. Immediately after the recruitment of the faculty, they are given orientation programme about the policies and procedures prevailing in the institution. After the probation period the faculties are empowered to utilize the benefits of sponsorship for

attending the various programmes organized by other institutions and research organizations. Faculty is encouraged with benefits like gratuity, PF and incentives for both better performances as well for acquiring higher educational qualification.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institute prepares an academic calendar at the start of the academic session to which it adheres strictly. Based on the academic calendar and other estimates a budget is proposed to the top management by the Director and the Registrar. The budget is sanctioned by the top management after review meeting with the Director and Registrar. Sometime HODs are also included at the time of proposing the budget. In case any deviation occurs the organizing team needs to address the reason to the director of the institute, so that it is finally approved by the Director. Following this procedure, unnecessary purchases are avoided and the available funds are effectively utilized. After the tuition fee collection, the institution the college forwards the collection to the Chairman's office who then disburses to the college as per the budgetary and other requirements.

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

There is an institutional mechanism for internal and external audit. The institution is having qualified chartered accountant as internal auditor who is auditing the accounts. After the audit, the report is sent to the management for review. In addition to this, the institution is having consultants to give opinion on taxation and legal issues. At the end of the academic year external auditors audit the accounts. The audit details are as below:

Year	Audit Dates
2014	25/08/2014
2013	16/09/2013
2012	27/09/2012
2011	20/09/2011

Internal audit has been carried out by Internal staff on regular basis and external audit has been carried out by statutory auditors firm Anil K. Garg & Associates (Chartered Accountant) Delhi. Last statutory audit

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has been done on 25-8-2014 for the financial year 2013-14. During the statutory audit 2013-14 no major audit objection found.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Major sources of institutional receipt/ funding are tuition fees which is received by students. Deficit is managed by trust & internal accrual we have enclosed audited income & expenditure statement for the financial year 2013-14.

Table 6.4.3 (1) : Details of Audited Income and Expenditure Statement

Year	Income	Expenditure	Academic activities	Administrative activities
2014	2,66,84,178.82	3,92,59,393.99	2,05,54,144.00	74,21,310.45
2013	3,38,54,769.54	4,16,85,861.88	2,34,79,410.00	82,33,051.02
2012	3,84,43,048.69	4,97,82,804.30	3 10 04 406.00	84,79,661.00
2011	3,82,84,448.38	4,55,29,389.33	2,63,70,372.00	78,41,857.00

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

As per the direction of All India Council for Technical Education (AICTE), we have provided all the information to All India Survey of Higher Education for the AY 2011-12, 2012-13, 2013-14 and 2014-15, but till date remuneration amount Rs. 1000/- only for AY 2011-12 has been transferred to the following bank account;

Account Holder Name : HIMCS
Account Number : 1841002100002870
IFSC Code : PUNB0184100

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)?]

The Institute is in the process of forming the Internal Quality Assurance Cell (IQAC). However Academic Council is in place to ensure the quality and improvement in the teaching-learning process. The Academic Council is constituted with senior faculty members, HoD, Director and external eminent professionals from Industry and academia. The Academic Council brings up the quality of both the faculty members and the students. It motivates and assists the faculty to switch from the traditional learning mode to the blended learning mode for the enhancement in quality of technical education. Apart from the text books, in the blended learning mode, faculty members avail the video lectures provided by eminent scholars / institutions. Faculty members are insisted on attending conferences / seminars and workshop to update themselves on the recent Management & IT trends. Incentives are provided to encourage their participation.

b. If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Quality Policy

The Quality Policy has been well articulated and form a part of the Institute's manual. The Institute believe that the quality of the education is defined in terms of customer needs should be the purpose of all our efforts.

Quality Objectives:

- To continuously scan the needs of the industry and business and reorient our course curriculum to accord with the changing needs.
- To create, maintain and upgrade our infrastructure, faculty and other resources to be on par with the best in the country.
- To benchmark the processes of education with the best in 'best in class'
- To create linkages with perspective employers with a view to facilitate placement through campus selection
- To create necessary environment and backup services for undertaking research and consulting assignments
- To create a global network of academic institutions to facilitate faculty exchange and credit transfer

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

All the suggestions and recommendations of the academic council are incorporated in the processes. Some of them are introduction of preparation of teaching plans, computation of composite performance index, preparation and introduction of WBT as a learning resource, introduction of ERP, PDP, Industrial Tour, Institutional Guardian and LMS.

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

The Academic Council has members from outside the institution including experts from industry and academia. The suggestions of external experts are included for improvement of the academic processes. Various inputs provided by the members and worked upon include:

- Fostering research in management and IT.
- Adoption of web based teaching learning.
- To perform appraisal of performance of faculty and staff members.
- Focus on qualitative learning.
- Adopting skill based learning for management and IT students.

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

By providing constructive feedback, students and alumni contribute to the effective functioning and improvement of the quality in the Institute. The Academic Council conducts periodical meetings to discuss and take necessary actions on the issues of concern. The suggestions of students and alumni are gathered through formal and informal systems like alumni meets, online feedback systems, online web sites and social media.

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

The Academic Council communicates and engages staff from different constituents of the institution by conducting periodic meetings with them for the planning and implementation of quality enhancement measures. The decisions taken are communicated to the staff and students through in-house meetings of various

committees for effective execution. Administration is sensitized by review meetings at regular intervals to ensure proper implementation of guidelines.

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

Yes, the Institute has well defined and integrated system for quality assurance of the academic and administrative activity. The online system collects and captures all relevant information to ensure quality audits for all academic and administrative activities performed in the Institute. The Academic Calendar undertakes academic audit which is controlled by online student feedback and use of lesson plans. Every teacher is advised to keep track of teaching through online ERP system. The Performance Appraisal is done with this system and the detailed Composite Performance Index (CPI) is prepared by including peer and self appraisal, and communicated to the respective faculty by the Director and HoD. The CPI is used during the promotional activities for faculty members.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

Yes, the institution provides training to its staff through interaction and consultation with the management, senior teachers and academic peers in group colleges and outside the group for effective implementation of the Quality Assurance procedure.

The institute arranges Staff Development Programmes and encourages staff members to attend seminars on the same.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

Yes, the institution undertakes academic audit of the academic provisions through meetings of faculty members with the department head, and one-to-one meeting of faculty members with Director.

The course file including teaching plan, lecture notes, assignment, model questions, cases, solutions to previous year question papers, teaching methodology, innovations in teaching are discussed in length with each faculty member and suggestions for improvement are shared. The academic audit is further supplemented through inputs from student

feedback on the program structure and quality of teaching. The institute undertakes academic audit which is controlled by online student feedback.

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

The Institute takes due care to align the internal quality assurance mechanism with the requirements of the relevant external quality assurance agency /regularity authorities like AICTE and affiliating University by fulfilling the compliance report as per guidelines of the bodies. The Regulatory bodies on the basis of these reports extend the affiliation and approval for the Institute.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institutional mechanism to continuously review the teaching learning process is as follows:

Methodology

- Faculty is responsible for disseminating, creation and application of knowledge. Besides, focus is on community and social development, life skills management and entrepreneurial spirit.
- Faculty is required to prepare course files of all the subjects taught by them and get them audited. The course file includes teaching plan, lecture notes, assignment, model questions, cases, solutions to previous year question papers, teaching methodology, innovations in teaching are discussed in length with each faculty by the Head and the Director and suggestions for improvement are shared.
- Regular discussions are held and suggestions invited from guest professors for any innovation in teaching pedagogy.
- Regular meetings and interactions are held pertaining to teaching learning pedagogy of the group and specific to institutes and courses for adoption, implementation, evaluation, auditing and up gradation.
- Regular meetings related to teaching & research loads, performance management system are held and minutes approved in central meeting for implementation under the supervision of the director of the institute.
- Audit system comprises of two tier audit system one by the Head of department and other by the Director of institute. HOD of the department monitor, consult, suggest means and methods for

effective teaching- learning process throughout the year. If any gaps are found, suggestions are given to improve it.

- Composite Performance Index (CPI) is computed for each faculty and its contribution based every year. The CPI incorporates Director's observation and the following components:
 - Self Appraisal
 - Contribution to Research & Developmental Activities
 - Appraisal by HoD
 - Academic performance
 - Peer Evaluation
 - Student's feedback
- Administrative, infrastructural support necessary is provided through registrar of respective institutes. Suggestions provided are incorporated for further improvements. Second level academic audit is done for academic process of respective institutes by central audit team and there designated members at least once in an academic year.

Outcome

Because of intense focus on quality of academic systems and learning processes institute has evolved manifolds since the time of its inception. The syllabus is completed in accordance to teaching plan and teaching-learning become easy for students.

Institute is in the process of second level of technology adoption in its processes and full- fledged ERP system is underway to manage all processes of institute and group at large. This will ensure better transparency and communication in all processes of institute.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The institution communicates its quality assurance policies, mechanisms and outcomes to various internal and external stake holders through parent- teacher meetings, alumni meeting, students' council meetings, prospectus, college website, notices, circulars, media etc.

The college convenes press meetings whenever required. Besides this E –Magazine has been launched by the institute which is managed by the students' forum "Think –Tank".

CRITERION – 7

INNOVATION AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the institute conduct a green audit of its campus and facilities?

Yes, Green audit is conducted periodically by the staff members of the institute. Also, due importance is given for development of eco - friendly atmosphere in the campus by the management.

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

- **Energy Conservation:**

The energy conservation initiatives taken by the institute are as follows:

- Caution has been taken at the time of design of building to ensure enough natural light and cross ventilation, which helps a lot in conservation of electricity. Walls have been painted in light shade to enhance the effect of natural light on work space.
- Purchase of energy efficiency rated equipment when replacing items is ensured. CFLs are used instead of incandescent lamps.
- Periodic checking and performing of routine maintenance of all heating and cooling system, and all the facilities is done.
- Switching off the lights, fans, and air conditioners is done when leaving the room. Stickers promoting switching of lights and fans on switchboards to save power are placed.
- After working hours, all floors are checked for any electric appliance left on by mistake.
- Staff is educated about the importance and benefits of energy conservation.

- **Use of Renewable energy:**

As we strive for energy efficiency and sustainable resources, the project of using solar energy has been taken up by the R&D department of the group and is in progress.

- **Water harvesting:**

Water harvesting plan is in progress. Besides other water conservation initiatives taken by the institution are as follows:

- Periodic checking and performing of routine maintenance of the water supply system for leaks, and turn off unnecessary flows.

- Replacing toilets with low-volume models.
- Educating staff about the importance and benefits of water conservation.
- The water discarded by the water treatment plant is used for watering plants and trees in the institution.

- **Check dam construction:**

NA

- **Efforts for Carbon Neutrality:**

The College at its own level has taken up certain preventive measures to reduce carbon emission and to keep the campus pollution free such as:

- Campus has a large green coverage which acts as a natural carbon sink.
- All the vehicles of the institute are regularly checked for pollution control to restrict carbon emission and other hazardous wastages.
- Restriction of student vehicles by making provision of buses for commuting to and fro from campus.
- Promoting a plastic free campus.
- Promoting paperless office to save carbon emission in printers. Majority communication is done electronically instead of using paper. Where necessary use of recycled, chlorine free paper is promoted as far as possible. Proper utilization of paper is ensured by using the other side of discarded documents for internal communication.
- Preparation and promotion of recycled products like envelopes made from old greeting and wedding cards.
- The institution encourages preparation and use of envelopes made from old wedding cards collected from staff and students.
- Campus catering provides waste free events. All food service areas use compostable plates, cups, napkins, and reusable utensils.
- Students campaign during Diwali and Holi, not to use crackers, chemical colors or those things which harm the nature or create pollution.

- **Plantation**

The college has a serene green campus comprising of a variety of trees and plants. The Trees are planted in the campus and on road sides in the city every year to maintain the ecological balance and solve the problem of global warming.



- **Hazardous Waste Management**
 - The main hazardous waste is plastic. This waste is minimized at the originating point itself by emphasizing on a plastic free campus.
 - The campus provides waste bins at the entrance and various other sides of the campus. There are two different types of dustbins one for recyclable and other for non recyclable waste, so that waste can be separated at the time of disposing.
 - The Institute has tie up with the local Municipality Corporation for the disposal of wastage of different types.

- **e-waste management**
 - Electronic goods are put to optimize use. Minor repairs are set right by the lab staff and major repairs are done by technicians. The cartridges of printers are refilled outside the college campus.
 - Obsolete Computers, printers and other equipments used for Information Communication Tools (ICT) are extended for community help for running the practical lab of hardware systems if they are in working condition.
 - The non-working equipments and computer spare parts are sold to vendors for recycling and safe disposal.

7.2 Innovations

At HIMCS innovations are a part of day-to-day routine as for the effective leadership that is flexible and open to new ideas, delegates' authority, imbibe confidence, and commit resources.

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Innovations made in academic and related activities speak of the progress of the college in leaps and bounds. The details of the innovations are given below:

Innovations in Curricular Aspects:

The institute offers full range entrepreneurial and social projects to its students which enhance and extend the basic curriculum. The institute has created entrepreneurial lab to inculcate entrepreneurial skills amongst the management and IT students. They contribute towards the development of an enterprising and innovative mindset in young people, to ensure that young people are equipped with the skills and knowledge they need, including enterprise and innovation skills, for personal and professional success in the modern world. Assignments and Projects for the students are designed to develop independent enquiry, creative thinking, reflective learning, team work, self-management and effective participation.

The institute has also introduced CSCD centre for solving students problem and career guidance. This centre is managed by HR students under the guidance of the Director. It helps students to understand socio- psychological problems of students and how to deal with them.

Value-added certificate courses are introduced from time to time to further enhance and widen the knowledge and skills of the students like Soft Skill Development Programme, Android System Application, Personality Development Programme (PDP), STA (covers training on MS Office, SPSS etc.) and Hospitality Management.

Innovations in Teaching, Learning and Evaluation

- **Learning by Doing:**

The institute firmly believes in providing innovative platforms for application of the acquired knowledge to add value to the knowledge and develop skills. Thus the students at HIMCS emerge with a holistic and balanced mix of knowledge, skills and attitudes essential for a successful workplace performance as managers. We thus constantly strive for identifying, creating and developing such application platforms for experiential learning.

- **Community Engagement - enriching student learning and making a positive social impact:**

Community Engagement/ Extension initiatives of the institute seek to empower local communities to be able to respond to their problems and to prepare socially responsible leaders having humane outlook and strong civic sense. The institute has initiated a number of community development projects like Project Pingri, Project Lapka to Aapka (LTA), Project Khandari Attitude Parivartan (KAP), Project Rural Educational Development Programme (RED-P), and Project National Character Building (NCB). This provides students with the opportunity to get engaged with the local, less privileged communities. The institute has received the AIMS International Best Social Responsibility Award

comprising of gold medal by AIMS in Year 2014 and many other for its extension initiatives.

- **Institutional Guardian System:**

The institute believes that physical and psychological well-being of students is a necessary condition for effective learning and growth of the students. Institutional Guardian System, therefore, constitutes an integral part of teaching learning processes at HIMCS. Each faculty is entrusted with the task of guiding 10 to 15 students. Building a relationship of trust with the student is amongst the key role of a guardian, so that the students feel free to share their feelings and problems without any apprehension. Appreciative enquiry is applied to identify their strengths, weaknesses and begin with positive aspect of his/her personality & behavior emphasizing incremental improvements over time, to help him/her build self-esteem. Student counseling including:

- **Academic counseling**, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals;
- **Career counseling**, in which the student is assisted in assessing and developing his/her aptitudes, abilities, and interests, is advised concerning the current & future employment trends, taking all necessary steps to enhance the employability of the students and
- **Personal counseling**, in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.

Counseling record capturing information pertaining to all above areas are maintained in the prescribed format and kept updated to give a comprehensive view of the student's achievements and areas of improvements. The progress report of the student is shared with the parents through mail, and in person during the Parents Meet organized at least once in a semester. The data for student's progress report is maintained & extracted from the ERP. Director is an integral part of such meetings.

- **Teaching Pedagogy:**

Assignments and projects for the students are designed to develop independent enquiry, creative thinking, reflective learning, team work, self-management and effective participation. Focus is on students' presentations on each subject and they are given marks based on their performance which is included in their final marks out of ten under the heading classroom based assignments. There is also a presentation competition on student's summer training

projects. Poster and essay competitions are made an integral part of all the events such as Magnifest, Conference, Talent hunt and HIMCS on Wheels. The idea behind is to develop creative faculties of the students so that they can conceptualize the concerned issues and express their thoughts in writing or in form of art, as poster or collage. Winners are suitably awarded to motivate them further.

Innovations in Research, Consultancy and Extension

• **Focus on Action Research:**

The institute focuses on action research and has initiated many projects to study the various problems faced by the society, develop change agents, and bring about some transformation in the society.

• **Publication of Research Journals:**

The institute has initiated publication of **SIS Journal of Projective Psychology and Mental Health** listed amongst 25 indexed journals by World health Organization on behalf of somatic Inkblot Society this year and it also publishes its annual International research Journal titled, **Management Development & Information Technology (MDIT)** since last 10 years.

• **Annual Doctoral Conference:**

Doctoral Conference is hosted annually to provide a platform to the research scholars to present their doctoral work in the presence of eminent professors and get constructive feedback and guidance on their research work. Awards have been sponsored by other institutions for research scholars:

- "Sant Das Swami Award" sponsored by Prof (Dr) Sanjeev Swami, Head, Department of Management, Dayalbagh Educational Institute, Agra.
- "Anandi Devi Paliwal Award" sponsored by Prof (Dr) S.K. Sharma, Department of Management, Dayalbagh Educational Institute, Agra
- "Best Research Methodology Award" sponsored by Dr Rakesh Jain, Chief Clinical Psychologist, Mental Institute, Agra.
- "Shri Laxmi Narayan Gangal Award" sponsored by Prof (Dr) Vijay L. N. Gangal, Department of Applied Business Economics, Faculty of Commerce, Dayalbagh Educational Institute, Agra.
- "Prof K.P. Jain Award" sponsored by Dr. Anju Jain, Department of Economics, R.B.S College, Agra
- "Best Presentation in IT" sponsored by Mr Avinash Pokhariyal, Assistant Professor, FMCA, Agra.



- **Management Development Programmes (MDPs) & Training & Development Programmes (TDPs):**

The institution encourages Management Development Programmes (MDPs), Training & Development Programmes (TDPs) and consultancy by faculty members to cater to the needs of industry as and when required. Few of the beneficiaries are JK Cement Nimbahera Rajasthan, TNS India Pvt Ltd Gurgaon, and TCS.

- **Behavior Design lab:**

Founded by Dr Naveen Gupta, a behavioral scientist with the idea of using applied psychology to bring a desired change in human behavior and help improve their lives. Inspired by the gap between what we hope to do and what we do in real life, he feels Behavior Design is the missing ingredient and need of the hour. Through this lab, he envisions a healing system rooted in the belief that true caring is the greatest value. The main areas of focus are anxiety, OCD and various types of phobias. A facility of day care centre is made available that ensures continuous behavior monitoring, and counseling. Behavior change tools/ interventions such as occupational therapy have been designed for the treatment of people having physical, emotional, or social problems to ensure changes in the positive direction. The team of professionals involved consists of Dr Rakesh Jain, a clinical psychologist, Dr Arvind Jain, physician, Dr SP Gupta, psychiatrist, and a team of counselors.

- **Social Responsibility/ Extension Projects**

The institute recognizes that leadership is a concern in all areas of life and integrates it, with moral and ethical frameworks. Our focus is on creating socially responsible leaders. Socially responsible leaders are known to have better self-understanding and personal integrity. They take seriously the perspective of others; sustain long-term commitment and work to contribute to a community beyond themselves – locally, nationally and/or globally. They consistently strive for self-improvement and higher standards, and

through their actions and words they effectively inspire others to do the same. And with a provision mandating companies to plough back 2 per cent of their net profit on CSR- upliftment of the society, this has become all the more relevant. The students can choose from a wide range of projects ranging from social entrepreneurship to community engagement. The key projects (in progress) are:

- **Project Pingri:** HIMCS has adopted a neighboring village ‘Pingri’. Our students with support of staff and village people have given their best, right from working for their hygienic awareness to making them economically self sufficient, and have changed the face of the village.
- **Project “Lapka to Aapka” (LTA)** initiated to train and guide auto rickshaw on hygiene and hospitality issues and will act as a goodwill ambassadors and further act as change agents. These change agents are also provided with legal and medical support as and when required.



- **Project “Khandari Attitude Parivartan” (KAP)** initiated to create awareness regarding cleanliness, avoiding use of polythene, placing of dustbins, systematic parking of vehicles, cautious using of horns with the help of shop keepers and residents in developing the area. Many student teams will work to establish an *Ideal Chauraha* and the college has announced *Leadership Award* worth Rs 50,000 for the winning team. The project is supported by the Mayor of the city along with shop keepers and residents from the area.
- **Project “Rural Educational Development Programme” (RED-P):** aims to train school teachers, staff and other stakeholders in rural areas and enhancing their capability of ensuring holistic development of a child and be the ‘*Change Agents*’.
- **Project “National Character Building” (NCB)** an initiative which will help the youth to inculcate good character, in order to harness the demographic dividend potential for India.

- **Soft skills training programme** to help develop the personality, confidence, communication and interpersonal skills amongst the students especially rural based economically poor and marginalized students so that they can make positive contribution to their own life, society and nation.
- **HIMCS on wheels** is an innovative concept meant to create awareness among the communities through nuked natak, posters on the chosen issue/ theme during the academic tour.

Innovations in Infrastructure and Learning Resources

- Dedicated Research Cell, Entrepreneurial lab, and Extension Cell are provided to the faculties, scholars & students to undergo their research projects and assignments.
- Leadership Award worth Rs 50,000 for the student's team emerging as the best contributor in extension activities. Outstanding achievements of the students are recognized with certificate of merit and special prizes.
- The Institute extends a grant of rupees Rs 2 lacs per annum for extension activities and research to help, innovate, uplift and develop society.
- Association with AIMS and Society of Inkblot Series.
- Free access to Emerald and Science- Direct databases for staff and students are available. Students and faculty use these data basis for writing papers. The OPAC (Online Public Access Catalogue) facility is also provided for the convenience of students. Digital Library and two well-equipped computer labs are available, all are used by students for various research work.
- Statistical packages, database & software are purchased and upgraded time to time to facilitate research in the college.

Innovations in Students Support and Progression

- **Institutional Guardian System:**
The institute believes that physical and psychological well- being of students is a necessary condition for effective learning and growth of the students. Institutional Guardian System, therefore, constitutes an integral part of teaching learning processes at HIMCS. Each faculty is entrusted with the task of guiding 10 to 15 students. Building a relationship of trust with the student is amongst the key role of a guardian, so that the students feel free to share their feelings and problems without any apprehension. Appreciative enquiry is applied to identify their strengths, weaknesses and begin with positive aspect of his/her personality & behavior emphasizing incremental improvements over time, to

help him/her build self-esteem. Student counseling including:

- **Academic counseling**, in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals;
- **Career counseling**, in which the student is assisted in assessing and developing his/her aptitudes, abilities, and interests, is advised concerning the current & future employment trends, taking all necessary steps to enhance the employability of the students and
- **Personal counseling**, in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.

Counseling record capturing information pertaining to all above areas are maintained in the prescribed format and kept updated to give a comprehensive view of the student's achievements and areas of improvements. The progress report of the student is shared with the parents through mail, and in person during the Parents Meet organized at least once in a semester. The data for student's progress report is maintained & extracted from the ERP. Director is an integral part of such meetings.

- **Self and Career Development Centre (CSCD)**

The institute has initiated Self and Career Development Centre (CSCD) where sessions are taken to help the youth of today to effectively address/solve their psychological and social problems/concerns. The centre is formed with the primary objective of "All-round development of self" for the students to facilitate them in finding solutions to overcome the hassles and their personality related daily life problems. Beside regular sessions, Behavioral labs, workshop on Pre Marriage Counseling (Personal & Professional Life Balance) are organized for students entitled from time-to-time.

- **Learning by Doing:**

The institute firmly believes in providing innovative platforms for application of the acquired knowledge to add value to the knowledge and develop skills. Thus the students at HIMCS emerge with a holistic and balanced mix of knowledge, skills and attitudes essential for a successful workplace performance as managers. We thus constantly strive for identifying, creating and developing such application platforms for experiential learning.

- **Student's online feedback system:**

Students give online feedback for all the teachers twice in a

semester. Teachers are counseled by the Departmental head and/or Director regarding measures to improve subject understanding and/or teaching skills. Regular evaluation, monitoring and review of performance of teachers based on online feedback system is done.

- **Class Representatives:**
Two students are nominated from each class as class representatives. These representatives are a link between the students and the teachers. They have an important role inside as well as outside the class room in as much as they interact with management regarding quality of lectures, quality of services and other facilities.

Innovations in Governance, Leadership and Management

- **E- Governance:**
A web based ERP information portal is an integral part of HIMCS administration of academic activities and performing day-to-day operations transparently and efficiently. ERP provides for the digital storage of student enrolment record, attendance of students in class, internal assessment marks, and fees payment details. The information portal can be accessed by students and their parents via the URL www.111.93.35.142//simwebsgi/login. Students are provided with user IDs and password to access the portal and watch their progress and performance online. Further, updated details of their attendance, absenteeism, fees dues and test marks through SMS and email are sent regularly. The faculty details, leave record, salary, are also accessible through ERP. Attendance of staff is biometric through punch card system.
- **Institute Guardian System:**
The institute believes that physical and psychological well- being of students is a necessary condition for learning and their effective growth of the students. Institute Guardian Program, comprising of academic, career and personal counseling therefore, constitutes an integral part of teaching learning processes at HIMCS. Aim of the guardian is to build a relationship of trust with the student so that he/she feels free to share his/her feelings and problems without any apprehension. We use appreciative enquiry, to identify his/her strengths, and begin with positive aspect of his/her personality & behavior and work out an action plan for incremental improvements over time, to help him/her build self-esteem. The progress report of the student on academic performance and other related matters are shared with parents, in person, in the Parents Meet organized at regular intervals. The data for student's progress

report is maintained & extracted from the ERP. Director is also an integral part of such meetings.

- **Student's online feedback system:**
Students give online feedback for all the teachers twice in a semester. Teachers are counseled by the Departmental head and/or Director regarding measures to improve subject understanding and/or teaching skills. Regular evaluation, monitoring and review of performance of teachers based on online feedback system is done.
- **Class Representatives:**
Two students are nominated from each class as class representatives. These representatives are a link between the students and the teachers. They have an important role inside as well as outside the class room in as much as they interact with management regarding quality of lectures, quality of services and other facilities.

7.3 Best Practices

- 7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the institutional objectives and/ or contributed to the Quality improvement of the core activities of the college.

BEST PRACTICE – I

1. **Title of the Practice: Extension initiative:**

One of the most effective ways to prepare students to be more responsible leaders is to give them opportunities to get engaged in activities in their communities. Community Engagement/ Extension initiatives of the institute seek to empower local communities to be able to respond to their problems and to prepare socially responsible leaders having humane outlook and strong civic sense. The institute has initiated a number of community development projects like Project Pingri, Project Lapka to Aapka (LTA), Project Khandari Attitude Parivartan (KAP), Project Rural Educational Development Programme (RED-P), and Project National Character Building (NCB). This provides students with the opportunity to get engaged with the local, less privileged communities. The institute has received the AIMS International Best Social Responsibility Award comprising of gold medal by AIMS in Year 2014 and many other for its extension initiatives.

2. **Goal**

(Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words):

The purpose of the extension initiatives is to promote social responsibility among the students of the institute through service to less privileged communities, thereby contributing to the goal of an inclusive society. The institute aims at preparing socially responsible leaders having humane outlook and strong civic sense. Through the social initiatives the institution strives for nation building and skill development of its students. A number of projects and market assignments are carried out to provide a platform to the students. The initiatives aim to instill social responsibility within the staff and students community by

- Increasing awareness of sustainability issues and motivating stakeholders to act on them,
- Allowing students to apply their knowledge, passion, and skills in the pursuit of humanitarian goals,
- Promoting global citizenship and ethical conduct within the HIMCS community.

3. The Context

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

This concept of community development was initiated in the year 1999. It was designed keeping in mind that institute is a hub of intellectual dynamic youth (both students and teachers) who have a bigger role to play towards society. Thus to sensitize students few small initiative like blood camps, medical camps, Sharda Haat, Diwali Bazaar, School library in village etc were initiated in Village Pingri. These activities are organized regularly in the village till date. Besides this number of awareness camps to educate on diarrhea, cholera etc has also been organized. Few training session for preparation of agarbatties, skill training and computer Literacy programmes etc have been organized for the villagers.

Challenging issues to be addressed while designing and implementing the practice:

The most important challenge had to do with establishing our credibility among the stakeholders:

- The community was skeptical about what students could or would do for them, given their limited experience. Some community representatives even suspected the students' motives.

- Finally, students believed this was a PR initiative to get mileage for the institute; that the intention to benefit society, if existent at all, was weak.
- Faculty was concerned whether any significant contribution could be made in a short time frame.
- Balancing the short-term, commercial interests with the longer-term interests of the community.

4. The Practice

(Describe the practice and its implementation in about 400 words. Include anything about the practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any.)

Such an approach Of Learning and imparting knowledge will encourage and motivate young minds, prepare them to face future development challenges and help them work towards finding more innovative solutions to the concerns of the needy and the poor. The involvement of professionals from the corporate sector, non-governmental organizations and business schools would be key in ensuring youth participation in civic issues. Thus the institute has initiated a number of community development activities:

- A neighboring village ‘Pingri’ has been adopted. Our students have given their best, right from working for their hygienic awareness to making them economically self sufficient, and have changed the face of the village. **Sharda Haat, Deepawali Bazaar, Medical camps and dispensing of generic medicines, Blood Donation Camps, computer literacy programme, provision of library and computers at village school, Women Employability programs**, are some important initiatives undertaken by the students with the support of villagers for the economic, social and educational upliftment of the village.
- Making the college playground available to neighboring communities on weekends and hoisting sports for them.
- Conducting the flag hoisting at national festivals with the local communities and promoting their welfare. Besides this few Competitions have been organized for the school.



- The institution has conducted several blood donation camps, planting of trees in and around the college campus and a number of awareness programmes on management of road traffic, importance of voting rights, family planning, health and hygiene, anti- polythene, anti-corruption, anti-tobacco campaigns, are organized at different levels with the help of student NGO. Students also regularly visit Old age Home, and Orphanage.
- Project “**Lapka to Aapka**” (LTA): Project to train and guide auto rickshaw on hygiene and hospitality issues and will act as a goodwill ambassadors and further act as change agents. These change agents are also provided with legal and medical support as and when required.



- Project “**Khandari Attitude Parivartan**” (KAP): Project initiated to create awareness regarding cleanliness, avoiding use of polythene, placing of dustbins, systematic parking of vehicles, cautious using of horns with the help of shop keepers and residents in developing the area. Many student teams will work to establish an *Ideal Chauraha* and the college has announced **Leadership Award** worth Rs 50,000 for the winning team. The project is supported by the Mayor of the city along with shop keepers and residents from the area.
- Project “**Rural Educational Development Programme**” (RED-P): aims to establish train school teachers, staff and other stakeholders in rural areas and enhancing their capability of ensuring holistic development of a child and be the ‘*Change Agents*’.

➤ **“Joy-of-giving” week celebration at HIMCS:** HIMCS not only focuses on the development of the students and society but also takes important measures in developing the feeling of belongingness in the supporting staff members like peons and drivers as the quote from our peon Lal Chand goes; *“hamare collge mein hum logon ke liye bhi koi program hota hai jo ki khaskar hum logo ke liye karaya jaata hai aur humein bhi aisa lagta hai ki hum bhi is college ka ek mehtvapurn hissa hain.”*

➤ **Constraints/ Limitations:**

Implementation of these projects is very difficult as there is low trust amongst the recipients. Though these projects have shown significant and continual improvement still the orthodox approach of people who are directly or indirectly associated with these projects may hamper the function in following ways:

- They take too much time to be convinced very often. The only reason for taking lot of time is their narrow attitude towards life and development, also they don't want to come out of the cell or quite resistant towards change and to lose their comfortable zone.
- The lobby tries to create hindrance due to their vested interest. Religion issues are also there because 90% people belong to one particular religion.
- Non-cooperation of local administration is biggest constraint.
- Being in private institute, there is stereotype thinking in masses that we have some business profit motive behind the task/project.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The success of these initiatives is visible in the village and city as well. The success stories have been covered by the leading news papers. Besides this a feedback survey has been carried out by the students also indicate that the work is being appreciated.

The Major project which speaks about the success of extension initiatives of HIMCS is Project “Lapka to Aapka”. It is a training intervention for auto drivers of Agra to boost tourism and Hospitality. Today, under this project 80 auto drivers have been enrolled, who have their uniforms and unique ID cards with them. Their visibility has been observed by number of visitors in the institute. (Feedback is enclosed as an enclosure 5.1 Best practice)

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Besides this we have received appreciation of our work from number of association and people the details are enclosed. The institute has received the **AIMS Dharni P Sinha CSR award by AIMS International**



The institution has received the following awards:

S No.	Awards
1	Dr. DHARNI P. SINHA BEST SOCIAL RESPONSIBILITY AWARD comprising of gold medal by AIMS in Year 2014
2	Award for Social Initiatives for Project LTA from Lead Agra in Year 2014
3	Certificate of Excellence to HIMCS as ‘A’ Category School by Chronicle in Year 2013
4	Letter of Appreciation and Thanks received From the Pradhan of the Pingri Village
5	Best Psychologist Award 2012 from Indian Psychometric and Educational Research Association
6	Management Educational Leadership Award 2012 at IIT Delhi KRD & WG
7	Certificate of Service from Lions Club, Agra
8	Letter of Appreciation from RC Dikshit, Former DGP, UP
9	Letter of Appreciation from Mr Praveen Kumar, HJS
10	Certificate of Recognition from Rotary Club, Agra

6. Problems Encountered and Resources Required:

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The key problem or challenge in dealing with these projects is dealing with people and to convenience them that these initiatives will benefit them and the society in return.

Resources Required: Manpower that believe in the possibility of the usefulness of such projects so that they can get completely involve in the initiatives.

Evidence 7.3.1(6)

From: **DIRECTOR HR** <directorhr@sgei.org>
Date: Wed, Apr 8, 2015 at 12:06 PM
Subject: Re: Himcs on wheels: Journey of Youth for National Character Building
To: naveen gupta <director.himcs@sgei.org>, Naveen Gupta <dr_naveengupta@yahoo.com>
Cc: swatee saxena <swatee.saxena.himcs@sgei.org>

Dear Naveen Ji,

You have done a wonderful job. I and my family were witness to the change in the behavior of auto drivers at cantt station this Sunday. The way the two auto drivers greeted us and asked about our destination, I could make out that your efforts have really resulted in a positive change. They were both wearing SGI and HIMCS coat. For them I was just another passenger. No haggling, no pestering and polite talk came as a very refreshing change for us who had in 3 years got used to the aggression, rude and rowdy behavior, so common to this region.

It proves that your method of bringing about change is effective. Your efforts need to be supported by all of us.

BEST PRACTICE – II

- 1. Title of the Practice: Creating Rich Learning Environment**
- 2. Goal (Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words).**

HIMCS strives to create a rich learning environment. Teachers at HIMCS recognize the central role of creativity and engage students in exploring ideas and issues, challenging traditional assumptions, solving complex problems, and constructing knowledge rather than just memorizing it. They create an atmosphere of mutual trust where students feel free to take risks and explore their own thoughts and feelings. Goals of creating a rich learning environment are:

- Active, engaged learning tasks motivate as well as teach.
- Make higher-order thinking, problem solving available to all students.

- Students have the opportunity to construct knowledge - not just memorize it.
- Instill personal confidence and respect for others
- Model and encourage constructive criticism and students benefit from the responses of others.
- Value artistic expression and individual opinions
- Provide opportunities for self-direction and leadership

3. The Context

The role of higher education within society has expanded and changed, and the student population has become tremendously more diverse. Students enrolled in colleges today harbor different expectations about the kinds of learning activities they will experience. At the same time, employers increasingly look for individuals who can function effectively in a workplace that depends on collaborative work, integrative learning, and creative problem-solving. The imperative for learning environment is well understood. In addition to the curricula prescribed by university, HIMCS provides various platforms to its students that are intended to replicate the conditions in which students will one day work.

Challenging issues to be addressed while designing and implementing the practice

Learning Environment put the students in an environment that cause them to stretch and grow as learners. Those aren't always comfortable places, but they are a necessary part of the process. Many students were in traditional learning environments previously that emphasize fragmented knowledge and basic skills separated from higher-order thinking skills. The idea is much imbibed in the minds of students and taking them out of their comfort zones is a pretty strong challenge.

Some teachers do not believe that all students can learn, and that we cannot have high expectations for all students.

4. The Practice

(Describe the practice and its implementation in about 400 words. Include anything about the practice that may be unique in the Indian higher education. Please also identify the constraints or limitations, if any).

The various learning platforms provided by HIMCS to its students are as follows:

Entrepreneurial lab (E-lab) brings together students with latent

entrepreneurial talent from the college and support their efforts to address the most pressing challenges, embodying the spirit to contribute towards society and human welfare. E- Lab bring new ideas and expertise in areas such as open innovation, agile development, human-centered design, and lean



methodologies, which can be used to approach complex projects at HIMCS. The event is student driven and provides a competitive non-conventional platform to inculcate & nurture the entrepreneurial skills of the students. It works as incubation



centre for student's entrepreneurial ventures like fresh fruit parlor, mid-day meal, etc by providing the necessary mentoring.

Magnifest is a unique student led and managed mega event in the entire region. This event provides students a platform where they can test and sharpen their managerial and creative skills. It is a two day fest with a perfect blend of more than 20 management and cultural events.

Some of the management and cultural events that are sure to find their place in Magnifest are Ultimate Turmoil, the debate competition; Zenith, the Best Manager Tycoon; Bizarre the Indo-Western Fashion Show; Treasure Trove a treasure hunting team activity; Logo Contriver a logo designing competition; Meridian, the B-Plan competition, Clinch The Deal, the most



successful marketer, Inquisitor, case study competition, Ad-Artisan The Ad Mad Show, Zenith, the stress interview; Beat The Feat, solo dance competition; Just Dance, group dance competition. All the events are enlaced with attractive prizes totaling to lac rupees and media recognition on a large platform. Renowned dignitaries from all over India are also invited to grace the occasion as special guest, judges and speakers for the events. The fest is organized by a student forum **Think Tank** comprising of a core team of five management students and 50 other students.

HiMCS on Wheels is a unique and innovative concept based on the concept 'learning by doing'. It helps students learn the art of planning, resource mobilization, team-work, negotiation skills, co-ordination, and

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time management by organizing a panel discussion that provides them an opportunity to hear from the industry & academic experts from a distant place; an industry visit that gives them greater clarity about various management concepts as they can practically see how these concepts are put into action; and theme-based activities like nuked natak for public awareness, and poster making to add an additional pinch of fun, all on an academic tour away from campus at choicest destinations outside Agra.



Talent Hunt, is a reincarnation of student's fresher party in which we don't give titles like Mr Fresher and Ms Fresher but give honors like 'Mr. Talent' and Ms. Talent'. This is done on this basis of series of competition carried out among freshers soon after they join the institute.



Achiever's Award Ceremony, is a reincarnation of student's farewell party. In this ceremony, a series of awards are given to students based on their performance on different parameters during their stay of two/three years while pursuing their post graduation in management/ IT.



Liberal Arts in Management Education (LIME): aimed at supplementing practical skills of business management with the “the liberal arts skills” sought by the employers thus integrating liberal arts skills with management education. Panel discussions on contemporary issues followed by a play on related theme are organized. Our students take active participation in organizing the event. This goes a long way in helping students succeed, lead, and make a difference throughout their personal and professional lives.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

Review of results indicates the following evidence of success:

Entrepreneur on Fire is an innovation of students under Entrepreneurship lab comprising galaxy of entrepreneurship activities carrying a wide variety of products, ranging from games, eatables, durables and more, which invokes the grey cells that unleash the individuals’ entrepreneurial talent and brings out the best in their persona. This is a competition among student entrepreneurs showcasing their projects and selecting the best out of them.

Starpreneurs an event that witness a group of most successful young entrepreneurs from around the country to share their rich



experiences with the students & motivate them to be a part of entrepreneur community.

Magnifest has experienced participation of more than 24 colleges from all over the country. The student participation counts more than 2000 students who experience their skills in a galaxy of events. The recent one attracted around 60,000 likes on face book and 2000 visitors in the event.



Liberal Arts in Management Education (LIME): Panel discussions on contemporary issues like India’s Red Tape, Role of literature in teaching empathy” followed by a play on related theme like

‘Taj Mahal Ka Tender’ a satire on red tape, ‘Bury The Dead’ by Irwin Shaw etc, are organized. Our students take active participation in organizing the event. This goes a long way in helping students succeed, lead, and make a difference throughout their personal and professional lives.



“Prarambh Student Welfare” is an NGO established by a group of students of the institution with the aim of extending welfare activities to the needy section of society. The NGO pays regular visits and help to old age home, orphanage and many other charitable societies.



Students have started thinking of **Social Entrepreneurship** as a career option. They now want to be job creators rather than job seekers.

The work done around HIMCS can illuminate many ideas about how educators can design effective learning activities.

6. Problems Encountered and Resources Required.
Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Resources required:

- Seed Funds
- Basic Infrastructure
- Passionate leadership, who can transmit his passion to the faculty, staff, students, so they will buy into his vision of the future, motivate people, and come up with innovative solutions to the challenges of achieving the vision.

Problems Encountered:

- Identification of right talent
- Mobilizing of the resources required.
- Indifference: Not every faculty, student is passionate about innovations in learning environment. That's not because they are not good, smart, and highly competent people. It's just that innovation is not a part of their DNA.

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- The institute strongly believes that creating learning environment is a team effort. A collaborative approach helps provide the energy and emotional support that new ideas need in their very early stages. But the spirit of collaboration does not come naturally to an organization. For such a spirit to take hold, it must become an integral part of the company's culture. None of this is easy, and the institute is trying to create a healthy environment in which various innovations especially learning environment can flourish.

Any additional information regarding Innovations and Best Practices, which the College would like to include.

E. EVALUATIVE REPORT OF THE DEPARTMENTS

**DEPARTMENT OF
MASTER OF BUSINESS MANAGEMENT**

1. **Name of the department :** Department of Business Administration
Hindustan Institute of Management and
Computer Studies, Farah Mathura
2. **Year of Establishment :** 1997
3. **Name of Programmes /
Courses offered :** Department of Business Administration
offers the following programmes
Approved by AICTE and affiliated to
UPTU, Lucknow

S. No.	Programme Name	Programme	Duration
1	MBA	Master of Business Administration	2 Years

4. **Name of Interdisciplinary courses and the department/units involved:**

The faculties of the department share the responsibility of teaching the subjects in other departments related with their expertise area. The technical knowledge is also shared among the faculty members through inter-departmental training programmes and workshop. The department is handling technical courses offered by MBA department. The details are as follows:

Sr. No.	Courses	Department handling the courses
1	MB-207 – Business Communication and Management Information System	Department of Computer Applications
2	MBAIT-04 – Electronic Commerce	
3	MBA-017 – Computer Application in Management	
4	MBA-IT-03 – Data Communication & Computer Networks	

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5	MBA-IT-01 – Database Management System	
6	MBA-033 –Management Information System	
7	MBA-022 –Business Law	
8	Fundamentals of Computers	
9	AUC-002 Cyber Security	
10	Operations Research	

5. Annual/ semester/ choice based credit system (programme wise):

The programme offered by the department is two year programme having two semesters in a year.

Programme	Semester	Duration
Master of Business Administration (MBA)	Four Semesters	Two Years

6. Participation of the department in the courses offered by other departments:

Faculties of departments share their expertise in handling the subjects of the interdisciplinary courses. The details of interdisciplinary courses handled by MBA department are mentioned below:

Sr. No.	Interdisciplinary Courses	Departments to which the courses handled
1.	NAS-104 – Professional Communication.	Department of Computer Applications
2.	NMCA-112 - Accounting and Financial Management	
3.	NAS-154 – Professional Communication Lab	
4.	EHU-111/AUC-002 – Human Values & Professional Ethics	

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

The institute is having collaboration with Somatic Inkblot Series Society and Centers for SIS training programme for organizing training programmes and workshops for HR students.

8. Details of courses/programmes discontinued (if any) with reasons :

None.

9. Number of Teaching posts:

Teaching positions	Sanctioned	Filled
Professors	02	01
Associate Professors	03	00
Asst. Professor	08	13

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. / D.Litt. / Ph.D. / M. Phil. etc)

S No	Name	Qualification	Designation	Specialization	Exp in Yrs	PhD guided for the last 4 years
1	Dr Naveen Gupta	M.A., PhD	Professor	Behavioral Science	30	6 Completed 3 in progress
2	Dr Abhilasha Singh	MBA, MPA, PhD	Asst. Professor	Human Resource	15	-----
3	Ms. Riju A Singh	MBA, PhD (Pursuing)	Asst. Professor	Marketing	11	-----
4	Mr Shantanu Sahu	MBA, PhD (Pursuing)	Asst. Professor	Human Resource	13	-----
5	Mr Tejinder J Singh	MBA, PhD Thesis Submitted	Asst. Professor	Marketing	9	-----
6	Dr Sheetal Sachdeva	M.Com, Ph D	Asst. Professor	Accounts & Law	9+	-----
7	Mr. Kapil Choudhary	MCA, MBA Ph D (Pursuing)	Asst. Professor	Human Resource	9	-----

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8	Dr Siddharth Verma	MBA, PhD	Asst. Professor	Finance	10	4 Completed, 2 In progress
9	Dr Yogita Narang	MBA, Ph D	Asst. Professor	Marketing & Entrepreneurship	9	-----
10	Mr Rahul Khandelwal	MBA	Asst. Professor	Finance	5	-----
11	Ms. Payal Sharma	MBA	Asst. Professor	Human Resource & Marketing	11	-----
12	Ms. Versha Sanger	MBA	Asst. Professor	Human Resource & Marketing	2	-----
13	Ms. Tanu Gupta	MBA	Asst. Professor	Human Resource & Marketing	6	-----
14	Mr. Nitin Bhargava	MBA	Asst. Professor	Human Resource & Marketing	1	-----

11. List of senior visiting faculty:

Senior and experienced faculties invited from well known institutions from India and abroad to visit institute for delivering lectures and interacting with students are as follows:

S. No	Name of Researchers / Subject Experts	Affiliation
1	Dr. Shyam Singh Lodha	Connecticut University USA
2	Prof B.L. Dubey	University of Alaska, USA
3	Dr. S.D. Gupta	St. Thomas University, Canada
4	Prof K.K. Saxena	IIT Kanpur
5	Prof M. K. Gupta	IIM Lucknow
6	Prof. C. P. Shrimali	MDI Gurgaon
7	Prof. Renu Rastogi	IIT Roorkee
8	Dr. Justin Paul	IIFT Delhi
9	Dr. Anshuman Gupta	University of Petroleum & Energy Studies, Dehradun
10	Dr. Anju Jain	RBS Institute, Agra
11	Mr Abhisar Sharma	ABP New Channel

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12	Prof Mukesh Chaturvedi	Dean, Department of Management, Sharda University
13	Mr Shailendra Pal Singh	Retd NTPC
14	Shri Sanjay Tripathi	Chief Passenger Transportation Manager, Railway Operations, North Central Railway, Allahabad.
15	Dr V Prem Swarup	Dayalbagh Educational Institute
16	Mr Pradeep Mahtha	Executive Vice President, Sharda Group of Institutions
17	Prof VK Sharma	Executive Director, Hindustan Institute of Science & Technology
18	Dr Sanjeev Soami	Dayalbagh Educational Institute
19	Dr SK Sharma	Dayalbagh Educational Institute
20	Dr VK Gangal	Dayalbagh Educational Institute
21	Dr Asif Ahmad	Aligarh Muslim University, Aligarh
22	Dr Rakesh Jain	Mental Hospital Agra
23	Dr Ajay Srivastava	Mental Hospital Agra
24	Prof Yogesh Upadhya	Head, Department of Management, Jiwaji University
25	Prof Kuldeep Sharma	Bimtech, Delhi
26	Prof Parvej Tarib	Aligarh Muslim University, Aligarh
27	Dr Arvinder Singh	Vice President, Lal Path lab
28	Parikshit Jobanputra	Motivational speaker
29	Prof R.C. Maheshwari	Advisor R&D SGI
30	Ms. Namrata	Entrepreneur from China
31	Mr Sanjev Tiwari	Agra University
32	Mr B K Gupta	Giants Step Bangalore
33	Ms Monalisa Sen	Career Dimensions, Noida
34	Mr Bipin Gupta	Dawar Footwear, Agra
35	Prof Acharya Chairman	AIMS AP chapter
36	Prof Masood	Former President AIMS
37	Mr RP Singh	J K Cement, Nimbahera, Rajasthan
38	Mr AK Singh	Dy. Director- MSME, Agra region
39	Mr Parag Gautam	Certified financial education trainer of Securities and Exchange Board of India (SEBI) with Registration No SEBI/RP/N/UP/38

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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Nil

13. Student-Teacher Ratio (programme wise):

11:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Number of academic support staff provided provided is 12. The details are as follows:

S No	NAME	Designation	Academic Support Staff Sanctioned	Academic Staff Filled
1	Lt Col N. P. Singh (Rtd.)	Dy. Registrar	1	1
2	Satyendra Pradhan	Senior Accountant	1	1
3	Tahir Hussain	Librarian	1	1
4	Ravi Mehra	P A to Director	1	1
5	Swatee Saxena	Executive	1	1
6	Abhishek Srivastava	Assistant	1	1
7	Hema Joshi	Executive Assistant	1	1
8	Kumod Sharma	Software Maintenance Engineer	1	1
9	DevendraPal Singh	Hardware / Network Associate	1	1
10	Deenanath Thapa	Wire man	1	1
11	Brijesh Kumar Gupta	Jr Executive HR	1	1
12	Suresh Chand	Office Assistant	1	1
13	Mahesh Chand Sharma	Book lifter	1	1

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil. / PG.

S No	Qualification Of Teaching Faculty (PhD / PG)	Area of Research
1.	Dr Naveen Gupta	Behaviorial Science
2.	Dr Abhilasha Singh	Human Resource
3.	Dr Sheetal Sachdeva	Finance
4.	Dr Yogita Narang	Entrepreneurship
5.	Dr Siddharth Verma	Finance
6.	Ms Riju Agarwal Singh (pursuing)	Marketing
7.	Mr Tejinder Jeet Singh (pursuing)	Marketing
8.	Mr Shantanu Sahu (pursuing)	Human Resource
9.	Mr Kapil Choudhary (pursuing)	Operations Research/ Human Resource
10.	Mr Rahul Khandelwal	Finance
11.	Ms. Payal Sharma	Marketing
12.	Ms. Versha Sanger	Human Resource
13.	Ms. Tanu Gupta	Human Resource
14.	Mr. Nitin Bhargava	Human Resource
15.	Mr. Vivek Tripathi (Visiting)	Marketing
16.	Ms. Tanu Marwah (Visiting)	Production Management

16. Number of faculty with ongoing projects from:

S No	Project	Project Details	Funding agencies	Grants Received
1.	National Ongoing Projects	LTA, KAP RED-P & Aniti-Tobacco Campaigns	Lead Agra & SGI	1,47,700 till date
2.	International Ongoing Projects	NIL	NIL	NIL

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received.

The departmental projects undertaken by faculty have been sponsored by Research & Development Department of SGI. The details are as

follows:

Table 17.1

S No	Name of Investigators and Department	Research Project Title	Amount Sanctioned
1.	Dr Naveen Gupta (PI), Mr Ashish Gupta & Ms Riju Agarwal Singh	Study on Perception and Practices Related to Diarrhea Management in Rural Areas of Mathura.	2,76,250/-
2.	Mr Ashish Gupta	Paper Presentation in International conference on Family Planning: Research and Best Practices, South Africa	1,70,000/-
3.	Mr Shantanu Sahu	Study on Mobile phone usage in academic environment by the students and its impact on productivity with special reference to SGI	5,000/-
4.	Mr Tejinder Jeet Singh	Study on feel employable programme for rural segment.	25,000/-

18. Research Centre / facility recognized by the university:

The institute has developed its own dedicated research centre for the use by the faculty and potential students under the supervisors recognized by the affiliating University and other universities. Following is the list of supervisors recognized by various universities:

SNo	Name of Supervisor	University
1.	Dr Naveen Gupta	UP Technical University, Lucknow Pacific University, Udaipur & Sharda University, Greater Noida
2.	Dr Sheetal Sachdeva	UP Technical University, Lucknow
3.	Dr. Siddharth Verma	UP Technical University, Lucknow

In addition, the institute has a research committee called ‘Research and Development Committee’ (RDC) to monitor and promote the research activities in the institute. Required infrastructure in terms of space, equipments and support facilities is available in the campus for undertaking research. The institution collaborates with other agencies/

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institutions/research bodies for sharing research facilities and undertaking collaborative research.

19. Publications:

The details of Publication of faculties are as follows:

SNo	Publication	Details
1.	Publication per faculty	10 per faculty & 108 publications by all faculty
2.	Number of papers published by faculty and students in peer reviewed journals (national / international)	68
3.	Number of publications listed in International Database (for eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	03
4.	Monographs	Nil
5.	Chapter in Books	05
6.	Books Edited	02
7.	Books with ISBN/ISSN numbers with details of publishers	Nil
8.	Citation Index	Nil
9.	SNIP	Nil
10.	SJR	Nil
11.	Impact factor	03
12.	h-index	Nil

Details of publication are:

1. Dr. Naveen Gupta:

- Comparative study of anxiety level amongst Graduate, Post Graduate and Ph D students' Journal of Higher Education, Vol 9, No. 2, spring 1983.
- Unemployment and psychological well-being in professional graduate, Journal of Higher Education, Vol 10, No. 3, spring 1985.
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- Industrialization and its impact on Individual well being, Meerut Management Review, Vol 62, Nov. 1998.
- Superstitious Behaviour amongst the Professional Graduates, Praachi Journal of Psycho-Cultural Dimensions, Vol. 14(2) April 1998.
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- Stress Management – A survey of 400 professional of Agra City, Amar Ujala, June 2, 2002.
- Emotions at work, Journal of HRD Network, Vol: 19, October 2003.
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- Pygmalion effect in actuating organizational excellence, an article published in book entitled “Human Behaviour and organizational excellence”, published by Sunrise, Delhi, 2004.
- Level of life satisfaction amongst executives of Public & Private sector, Journal of Management Development & Information Technology, Vol.3, No.1, April 2005.
- Analysis of Problems Faced by Private Institutions of Western U.P, Indian Journal of Technical Education, vol. 28. No:2, June, 2005,
- Human Resource in changing Business Environment, Behavioural Scientists, a publication of council of Behavioural Scientists, Vol.6 No.4, June 2004.
- Children as targets for marketers, South Asian Journal of Socio-Political Studies, Vol. 6 No.2, Jan-June, 2006.
- In search of personality traits of public sector executives, Sky line Business Journal, Sharjah U.A.E, Vol 2-No.2 Spring, 2006.

- Working with spouse: A survey of professional students of U.A.E, The Emirates Evening Post, news paper of Dubai, March 1, 2006.
- A comparative study of personality traits amongst public sector executives, Pracchi Journal of Psycho-Cultural Dimensions, vol.22 (2), October, 2006.
- Job Satisfaction as Related to Organisational Climate and Occupational Stress: A case study of Indian Oil, International Review of Business Research Papers, Vol.3, No.5, November 2007 pp.193-208.
- Quality of life and Mental Health of Indian Managers, Journal of Projective Psychology & Mental Health, Vol 16, Number 1, January, 2009.

2. Dr Abhilasha Singh:

- Chapter titled “Impact of Government Initiatives towards Poverty Alleviation in Rural India “published in book of Economic Liberalization and Poverty Alleviation in India with ISBN NO. 978-93-80752-46-4, 2011.
- Publication of a chapter titled “International Tourism as a solution to overcome the recession, in book Global Recession and its Impact on Indian Economy with ISBN: 978-93-80752-44-0, 2011.
- Paper Published in International Journal of IJEMR entitled ‘A study of Plans and policies execution and efficiency of Government personnel in U.P December issue 2011, <http://exclusivemba.com/IJEMR/December.htm>.
- Paper titled Knowledge Management-the key Driver for Growth, published in Journal Contemporary Management vol 4 No 1, January June 2010, ISSN0974-4002.
- A paper entitled ‘Surviving Stress The Slow Poison published in JMDIT DEC 2009, Vol.7 A paper entitled’ Organizational Effectiveness through enhancing Self Esteem’ was published in HRD News Letter June 2005, Vol.21.Issue .

3. Ms. Riju Agarwal Singh:

- “Effect of Material Values on Environmental Beliefs and Pro-environmental Behaviors” in an international refereed research Journal titled, Management Development & Information Technology (MDIT) with ISSN 0976-8440 & RNI UPENG/2007/27969.
- “Management of Depression in India” accepted for SIS Journal of Projective Psychology and Mental Health listed amongst 25 indexed journals by World Health Organization on behalf of somatic Inkblot Society with Regd No 71632/99, RNI Delhi.

4. Mr. Shantanu Kumar Sahu:

- The Impact of Faculty Development Programme in Tourism Education (with reference to Uttarakhand), peer reviewed RBS Business Review, 2014, December, Vol. 2, Number 3, (ISSN 2319-4790).
- The HR Challenges and Predictors of Commitment in Tourism, Journal of Tourism and Hospitality 2013, December, Vol. 1, Number 1, (ISSN 2319-4790).
- Quality of Tourism Education In India: An analytical approach, International Journal of Management, 2012, December, Vol. 4, 31-34 (ISSN 0976-1063).
- The Elucidation of HR Challenges through Kaizen Principles towards careers in Tourism Industry (with reference to Uttar Pradesh and Uttarakhand), International Journal of Business, Management & Social Sciences (IJBMS), 2012, September, Vol. 2, Number 1(III), 88-92 (ISSN 2249-7463).
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- Sustainable Tourism Development and Kaizen Initiatives for Infrastructure Development in Uttarakhand- A Critical Review, Tourism for Development (A Managerial Approach), Kanishka Publisher, New Delhi, 225-234, First Edition 2011, (ISBN 978-81-8457-312-1).

5. Mr. Tejinderjeet Singh:

- Paper published in International Journal of Management-Rivulet on topic, "Handling Attribution in Tourism: An overview of Recruitment, Selection and Retention", ISSN No. 0976-657X, Vol. 1, Issue No.1, 2010
- Paper published in International Journal of Management Development & Information Technology on topic, "Leader's Role in Employee Engagement and Employee Retention", ISSN No. 0976-8440, Vol. 11, Dec. 2013
- Paper published in SITM - Journal of Management on topic, "Social Networking through Internet - A successful Brand Building Tool", ISSN: 0976-1063, vol. 2, Dec. 2010

- Authored a book on “Marketing Management-An Indian Perspective”, published by A. B. Publications, New Delhi, ISBN No.978-93-80444-40-6

6. Dr. Yogita Narang:

- “Presence of mind”- minimum qualification criteria in B-schools and Jobs” article published in “Various Dimensions of Education in DEI”, special issue, DEI Magazine, 2015
- ‘An Overview of IT Industry through Top Three India-Based Information Technology (IT) Services Providers Using Porter’s Five Forces Model’, in International Journal of Management Development and Information Technology, ISSN. 0976-8440, Vol.12, Dec, 86, 2014.
- "Endeavor to Reach Bottom of Pyramid: Life Spring Hospital - Social Entrepreneurship Model of Healthcare Sector" Working Paper, RBS International Journal of Management.
- Scaling the impact of social entrepreneurship from Operations Research and Management perspective –A Study of eight organizations in Health sector in India, in Inderscience, in Int. J. Business and Globalisation, Vol. 13, No. 4, 455, 2014.
- Delineating social entrepreneurship from related terminologies, Journal of Entrepreneurship, Business and Economics, ISSN-2345-4695, 2013, 2(1):1-20.
- “Effect of public service advertising and the effectiveness of media- an exploratory study of four campaigns” in IJM (International Journal of Management)
- “Social Entrepreneurship-a new wave of creation”, published in Conexns, (Communicating, News, Events, for exchange of Neoteric Synergy) Management department annual magazine publication, DEI, 2014.
- "Motivations and Barriers towards social Entrepreneurship and Social Work: Findings from emperical study among college youth", International Journal of Management Development and Information Technology, ISSN 0976-8440, Annual refereed Journal of HIMCS, page 17, Vol. 10, Dec.2012.
- “Rural development through fair trade - an exploratory study of four cases of social entrepreneurship in indian villages” under review in International Journal of Social Entrepreneurship and Innovation.
- “Gaining the competitive edge through CRM – A Study On Private Sector Banks”, IJRFM International Journal of Research in Finance & Marketing Volume 1, Issue 3 (July, 2011) (ISSN 2231-5985) pp 12- 30.
- Article on “Educational Loan –“The need of the hour” published in newspaper (Amar Ujala & DLA) based on the

research paper. Dec.17, 2008.

- Examined how the increasing dependence of needy students on Education loan instead of grants for higher education has affected parents pocket, students job performance, college access and enrollment; culminating in 32-page paper, report published in newspaper.
- Undertaken a project on “Impact of cold drinks Vs packed fruit juices on the health of Primary school children”- a voluntary study conducted by Dabur Foods Ltd. Results Published in Dabur India quarterly Newsletter, Vol.18, page 17.
- Social Entrepreneurship and its development among students, Book title: Management, ISBN : 978-93-313-2098-8, Publisher: APH Publishing Corporation, 4435-36/7, Ansari Road, Darya Ganj, New Delhi-110002, Year of publication, 2014
- “Talent Hunt-How to recognize Talent” Published by Atlantic Publishers, chapter-11, page no. 118at no. 118, 2011.

7. Dr. Siddharth Verma:

- Paper entitled “Reengineering Operations: Marketing financial Services-Product, Process & Pricing” in book “Indian banking: Managing transportation in Liberalized, Globalized and Information technology Era” September 2007 from DAV college, Malaut.
- Paper entitled “IT and management studies with relevance to agriculture” in Proceedings of Fifth International Conference Hindustan Institute of management and computer studies (Feb 2008).
- Paper entitled “India’s Agriculture and WTO: Commitments and Implementation” in book “Opportunities and Challenges in The Global Business” ISBN no: 978-81-7446-718-8, Excel publication. The book is compiled and published from International Institute of Foreign Trade and Research, 2009, Indore.
- Paper entitled “Economic System Render Down: An Economist view” in Proceedings of Sixth National Conference Hindustan Institute of management and computer studies (Feb 2010).
- “An Insight into Microfinance Dynamics in Indian Perspective”, has been accepted for the publication in the Edited Book on “Rural Management in Post-Reform Era/ Rural Development in Post-Colonial Era/ Rural Entrepreneurship Development in Liberalised Era” publishing by Society for Advancement of Villagers Education and Rural Assistance (SAVERA), India.
- Globalization and Its Impact on Management Education: Issues Ahead” in "Journal of Educational Review” Vol.3 No.4 (Oct-

- Dec, 2010), Serials Publication, New Delhi.
- “Effect of Service Quality on the Perception of Consumer Based Brand Equity” In “Ss International Journal of Economics and Management”, VOLUME 1, ISSUE 3 [SEP 2011], ISSN 2331-4962.
 - “Consumer Preferences Towards Service Industry: A Factorial Study of Healthcare Industry” in Zenith: International Journal of Multidisciplinary Research, ISSN: 2231-5780, Published by: Zenith International Research & Academic Foundation (ZIRAF). A Journal Internationally indexed and listed at: Cabell's Directory of Publishing Opportunities, Texas Ulrich's Periodicals Directory, U.S.A., J-Gate, India.
 - Market Feasibility Study For Hospital: A Case Of Kunnankulam City In Kerala, in SS International Journal of Business and Management Research (SSIJBMR),ISSN NO:2331-4870.
 - Role of Management & Entrepreneurship skill sets in getting Placements: A Case of B-School Students in Navi Mumbai in GALAXY International Interdisciplinary Research Journal (ISSN 2347-6915).
 - Study of Attrition Trend and Influencing Factor in the Sectors of IT (Service) and Pharma (Manufacturing) , International Journal of Social Science and Humanities Research ISSN 2348-3164 (online) , ISSN 2348-3156 (Print) Vol. 3, Issue 1, pp: (388-393), Month: January - March 2015, Available at: www.researchpublish.com.
 - Study of Attrition Trend and Influencing Factor in the Sectors of Telecom and Its (BPO/KPO) , International Journal of Social Science and Humanities Research ISSN 2348-3164 (online) ISSN 2348-3156 (Print), Vol. 3, Issue 1, pp: (376-381), Month: January - March 2015, Available at: www.researchpublish.com Page | 376 Research Publish Journals.

8. Ms. Tanu Marwah:

- Published a paper titled Improving quality of management education –A strategic model approach in International Journal of Management development and information Technology.
- Published a paper in International Journal titled Corporate SHG linkages in International journal of rural management.
- Paper – “Entrepreneurial Intention among graduating business management students of U.P.” Published in Indian Journal of Research in Management, Business and Social Sciences (IJRMBSS). ISSN-2319-6998.
- Paper on “Collective retail through social franchising in India: a **tool** towards rural retail and social empowerment” published in

KHOJ-Journal of Indian Management Research and Practices
ISSN: 2278-8271.

- Published a paper in International Journal on the title “Role of Management Education in India in creating Enduring Indian Corporations” with ISSN no: 2251-1571.
- Article on corporate SHG partnerships for Rural markets Published in Kurukshetra journal of Rural Development, Vol 61 no.9.
- Paper “Gender Difference & Shopping Behavior through Cards: Study on MIG, Indian Consumers” Published in Advances in Management, Volume 6, issue 6, 2013.

9. Mr. Vivek Tripathi:

- Paper on “impact of male celebrities in endorsing cosmetic brands” in MTC Global journal of management and entrepreneurship, ISSN 2231-3710.
- Paper on “reverse logistics and environment empathy w.r.t. e-waste” in International Journal of Entrepreneurship & Business Environment Perspectives (2012): ISSN 2279-0926.
- Paper on “Trust, Image and Association, affecting loyalty towards telecom service providers in India: A study on BSNL” published in International Journal of Management and Social Sciences Research (IJMSSR), ISSN: 2319 – 4421(ONLINE).
- Paper on “Collective retail through social franchising in India: a tool towards rural retail and social empowerment” published in KHOJ-Journal of Indian Management Research and Practices ISSN: 2278-8271.
- Paper “Gender Difference & Shopping Behavior through Cards: Study on MIG, Indian Consumers” Published in Advances in Management, Volume 6, issue 6, 2013.
- Paper – “Entrepreneurial Intention among graduating business management students of U.P.” Published in Indian Journal of Research in Management, Business and Social Sciences (JRMBS). ISSN-2319-6998.
- Article on corporate SHG partnerships for Rural markets Published in Kurukshetra Journal of Rural Development, Vol 61 no.9.
- Paper- “Indian Domestic Tourists Dinning preferences” accepted for publication in ANVESHAK-journal of Indira Institute of management, Pune.

20. Areas of consultancy and income generated:

The details of consultancy work carried out by the department is

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S No	Consultancy Project	Revenue Generated	Organization	Year	Principal Consultant
1	Supervisory Development	16,660/-	J. K. Cement, Nimbahera, Rajasthan	2009	Dr Naveen Gupta
2	Positive Attitude for Higher Performance	16,660/-	J. K. Cement, Nimbahera, Rajasthan	2010	Dr Naveen Gupta
3	Personality & Self Development for Peak Performance	23,566/-	J. K. Cement, Nimbahera, Rajasthan	2011	Dr Naveen Gupta
4	Effective Communication & Presentation Skills	29,875/-	J. K. Cement, Nimbahera, Rajasthan	2013	Dr Naveen Gupta
5	Positive Attitude for Peak Performance	44,087/-	J. K. Cement, Nimbahera, Rajasthan	2013	Dr Naveen Gupta
6	Personality and Self Development	38,700/-	J. K. Cement, Nimbahera, Rajasthan	2014	Dr Naveen Gupta
7	Advancing Learning on Delaying the Age of Marriage and First Birth in India Project (ALP) Phase-II	30,000/-	TNS India Private Ltd, Gurgaon	2014	Riju Agarwal Singh
8	Call centre training	10,000/-	TCS	2014	Tejinder Jeet Singh

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9	Soft Skills Training for Enhancing Employability	40,000/-		2014	Dr Naveen Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu
10	Training Programme for local Industries	60,000/-	For local Industries	2012	Dr Naveen Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu
11	Training Programme	70,000/-	For Schools and local Industries	2011	Dr Naveen Gupta, Dr. Abhilasha Singh, Mr. Shantanu Sahu

21. Faculty as members in

S. No	Committee	Name of the committee	Name of Faculty	Year
1.	National Committees	System Society of India		Life Time
		Association of Alumni of DEI(ADEI's)	Dr. Yogita Narang	2012-16
		ICAI	Ms. Tanu Marwa	2007-till date
		National Human Resource Development Network (NHRDN)	Mr. Tejinder jeet Singh	2011 Life Member
		National Human Resource Development	Mr Shantanu Sahu	2011

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		Network (NHRDN)		
		Management Teachers Consortium- Global	Mr. Tejinder jeet Singh	2011
		Management Teachers Consortium- Global	Mr Shantanu Sahu	2011
		Indian Tourism Congress (ITC)	Mr Shantanu Sahu	2010
		Counselor- Indira Gandhi National Open University (IGNOU), Agra Campus	Mr Shantanu Sahu	2010
		Human Capital Institute	Mr. Tejinder jeet Singh	2009
2.	International Committees	Association of Indian Management Scholars (AIMS), USA	Dr Abhilasha Singh Mr Shantanu Sahu Tejinder J Singh	2010
		International Association of Academicians and Researchers (INAAR), Pune	Mr Shantanu Sahu	2012
3.	Editorial Boards	Journal Of Projective Psychology & mental Health	Dr Naveen Gupta	2015
		Intl. Journal of Innovation & Entrepreneurship	Dr. Yogita Narang	2013
		International Journal of Management Development & Information Technology (ISSN No. 0976-8440)	Dr Naveen Gupta Dr Abhilasha Singh Ms Riju Agarwal Dr Siddharth Verma Dr. Sheetal Sachdeva Mr Tejinder J Singh	2013/ 2014

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental / programme:

100%

The teaching learning process and the activities in the institute is so well designed that it involves participation of all students in the two departments

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies:

As a part of curriculum all students of MBA take two months training programme in an industry in II semester and research project in IV semester. Besides, students prepare mini report based on observation after the visit to industries in local area. Thus all students undergo training and research assignment during the two years curriculum.

23. Awards / Recognitions received by faculty and students:

- Dr Naveen Gupta
- Dr Abhilasha Singh
- Mr Ashish Gupta
- Ms Riju Agarwal
- Mr Shantanu Sahu
- Mr Tejinder Jeet Singh

Details of Students Awards:

Year	Date	Students Award
2015	10 Feb	Poster making competition on Anti tobacco
2015	20-21 Mar	Poster competition at Conference on 'Demographic Dividend: opportunities & challenges'
2015	20-21 Mar	Paper Presentations
2015	20-21 Mar	Quiz Competition
2014	7 Mar	Poster Competition on Women Empowerment
2014	18 Dec	Summer Internship Research Contest - MBA III sem Batch 2013-2015
2014	April 2014	Poster Competition at Conference – 'Clean India'
2014	April 2014	Research Paper Presentation at Conference – 'Clean India'

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2014	April 2014	Slogan Competition at Conference – ‘Clean India’
2014	April 2014	JOY, Quiz Competition
2014	April 2014	Poster Competition on Blood Donation Camp
2014	15 Sept.	Talent Hunt
2014	8 - 10 Sept.	English week celebration, Poster Competition
2014	8 - 10 Sept.	English week celebration, Slogan Competition
2014	8 - 10 Sept.	English week celebration, Word recognition
2014	8 - 10 Sept.	English week celebration, Essay Competition
2014	10 - 11 Oct	Magnifest, Clinch the Deal, Ultimate Turmoil, Bizzaire, B-Plan, Starlets-Grp Dance, Beat The Feet-Solo Dance, Curtain Raiser-Play, Sur Sangam-Solo Singing, Just Dance – Treasure, Trove, Inquistor, Ad Artisan, Logo Contriever
2013	Sept	Poster Competition - English Week
2013	Sept	Essay Competition - English Week
2013	Sept	Slogan Competition - English Week Competition
2013	Sept	Word Recognition - English Week
2013	Sept	English Week, News Reading
2013	Sept	English Week, Song Translation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E-commerce, Poster Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E-commerce, Paper Presentation
2013	12 & 13 Mar	Conference on Role of Leadership in era of E-commerce, Slogan Competition
2013	12 & 13 Mar	Conference on Role of Leadership in era of E-commerce, Quiz competition
2013	30 April	Achiever’s Award
2012	5-7 Sept	English Week, Poster Competition
2012	5-7 Sept	English Week, Essay Competition
2012	5-7 Sept	English Week, Slogan Competition
2012	5-7 Sept	English Week, Word Recognition
2012	5-7 Sept	English Week, News Reading
2012	5-7 Sept	English Week, Song Translation
2012	8 Sept	Fresher’s Party
2012	3 Mar	Ad. Making competition
2012	29 & 30 Mar	International Conference Entrepreneurial Challenges- Logistics & Management, Poster Competition
		Paper Presentation

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		Slogan Competition
		Quiz Competition
2012	25 April	Farewell Party
2012	28 - 29 Jan	Sports Meet

24. List of eminent academicians and scientists / visitors to the department:

S No	Academicians / Scientists	Affiliation
1	Dr. Shyam Singh Lodha	Connecticut University USA
2	Prof B.L. Dubey	University of Alaska, USA
3	Dr. S.D. Gupta	St. Thomas University, Canada
4	Prof K.K. Saxena	IIT Kanpur
5	Prof M. K. Gupta	IIM Lucknow
6	Prof. C. P. Shrimali	MDI Gurgaon
7	Prof. Renu Rastogi	IIT Roorkee
8	Dr. Justin Paul	IIFT Delhi
9	Dr. Anshuman Gupta	University of Petroleum & Energy Studies, Dehradun
10	Dr. Anju Jain	RBS Institute, Agra
12	Prof Mukesh Chaturvedi	Dean, Department of Management, Sharda University
15	Dr V Prem Swarup	Dayalbagh Educational Institute
18	Dr Sanjeev Soami	Dayalbagh Educational Institute
19	Dr SK Sharma	Dayalbagh Educational Institute
20	Dr VK Gangal	Dayalbagh Educational Institute
21	Dr Asif Ahmad	Aligarh Muslim University, Aligarh
22	Dr Rakesh Jain	Mental Hospital Agra
23	Dr Ajay Srivastava	Mental Hospital Agra
24	Prof Yogesh Upadhya	Head, Department of Management, Jiwaji University
25	Prof Kuldeep Sharma	Bimtech Delhi
26	Prof Parvej Tarib	Aligarh Muslim University, Aligarh
27	Mr Sanjev Tiwari	Agra University
29	Prof Acharya Chairman	AIMS AP chapter
30	Prof Masood	Former President AIMS
31	Mr Parag Gautam	Certified financial education trainer of Securities and Exchange Board of India (SEBI) with Registration No SEBI/RP/N/UP/38

25. Seminars / Conferences / Workshops organized & the source of funding:

Conference	Number	Source of Funding
National	9	HIMCS
International	1	HIMCS

26. Student profile programme / course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled *M & * F	Pass percentage
MBA 2014	274	86	31 & 51	100
MBA 2013	245	99	53 & 46	100
MBA 2012	193	96	51 & 35	100
MBA 2011	213	120	59 & 61	100

*M = Male * F= Female

27. Diversity of Students:

Name of Course	% of students from the same state	% of students from other states	% of students from abroad
MBA 2014	94%	6%	-
MBA 2013	100%	0%	-
MBA 2012	94%	6%	-
MBA 2011	97.5%	2.5%	-
MBA 2010	98%	2%	-

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Data Not available

29. Student Progression:

Student progression	2010-11 (%)	2011-12 (%)	2012-13 (%)	2013-14 (%)
PG to M.Phil.	--	--	--	--
PG to Ph.D.	--	--	--	--
Employed: Campus selection	MBA-60.52	MBA-69.89	MBA-67.64	MBA-62.16

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	MCA- 60.86	MCA- 57.58	MCA- 62.50	MCA- 70.45
Employed: Other than campus recruitment	MBA- 39.48	MBA- 30.11	MBA- 32.36	MBA- 37.84
	MCA- 39.14	MCA- 42.42	MCA- 37.50	MCA- 29.55
Entrepreneurship / Self employment	MBA- 3.51	MBA- 12.90	MBA- 10.52	MBA- 9.76
	MCA- 7.25	MCA- 6.06	MCA- 0.00	MCA- 0.00

30. Details of Infrastructural facilities:

a)	Library	Yes	The institute has central and departmental library system
b)	Internet facilities	Yes	Name of the Internet Provider : Tata & Sifi 10 Mbps Broadband+10 Mbps (Standby)
c)	Class rooms with ICT facility	Yes	All 8 Classrooms are enabled with wi-fi internet and equipped with whiteboard and LCD projectors
d)	Laboratories	Yes	The MBA programme has special labs/ cells like CSCD, Think Tank, Entrepreneur cell and Cultural cell.

31. Number of students receiving financial assistance from institute, universities, government or other agencies:

	2013-14	2012-13	2011-12	2010-11
From the Institute	11	44	22	13
From the University	--	3	--	--
From the Government	41	79	55	--

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

The institute has incorporated all modes of guidance to make students industry ready. Industry experts and academicians are invited for lectures on regular basis. In last four years student enrichment programmes were organized with the following external experts:

Table 32.1

S.	Name of Researchers /	Affiliation
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No	Subject Experts	
1	Dr. Shyam Singh Lodha	Connecticut University USA
2	Prof B.L. Dubey	University of Alaska, USA
3	Dr. S.D. Gupta	St. Thomas University, Canada
4	Prof K.K. Saxena	IIT Kanpur
5	Prof M. K. Gupta	IIM Lucknow
6	Prof. C. P. Shrimali	MDI Gurgaon
7	Prof. Renu Rastogi	IIT Roorkee
8	Dr. Justin Paul	IIFT Delhi
9	Dr. Anshuman Gupta	University of Petroleum & Energy Studies, Dehradun
10	Dr. Anju Jain	RBS Institute, Agra
11	Mr Abhisar Sharma	ABP New
12	Prof Mukesh Chaturvedi	Dean, Department of Management, Sharda University
13	Mr Shailendra Pal Singh	Director HR(Retd.) NTPC
14	Shri Sanjay Tripathi	Chief Passenger Transportation Manager, Railway Operations, North Central Railway, Allahabad.
15	Dr V Prem Swarup	Dayalbagh Educational Institute
16	Mr Pradeep Mahtha	Executive Vice President, Sharda Group of Institutions
17	Prof VK Sharma	Executive Director, Hindustan Institute of Science & Technology
18	Dr Sanjeev Soami	Dayalbagh Educational Institute
19	Dr SK Sharma	Dayalbagh Educational Institute
20	Dr VK Gangal	Dayalbagh Educational Institute
21	Dr Asif Ahmad	Aligarh Muslim University, Aligarh
22	Dr Rakesh Jain	Mental Hospital Agra
23	Dr Ajay Srivastava	Mental Hospital Agra
24	Prof Yogesh Upadhya	Head, Department of Management, Jiwaji University
25	Prof Kuldeep Sharma	
26	Prof Parvej Tarib	Aligarh Muslim University, Aligarh
27	Dr Arvinder Singh	Vice President, Lal Path lab

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28	Parikshit Jobanputra	Motivational speaker
29	Prof R.C. Maheshwari	Advisor R&D SGI
30	Ms. Namrata	Entrepreneur form China
31	Mr Sanjev Tiwari	Agra University
32	Mr Brij Kishore Gupta	Motivational speaker
33	Ms Monalisa Sen	Career Dimensions, Noida
34	Mr Bipin Gupta	Dawar Footwear, Agra
35	Prof Acharya Chairman	AIMS AP chapter
36	Prof Masood	Former President AIMS
37	Mr RP Singh	J K Cement, Nimbahera, Rajasthan
38	Mr AK Singh	Dy. Director- MSME, Agra region
39	Mr Parag Gautam	Certified financial education trainer of Securities and Exchange Board of India (SEBI) with Registration No SEBI/RP/N/UP/38

In last four years total 125 student enrichment programmes have been organized. The details are:

Table 32.2 -Table for Training Programmes & Workshops

S No.	Topics	Resource Person	Date
1	Training Programme for PDP trainers	Prof. Malviya	21 st August 2010
2	FDP – Leadership Challenges in Academic Career	Dr Naveen Gupta	21 st December 2010
3	Staff Development Programme SGI	Dr Naveen Gupta	10 th Jan 2011
4	MDP for Industry Executives	Prof. B L Dubey	11 th & 12 th Feb 2011
5	Training Session 2 Days on “Being Young a tool for managerial success”	Jay Shukla	11 th April 2011
6	FDP- Projective Techniques	Prof. B L Dubey Dr. Naveen Gupta	10 th -11 th April 2011
7	Workshop on CaseStudy & PDP	Mr. Abhishek Nanda	21 st April 2011
8	Training for trainers	Prof. B L Dubey & Dr.	11 th -12 th May 2011

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		Naveen Gupta	
9	MDP at JK Cement	Dr. Naveen Gupta	16 th -17 th May 2011
10	Training Programme on Conflict Handling for Judges of Agra (District Judge Shri Zaki Ullah Khan was the Chief Guest)	Dr. Naveen Gupta	8 th Jan, 2012
11	Industrial Seminar in association with NCIC AGRA, AFMEC & ADC	Prof. Mukesh Chaturvedi Prof. Kuldeep Sharma, Bimtech	22 nd Jan, 2012
12	Outbound Training Programme at Akshay Patra, Mathura	Dr. Naveen Gupta	4 th Feb, 2012
13	Training Programme for Company Secretaries 3 Training conducted	Dr. Naveen Gupta & Dr. Abhilasha Singh	2012
14	Training for Rotary Club	Dr Naveen Gupta	11 th April 2012
15	Training on Personality Mapping in Pacific Institute, Udaipur	Dr Naveen Gupta	14 th April 2012
16	Workshop for 12 th students in Peters	Dr Naveen Gupta	18 th April 2012
17	Training for supporting staff AEC	Dr Naveen Gupta	4 th & 6 th August 2012
18	Staff Development Programme for Supporting staff of UPSRTC	Dr. Naveen Gupta	18 th August 2012
19	Workshop on Sociometry	Dr. Jyoti Kulshreshtha	October 2012
20	MDP on Competency Building for Effective Leadership	Dr. Naveen Gupta	7 th & 8 th December 2012
21	Worshop on FINANCIAL ISSUES AND PORTFOLIO MANAGEMENT	Dr. Parag Gautam, Resource person in Finance	September 2012

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		Education Programme, SEBI	
22	Training for India Post	Dr Naveen Gupta Dr (Col)C K Singh	8 th & 9 th Feb 2013
23	Workshop on Latex organized by MCA department	Mr. Mukesh Saraswat Mr. Prashant S. Rana	17 th & 18 th Feb 2013
24	Workshop by WWC on Pre-marriage counseling Personal and Professional life balance	Dr Naveen Gupta	1 st March 2013
25	Workshop on Making of an MBA	Dr. Naveen Gupta & Nishant Khandelwal	22 nd April 2013
26	Workshop on Teaching learning process 2013	Prof. Lodha, V K Sharma, Mr. Pradeep Mahtha, Prof. Naveen Gupta & Faculty of SGI	13 th August 2013
27	Workshop on “Relevance of management education in the presence scenario & the strategy that needs to be adopted by the students & educators to improve employability”	Dr. Rakesh Premi	26 th August 2013
28	Staff Training at JK Cement, Udaipur	Dr. Naveen Gupta	23 rd -25 th September 2013
29	Summer Training Project Presentation	All MBA Faculty	23 rd September 2013
30	Workshop on Branding	Prof. Parvez Talib	26 th November 2013
31	Training on Behavioral Issues in Raman Laal Shorawala School, Mathura	Dr. Naveen Gupta & Dr. Abhilasha Singh	6 th December 2013
32	FDP on Role of	Dr .Naveen	4 th Jan 2014

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	Academic Leadership in meeting Institutional Challenges	Gupta	
33	FDP on 2nd Phase of Role of Academic Leadership in meeting Institutional Challenges	Dr .R P Singh and Dr Naveen Gupta	13 th Jan 2014
34	Workshop on Tax Planning and Management	Mr. Parag Gautam	20 th Feb 2014
35	FDP on Case Writing	Dr Salma Ahmad, AMU, Aligarh	13 th April 2014
36	Soft Skills Training Programme For Enhancing Employability	Dr Naveen Gupta , Prof V K Sharma, Dr Chinu	9 th June 2014
37	Staff Development Programme For Sgi & Corporates Agra	Dr Naveen Gupta	23 rd July 2014
38	Soft Skills Training Programme for Enhancing Employability	Dr Naveen Gupta	9 th -27 th June 2014
39	Life Skills Training Programme for students of Patrick's School Agra	Dr Naveen Gupta	4 th August 2014
40	Launching of PAT Training Programme at Sadar Railway Station	Dr Naveen Gupta	15 th August 2014
41	TDP for Patrick's School Agra	Dr Naveen Gupta	16 th August 2014
42	FDP on Rejuvenating Organization Culture through OD Interventions (Phase II)& Review of Psychoanalytical Theory & Application of Transactional Analysis in Organizational Context	Dr. Satyadhar Dewvedi, Mr. Lalit Kumar, Ms. Kiran Srivastava, Ms. Preeti Gupta	21 st Jan 2015

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43	Entrepreneurship Programme by Rural Ministry Govt. of India	Ms. Garima Khanna & Mr. Fahim Khan	23 rd Jan 2015
44	Management Development Programme on Organization Behavior & Managing Workplace Relationship	B L Dubey and Dr Naveen Gupta	2012
45	LTA training Programme for Auto Drivers Of Agra Cantt to boost tourism and Hospitality	Dr Naveen Gupta	9 th Sept 2014
46	Training Programme for Judicial Officers on “Conflict Handling & Competency Building”	Dr Naveen Gupta	8 th Jan 2012
47	Workshop on “Self Development and Culture Change Initiative “for European Students	Dr. Naveen Gupta	21 th Aug 2013
48	NSDC Training for Call Center	Tejinder jeet Singh	10 th June 2014

Table 32.3- Details of Panel Discussions

S.N	Topics	Resource Person	Date
1	“Emerging Political Scenario and Human Rights”	Mr. Vinay Patsaria, Dr. Naveen Gupta, Mr. Praven Kumar, Additional District Judge 2, Mr. Rajendra Tripathi, Resident Editor, Amar Ujala	10 th Dec. 2013
3	“Role of Literature in teaching Empathy”	Dr. Naveen Gupta, Dr. Anju Jain, Dr. Sushma Singh	6 th July 2014
4	Panel Discussion on Role of Literature- Unraveling India’s Red Tape	Dr. Naveen Gupta, Dr. Anju Jain, Dr. Arvind Jain, Prof. Nihal S Jain	7 th September 2014
5	Panel Discussion on International Business: Psycho-social & cultural	Ms. Narmrata, An entrepreneur from China, Dr. Naveen Gupta, Dr. Siddharth Verma, Mr.	4 th February 2015

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	differences with special reference to China & India	Vivek Tripathi	
6	Panel Discussion on CSR in association with AIMS	Prof. Acharya Chairman AIMS AP chapter, Prof. Masood, Former President AIMS	Feb, 2015
7	Panel Discussion on “Demographic Dividends, Challenges and Opportunities”	Dr. V. Prem Swaroop DEI, Mr. Sanjay Triptahi –Chieff Passenger Transport Manager NC Railways, Mr. Shailendra Pal Singh-Director HR(Retd.) NTPC, Prof V.K. Sharma, Dr. Anju Jain	20 th March 2015
8	Panel discussion on “Demographic dividends of India”	Mr. Sanjay Chauhan Mayor Shimla, Mr. Tikendra Singh Deputy Mayor Shimla, Justice Sood –Former High Court Judge Shimla, Dr. Manoj Gupta- Cancer Specialist Shimla, , Ms. Rachna Gupta- Editor Danik Jagran H.P.	4 th April, 2015

33. Teaching methods adopted to improve student learning:

- Focus on learning by doing
- Out Bound Training Programmes
- OB Lab
- Students Development Programmes
- Event Management
- Industry Visit
- Panel discussion
- Seminars
- Case study
- Practical sessions
- Brainstorming
- Guest lectures
- Assignments & Projects
- Games and simulations
- Inter/ Intra Institute Competitions
- Social Projects / Community engagement (Including Major and minor Projects)

- Entrepreneurial Project
- Value added Courses-STA, PDP, Soft Skills Training, Hospitality Management
- Institutional Guardian
- Alumni Interacts

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Extensive works and projects have been undertaken in this area by the department.

The department of Management believes in creating socially responsible leaders as they have better self-understanding and personal integrity. The key projects and activities managed by department is

- Project Pingri:
 - Sharda Haat
 - Computer Literacy Programme
 - Woman Employability Programmes
- Project “Lapka to Aapka”
- Project “Khandari Attitude Parivartan” (KAP)
- Project “Rural Educational Development Programme” (RED-P)
- Nukkad Natak
- Awareness Campaigns
- Deepawali Bazaar
- Medical/ Blood Donation camps
- Competitions’ for Village Students

The Student of MBA department (Kanchan Handa) won a prize in paper presentation in CSR activities in Year 2014 from AIMS

35. SWOC analysis of the department and Future plans:

Strengths:

- Participative Management and complete autonomy from Director at the departmental level.
- Atmosphere conducive for teaching, learning and all round development of students.
- Best of the infrastructure with an auditorium, seminar halls, conference hall, tutorial rooms, well stocked library, well equipped laboratories, hostel, canteen facilities, indoor-outdoor games facilities, playgrounds and residential facilities for the teaching and non teaching staff members.
- Experienced faculty with an average experience of 9 yrs who are committed, and well qualified.

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- More than 60% of the faculties are either doctorates (total 5) or pursuing doctoral degree (total 4 out of which one has submitted the thesis and one is on the verge of submission).
- Conducive working environment for faculty and staff leading to faculty and staff retention, average retention of faculty is 70%.
- Community Engagement/ Extension projects and initiatives are undertaken on regular basis for creating socially responsible leaders and making a positive social impact like Project Pingri, Project LTA, Project KAP, Project NCB, and Project RED-P.
- Creating a learning environment (Learning by Doing) by identifying, creating and developing application platforms for experiential learning like Magnifest, Talent Hunt, Achievers Award, and LIME.
- Institutional Guardian System to ensure physical, academic and psychological well- being of students.
- Behavior Design lab established to bring about desired change in human behavior and help improve their lives by using applied psychology.
- Strong Alumni Association with a dedicated cell Sharda Alumni Association Reminiscences (SAAR).
- Strong Industry Institution interface with a dedicated Institute Industry Interface Partnership (I3P) contributing significantly in terms of MDP and consultancy.
- Research environment and importance given to faculty and student research.
- Regular interaction with practicing industry professionals and professors from academia, and minor and major research projects undertaken by the students give them the practical approach to the various theoretical aspects learnt.

Weaknesses:

- Location disadvantages like- lack of proximity to industry and long commutation time eating up into productive time.
- Lack of curriculum flexibility being affiliated to UP Technical University. Curriculum needs to be updated with changing time and fine tuned to the needs of the industry.
- Majority students are from rural background and language is their limiting factor.
- More focus on research, and consultancy is required.

Opportunities:

- Introduction of new value-added courses in the area of Management.
- Explore alumni base to improve placements.

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- Strengthen academia-industry linkages.
- Streamline collaborations and consultancy.
- Explore possibility of collaborative research with research institutions.
- Empower youth and nurturing them into ethically conscious and talented professionals thus helping country to tap the demographic dividend.
- To have exchange programmes with universities abroad.

Challenges:

- Location disadvantage resulting into difficulty in attracting good students after graduation as they prefer moving out to NCR in want of better exposure.
- Placement opportunities not keeping up with the demand due to global economic slowdown.
- Decline in interest of students in MBA education because of availability of multiple career options to choose from.
- Meeting the changing expectation of corporate world from management students.
- Upgrading the overall personality of academically weaker students to match the expectations of employers.
- Improving the language and communication skills of students coming from rural background in the available time span.

Future Plans:

- To introduce undergraduate programmes and integrated MBA.
- To introduce industry oriented programmes such as Digital Marketing and Data Analytics.
- To further strengthen consultancy and sponsored projects.
- To further explore our strong alumni base for placements and consultancy.
- To explore possibility of collaborative research with research agencies.
- To initiate exchange programmes with foreign universities.

**DEPARTMENT OF
MASTER OF COMPUTER APPLICATIONS**

1. **Name of the Department :** Department of Computer Applications
2. **Year of Establishment :** 1997
3. **Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

Department of Computer Applications offers the following programmes approved by AICTE, New Delhi and affiliated to Uttar Pradesh Technical University, Lucknow, UP.

Sr. No.	Programme Name	Duration
1	MCA (Master of Computer Applications)	3 –Years
2	MCA (Master of Computer Applications) - Lateral Entry	2 –Years

4. **Names of Interdisciplinary courses and the departments/units involved:**

Faculties of departments share their expertise in handling the subjects of the interdisciplinary courses. The details of interdisciplinary courses handled by MBA department are mentioned below:

Sr. No.	Interdisciplinary Courses	Department handling the courses
1.	NAS-104 – Professional Communication.	Department of Business Administration
2.	NMCA-112 - Accounting and Financial Management	
3.	NAS-154 – Professional Communication Lab	
4.	EHU-111/AUC-002 – Human Values & Professional Ethics	

5. **Annual/ semester/choice based credit system (programme wise):**

The Institute follows semester based credit system for MCA as per the norms of Uttar Pradesh Technical University, Lucknow, UP. The details are as below:

Programme	Semester	Duration
Master of Computer Applications (MCA)	Six Semester	Three Year
Master of Computer Applications (MCA) – Lateral Entry	Four Semester	Two Year

6. Participation of the department in the courses offered by other departments

The faculties of the department share the responsibility of teaching the subjects in other departments related with their expertise area. The technical knowledge is also shared among the faculty members through inter-departmental training programmes and workshop. The department is handling technical courses offered by MBA department. The details are as follows:

Sr. No.	Courses	Departments to which the courses handled
1	MB-207 – Business Communication and Management Information System	Department of Business Administration.
2	MBAIT-04 – Electronic Commerce	
3	MBA-017 – Computer Application in Management	
4	MBA-IT-03 – Data Communication & Computer Networks	
5	MBA-IT-01 – Database Management System	
6	MBA-033 –Management Information System	
7	MBA-022 –Business Law	
8	Fundamentals of Computers	
9	AUC-002 Cyber Security	
10	Operations Research	

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Collaboration with Other University/Institutions:

- Faculties are authorized organizer and invigilator for conducting spoken online tutorial and certification test on various Open Source IT subjects in collaboration with **Indian Institute of**

Technology, Mumbai and UPTU, Lucknow.

- Sharda University, Greater Noida is a constituent part of our group. The institute conducts various activities like guest lectures, expert sessions, faculty and student exchange programmes in collaboration with the Sharda University.
- **Collaboration with industries:**
The SGI has signed Memorandum of Understanding (MoUs) with reputed industries listed below to enhance Industry Institute Interaction. Activities like internships, industrial visits, guest lectures, training sessions etc., are organized regularly for the benefit of students in collaboration with the industries.
 - DKOP Labs Pvt. Ltd., NOIDA, U.P.
 - NetworXX Info Tech Pvt. Ltd., Mumbai, Maharashtra.
 - Telecom Network Solutions (P) Ltd., Noida, U.P.
 - AT Technological Combile Pvt. Ltd., Delhi.
 - India Steel Summit (P) Limited, New Delhi.
 - Sofcon India Pvt. Ltd., Delhi.
 - EC-Council Foundation

8. Details of courses/programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts

Teaching Positions	Sanctioned	Filled
Professors	02	01*
Associate Professors	04	01
Asst. Professor	12	05

* The institute is in the process of recruiting professor. However, Prof. Naveen Gupta, Director of the institute takes care of both the department (MCA & MBA) of the Institute.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc)

Name	Qualification	Designation	Specialization	Exp (Yrs)	Ph.D Students guided for the last 4 years
Dr. Naveen Gupta	Ph. D	Professor	Behavioral Science	30	6 Completed

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					3 in progress
Mr. N. K. Mishra	M.Sc. (Stat.) , MCA	HoD & Asst. Prof.	Computer Applications	13	Nil
Dr. Hitendra Garg	MCA , Ph D	Asso. Prof.	Computer Applications	12	Nil
Mr. Akhilesh Chandra	M.Tech. (IT)	Asst. Prof.	Computer Applications	9	Nil
Mr. Shalabh Bhargava	MCA	Asst. Prof.	Computer Applications	7	Nil
Mr. Prashant Kr. Sharma	M.Sc. (CS), MCA	Asst. Prof.	Computer Applications	9	Nil
Mr. Vivek Pandey	MCA	Asst. Prof.	Computer Applications	8	Nil

11. List of senior visiting faculty:

The institute is committed to enhance the techno-managerial skills of the students and create top of the line IT professionals. The department used to conduct guest lectures, technical workshops, training programmes by inviting subject experts from the industry & academia to inculcate knowledge and skills in the recent trends & technologies. The following table lists the eminent faculty and industry experts:

Sr. No	Name of Researchers / Subject Experts	Affiliation
1	Prof. Parvez Ahmad	Aligarh Muslim University, Aligarh
2	Prof. Sufian Beg	Jamia Millia Islamia, New Delhi
3	Prof. K.V. Arya	IITM, Gwalior
4	Prof. C. Patvardhan	DEI, Agra
5	Prof. Hansraj	DEI, Agra
6	Prof. Kamal Raj Pardasani	MANIT, Bhopal
7	Prof. Abdul Quaiyum Ansari	Jamia Millia Islamia, New Delhi
8	Prof. N.K. Joshi	Fellow MIT Boston, USA.
9	Prof. Mohd. Masood Ahmed	DSM, Hyderabad

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10	Prof. Vinod P. Saxena	Jivaji University, Gwalior
11	Prof. Sunder Lal	Pro. VC, Purvanchal University
12	Dr. Manu Pratap Singh	Dr. B.R. Ambedkar University, Agra.
13	Dr. Sanjeev Sharma	Dr. B.R. Ambedkar University, Agra.
14	Dr. Sanjay Choudhary	Dr. B.R. Ambedkar University, Agra.
15	Dr. Vandana Joshi	TMU, Moradabad
16	Dr. Saurabh Srivastava	Bundelkhand University, Jhansi
17	Dr. Alok Kumar Verma	Bundelkhand University, Jhansi
18	Dr. Shyam Singh Lodha	Connecticut University USA
19	Prof B.L. Dubey	University of Alaska, USA
20	Dr. S.D. Gupta	St. Thomas University, Canada
21	Prof K.K. Saxena	IIT Kanpur
22	Prof M. K. Gupta	IIM Lucknow
23	Prof. C. P. Shrimali	MDI Gurgaon
24	Prof. Renu Rastogi	IIT Roorkee
25	Dr. Justin Paul	IIFT Delhi
26	Prof Mukesh Chaturvedi	Sharda University, Greater Noida
27	Mr Shailendra Pal Singh	Retd NTPC
28	Dr V Prem Swarup	DEI, Agra
29	Mr. Parikshit Jobanputra	Motivational speaker
30	Mr B K Gupta	Giants Step Bangalore
31	Ms Monalisa Sen	Career Dimensions, Noida
32	Mr AK Singh	Dy. Director- MSME, Agra
33	Mr. Jitendra Kumar Verma	Technical Director, NIC, Udaipur
34	Mr. Akshat Khandelwal	TCS, New Delhi
35	Mr. Rahul Agarwal	enggHeads, Agra
36	Mr. Chanchal Kumar Singh	EDI, Lucknow
37	Mr. Yaman Sharma	TOFL, Gurgaon
38	Mr. Alok Tiwari	NIC, Kanpur
39	Mr. Raj Bansal	SIT Tech. & Sol., Agra
40	Mr. Mukesh Narula	HCL, Noida
41	Mr.Narendra Chandel	TCS
42	Dr Vipin	Oracle Corporation.
43	Mr. Rohit Dubey	HUAWEI

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44	Mr. Rajat Sikka	TCS
45	Mr. Jitendra Singh	HPES (RCPL), Lucknow
46	Mr. Wasim	Cetpa Infotech, Noida
47	Mr. Yogesh Kochhar	Microsoft
48	Mr. Devendar Khari	DKOP- LABS, NOIDA
49	Mr. Purushottam	CMC Lucknow
50	Mr Ravi	DKOP- LABS, NOIDA
51	Mr Dilip Ranjekar	Wipro Technologies
52	Mr. Prashant Singh Rana	IITM, Gwalior
53	Mr. Mukesh Saraswat	IITM, Gwalior

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:** Nil
13. **Student-Teacher Ratio (programme wise):** 12:1
14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled:**

The total number of staff provided to academic support is 12. The details are as follows

Sr. No.	Name	Designation	Academic Support Staff Sanctioned	Academic Staff Filled
1	Lt Col N. P. Singh (Rtd.)	Dy. Registrar	1	1
2	Mr. Satyendra Pradhan	Senior Accountant	1	1
3	Mr. Tahir Hussain	Librarian	1	1
4	Mr. Ravi Mehra	Secretary to Director	1	1
5	Ms. Swatee Saxena	Executive	1	1
6	Mr. Abhishek Srivastava	Assistant	1	1
7	Ms. Hema Joshi	Executive Assistant	1	1
8	Mr. Kumod Sharma	Software Maintenance Engineer	1	1
9	Mr. Devendra Pal Singh	Hardware / Network	1	1

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		Associate		
10	Mr. Brijesh Kumar Gupta	Office Assistant	1	1
11	Mr. Suresh Chand	Office Assistant	1	1
12	Mr. Deenanath Thapa	Wire Man	1	1
13	Mr. Mahesh Chand Sharma	Book Lifter	1	1

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil. / PG.

Sr. No.	Qualification Of Teaching Faculty (Ph.D / PG.)	Qualification
1	Mr. N. K. Mishra	M.Sc. (Stat.), MCA
2	Dr. Hitendra Garg	MCA, Ph D
3	Mr. Akhilesh Chandra	M.Tech. (IT)
4	Mr. Shalabh Bhargava	MCA
5	Mr. Prashant Kr. Sharma	M.Sc. (CS), MCA
6	Mr. Vivek Pandey	MCA

16. Number of faculty with ongoing projects from**a) National****b) International funding agencies and grants received**

a) Grants received from National funding agencies:- Nil

b) Grants received from International funding agencies:- Nil

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre / facility recognized by the university:

The Institute has a research committee called ‘Research and Development Committee’ (RDC) to monitor and promote the research activities in the college. Required infrastructure in terms of space and equipment and support facilities are available in the campus for undertaking research. The Institute collaborates with other agencies/ institutions/research bodies for sharing research facilities and undertaking collaborative research.

Following facilities creates a favorable environment for research:

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- Rich library facilities.
- Availability of online journals through IEEE subscription.
- Institutional and personnel memberships of professional societies.
- Financial assistance at institute as well as group level up-to one crore.
- Financial support for attending and presenting research in conferences.
- Annual conference and Doctoral Conference is conducted to provide platform to promote research.
- State-of-the-art lab facilities with UPS and Centralized Air-Conditioners.
- Campus wide Wi-Fi Networking with Internet Connectivity.
- 10 Mbps LAN networking.
- High-Configured Systems with advanced Software.
- MoUs signed with leading industries and research universities.

19. Publications:

The details of Publication of faculties are as follows:

Sr. No.	Publication	Details
1.	Publication per faculty	Details are mentioned below
2.	Number of papers published by faculty and students in peer reviewed journals (national / international)	52
3.	Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)	Nil
4.	Monographs	Nil
5.	Chapter in Books	Nil
6.	Books Edited	04
7.	Books with ISBN/ISSN numbers with details of publishers	03
8.	Citation Index	Nil
9.	SNIP	Nil
10.	SJR	Nil
11.	Impact factor	Nil
12.	h-index	Nil

Details of teaching materials published by faculty (WBL, Short Synopsis Solution):

Faculty Name	Lab -Manuals	Web Based Learning Material
Mr. N. K. Mishra	<ul style="list-style-type: none"> • Java Programming • Web Technology 	<ul style="list-style-type: none"> • Web Technology • Java Programming • DAA
Dr Hitendra Garg	<ul style="list-style-type: none"> • Computer Organization Lab 	<ul style="list-style-type: none"> • Computer Organization • Operating System
Mr. Akhilesh Chandra	<ul style="list-style-type: none"> • Dot-Net Framework & C# 	<ul style="list-style-type: none"> • Dot Net Framework & C# • OOPS • E- Commerce
Mr. Shalabh Bhargava	<ul style="list-style-type: none"> • Object Oriented Programming Lab 	<ul style="list-style-type: none"> • Mobile Computing • Client Server Computing
Mr. Prashant Kr Sharma	<ul style="list-style-type: none"> • Database Management System Lab • CBNST Lab 	<ul style="list-style-type: none"> • Database Management System • Software Engg.
Mr. Vivek Pandey	<ul style="list-style-type: none"> • C Programming • Data Structures 	<ul style="list-style-type: none"> • C Programming • CBNST • Data Structure

Details of Publication per faculty:

1. Dr. Naveen Gupta:

List Of Publications: 26

1. Comparative study of anxiety level amongst Graduate, Post – Graduate and Ph. D. students’ Journal of Higher Education, Vol 9, No. 2, spring 1983.
2. Unemployment and psychological well-being in professional graduate, Journal of Higher Education, Vol 10, No. 3, spring 1985.
3. Management of Stress- A case study of student smokers, Youth affairs 1986 (I).
4. Organizational role stress as a function of service length, Dimensions of development planning, Vol. 1987.
5. Sex as a factor in job satisfaction, Indian Journal of Applied Psychology, Vol. 23(2): 1986
6. A study of sex differences among students towards anxiety, Journal of the Institute of Educational Research Vol.: 11 No. 2, May 1987.

7. Stress and Coping: A case study of the executives of irrigation organization Roorkee, Journal of Management, M.D.U., 1988.
8. Personality differences amongst the orphans & normal family children, Journal of Education & Psychology.
9. Industrialization and its impact on Individual well being, Meerut Management Review, Vol 62, Nov. 1998.
10. Superstitious Behaviour amongst the Professional Graduates, Praachi Journal of Psycho-Cultural Dimensions, Vol. 14(2) April 1998.
11. Consumer Behaviour as a function of Socio-economic class and profession as perceived by women, Pracchi Journal of Psycho-Cultural Dimensions, Vol. 14(2) Oct. 98.
12. Job Satisfaction amongst the Para Medical Personnel of Gwalior and Chambal Division, Journal of Psycho Lingua, Vol. 15(2), 1999.
13. Mind Management for Effective Management, JMDIT, Vol. 1, No. 1, July 2001.
14. Stress Management – A survey of 400 professional of Agra City, Amar Ujala, June 2, 2002.
15. Emotions at work, Journal of HRD Network, Vol: 19, October 2003.
16. Bye-bye to Classical Management - -A study of future managers, Journal of HRD Network, Vol.24, Feb.2009.
17. Pygmalion effect in actuating organizational excellence, an article published in book entitled “Human Behaviour and organizational excellence”, published by Sunrise, Delhi, 2004.
18. Level of life satisfaction amongst executives of Public & Private sector, Journal of Management Development & Information Technology, Vol.3, No.1, April 2005.
19. Analysis of Problems Faced by Private Institutions of Western U.P, Indian Journal of Technical Education, vol. 28. No:2, June, 2005
20. Human Resource in changing Business Environment, Behavioural Scientists, a publication of council of Behavioural Scientists, Vol.6 No.4, June 2004.
21. Children as targets for marketers, South Asian Journal of Socio-Political Studies, Vol. 6 No.2, Jan-June, 2006.
22. In search of personality traits of public sector executives, Sky line Business Journal, Sharjah U.A.E, Vol 2-No.2 Spring, 2006.
23. Working with spouse: A survey of professional students of U.A.E, The Emirates Evening Post, news paper of Dubai, March 1, 2006.
24. A comparative study of personality traits amongst public sector executives, Pracchi Journal of Psycho-Cultural Dimensions, vol.22 (2), October, 2006.

25. Job Satisfaction as Related to Organisational Climate and Occupational Stress: A case study of Indian Oil, International Review of Business Research Papers, Vol.3,No.5,November 2007 pp.193-208
26. Quality of life and Mental Health of Indian Managers, Journal of Projective Psychology & Mental Health, Vol 16, Number 1, January, 2009

2. Mr. N. K. Mishra:

International/National Conference:-07

1. National Conference on “Recession in Global Economy: Impact on Business including IT Sector” on 06 – 07 March, 2009 of HIMCS, Farah, Mathura
Topic: “Study of Various Factors affecting Indian IT Sector and Strategies to Combat Global Economic Meltdown”.
2. National Conference on “Recession in Global Economy: Impact on Business including IT Sector” on 06 – 07 March, 2009 of HIMCS, Farah, Mathura
Topic: “Organizing Ideas about HR and the Recession”.
3. National Conference on :Mobile Computing: Current Trends” on 13 – 14 November, 2009 of HIMCS, Farah, Mathura
Topic: “M Comp: Opportunities and Challenges”
4. Seventh AIMS International Conference on Management (AIMS – 7) IIM Bangalore on 20 – 23 December, 2009
Topic: “Exploring Different Dimensions of Recession in Indian Scenario”
5. Seventh AIMS International Conference on Management (AIMS – 7) IIM Bangalore on 20 – 23 December, 2009
Topic: “Investigating Domino Effect on Companies Prospecting in the Vicinity of Agra City”
6. International Journal of Management Development & Information Technology Vol.7, Dec 2009.
Topic: “Study of Element of Climate Change and Its Effect on Indian Business”
7. International Conference 2010 on “Computing and Update Trends” on 6th February, 2010 at Jaipuria Institute of Management, Ghaziabad.
Topic: “Cloud Computing: A Collaborative Approach”

Books Edited: 01 (Business Mathematics and Statistics, SBPD (P) Ltd.)

3. Dr. Hitendra Garg:

List Of Sci Journals: 03

1. GARG HITENDRA, AND AGRAWAL SUNEETA "A secure image based watermarking for 3d polygon mesh" Romanian

Journal of Information Science and Technology (ROMJIST)(2013) VOL 16, No. 04, 2013, Page No. 287-303 (Print ISSN: 1453-8245 and Print E-ISSN: 1453-8245, Publisher : EDITURA ACAD ROMANE, ROMANIA) (**SCI JOURNAL**)

2. GARG HITENDRA, AND AGRAWAL SUNEETA "Distortion Minimization in Watermarking of 3D Mesh using Genetic Algorithm" The international journal Computer Science and Information Systems ,ComSIS Consortium (CoMSiS) (Print ISSN 1820-0214, EISSN- 1820-0214, SERBIA, Publisher-COMISIS CONSORTIUM) (**SCI JOURNAL**)
3. GARG HITENDRA, AND AGRAWAL SUNEETA "Technical Review : Perceivable visual quality of 3-D mesh" The international journal Computer Science and Information Systems ,ComSIS Consortium (CoMSiS)(2013), Status : **Communicated (SCI JOURNAL)**

List Of Refereed Journals: 02

1. GARG HITENDRA, AGRAWAL SUNEETA AND VARSHNEYA GOPALJI “ An Active watermarking of 3D object “ International Journal Management Development & Information Technology (2011) VOL. 9, pp. 88-93.(Print ISSN.0976-8440)
2. GARG HITENDRA, AGRAWAL SUNEETA AND VARSHNEYA GOPALJI "Double security watermarking algorithm for 3d model using ieee-754 floating point arithmetic" International Journal of Computer Applications (2012), Vol 46, No. 9 Published by Foundation of Computer Science, New York, USA (Print ISBN: 973-93-80868-47-8, DOI: 10.5120/6937-9302).

International/National Conference:-11

1. AP Shukla , Hitendra Garg , Gopalji Varshney “ Real Time acquisition of vehicle diagnostic data using wireless sensor network “ In Proc. Fifth IEEE Conference on Wireless Communication and Sensor Networks (2009) (WCSN 2009) ISBN:978-1-4244-5876-9.
2. Hitendra Garg , Gopalji Varshney , Dilip Sharma “Wireless Sensor Network for collection of live data in vehicleManagement “ in Indian Society of Industrial and Applied Mathematics (ISIAM)-2010 pp122-128.
3. GARG HITENDRA, AND AGRAWAL SUNEETA “A Basic Approach to 3D Object Watermarking: A Technical Survey” in Proc. In Proceedings of the 4th International Conference on

Issues and Challenges in Networking, Intelligence and Computing Technologies(2011),pp 494-498

4. GARG HITENDRA, AND AGRAWAL SUNEETA "Watermark insertion in 3d object" In Proceedings of the 17th National Conference and Symposium on Computational Mathematics and Information Technology(2012),(CSI) pp-231-235
5. GARG HITENDRA, AND AGRAWAL SUNEETA "A non-blind watermarking for 3d polygonal mesh using its geometrical properties" In Proceedings of the 2nd National Conference on Advancement in the era of multidisciplinary systems(2013),(ELSEVIER) pp 981-986.(Print ISBN: 978-93-5107-057-3, DOI: 10.1016/aemds.2013.08.002)
6. GARG HITENDRA, AGRAWAL SUNEETA AND VARSHNEYA GOPALJI "A non-blind image based watermarking of 3-D object using its geometrical properties" In Proc. Of Sixth International Conference on Contemporary Computing (IC3-2013). (IEEE).PP 313-318. (Print ISBN:978-1-4799-0190-6, DOI: 10.1109/IC3.2013.6612211)
7. GARG HITENDRA, AGRAWAL SUNEETA "Uniform Repeated insertion of redundant Watermark in 3D Object" In Proc. Of International Conference on Signal Processing & Integrated Networks (2014).(IEEE).(PP 184–189;Print ISBN 978-1-4799-2865-1; DOI: 10.1109/SPIN.2014.6776945)
8. GARG HITENDRA, KHANDELWAL KK, AGRAWAL SUNEETA and GUPTA M " Uniform selection of vertices for watermark embedding in 3-D polygon mesh using IEEE754 floating point representation" In Proc. Of International Conference on Communication Systems and Network Technologies (CSNT-2014)(IEEE). (PP 788-792; Print ISBN 978-1-4799-3069-2; DOI: 10.1109/CSNT.2014.165)
9. A P Shukla, Suneeta Agrawal and Hitendra Garg "Training cellular automata for image thinning and thickening" In Proc of International Conference Confluence 2013: The Next Generation Information Technology Summit (4th International Conference). (PP 394-400; E-ISBN 978-1-84919-846-2; DOI: 10.1049/cp.2013.2346)
10. GARG HITENDRA, GAGANDEEP ARORA AND KOMAL "Watermarking in 3-D object using Mean curvature feature" In Proc. Of International Conference on Computational

Intelligence and Communication Network (CICN-2014) (IEEE). (PP 903-908; Print-ISBN 978-1-4799-6928-9;; DOI: [10.1109/CICN.2014.190](https://doi.org/10.1109/CICN.2014.190))

11. KUMAR NEERAJ, MISHRA HIMANSHU, KATTA VIJAY and GARG HITENDRA “Detection of Data Leakage in Cloud Computing Environment” In Proc. Of International Conference on Computational Intelligence and Communication Network (CICN-2014) (IEEE). (PP 803-807; Print-ISBN 978-1-4799-6928-9; DOI: [10.1109/CICN.2014.172](https://doi.org/10.1109/CICN.2014.172))

Books: - 02

- “**Practical Approach to C**” book is under process and soon published with New age Publications, New Delhi.
- “**THE GOD: the Ultimate Planner**” is collection of stories edited, collected and compiled by Hitendra Garg. (Status: Under printing)

4. Mr. Akhilesh Chandra:

List of Publications

1. Use of Soft Computing in Robust Speaker Recognition” in International Journal of Management Development & Information Technology 2014.
2. “A Literature Compendious of Speaker Recognition” in International Journal of Management Development & Information Technology 2013.
3. “Intrusion Detection and saving evidences for further investigation” in Journal for Management Development and Information Technology 2007.

5. Mr. Prashant Kumar Sharma:

Books Edited: 02

1. Programming with C++ 3/e by Ravichandran.
2. Programming with JAVA by E Balagurusamy.

20. Areas of consultancy and income generated:

The department generates revenue through training programmes and software/web projects. The details are as below:

Sr. No.	Academic Year	Organization	Training Programme	Fund Generated (Rs.)	Principal Consultant
1	2007	HIMCS	.NET Technology	32,500/-	Mr. N. K. Mishra
2	2008	HCST	EMC ² Data	40,000/-	Mr. N. K.

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			Storage Technology		Mishra
3	2014	HIMCS	Android Apps Development	40,000/-	Mr. N. K. Mishra
4	2014	HIMCS	Web Application Development	6,000/-	Mr. N. K. Mishra
5	2015	HIMCS / HCST	Spoken online Tutorial	Nil	Mr. N. K. Mishra

- 21. Faculty as members in**
a) National committees
b) International Committees c) Editorial Boards....

Sr. No.	Category	Name	Name Of Faculty
a)	National Committees	CSI	Mr. N. K. Mishra (N0044202)
		ISTE	Mr. Prashant Kumar Sharma (LM-70391)
		ISTE	Mr. Vivek Pandey (LM-61405)
b)	International Committees	IAENG	Mr. Akhilesh Chandra (107531)
c)	Editorial Boards	International Journal of Management Development & Information Technology (RNI.UP ENG/20 07/2796 9, ISSN.09	Mr. N. K. Mishra

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	76-8440)	
	PEZZO TTAITE Journals	Mr. N. K. Mishra
	HIMCS Newslett er- “Sui – Generis. ”	Mr. N. K. Mishra
	SGI Alumini Associat ion Newslett er – “Sansmr iti”	Mr. N. K. Mishra

22. Students projects

- a) **Percentage of students who have done in-house projects including inter departmental/programme**
- b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ Other agencies**

Academic Year	a) Percentage of in house projects	b) Percentage of students placed for projects in Industry
2013-14	100 %	100 %
2012-13	100 %	100 %
2011-12	100 %	100 %
2010-11	100 %	100 %
2009-10	100 %	100 %

23. Awards / Recognitions received by faculty and students.

Awards and recognitions received by faculty members:

Sr. No.	Award	Faculty Name
1	Outstanding Teacher (SGI) (2006-07)	Mr. N. K. Mishra
2	Best Teacher (SGI) (2008-09)	Mr. Vivek Pandey

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3	Best Teacher (SGI) (2009-10)	Mr. Prashant Kumar Sharma
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Awards and recognitions received by the Students:

Sr. No	Event Type	Theme of Event	Student Name	Participati on Event	Prize /Award	Date
2009-10						
1	Competi tion	Softwar e Prog. Competi tion	Bhanupriya , Priyanka Kumari, Shalabh Srivastava, Bhoomika	Software Prog. Competitio n	Certific ate of Excelle nce	13- Apr- 10
2010-11						
2	National Confere nce	Comput ing tends & Issues for Nationa l Develo pment	Chandni Sharma & Neha Gautam	Poster Competitio n	I	11- Mar- 11
3			Dimple Bharadwaj		II	
4			Aditya Dhapodkar		III	
2012-13						
5	National Confere nce	Role of Leaders hip in the Era of e- comme rce	Akansha	Play	Certific ate of Particip ation	12- 13 Mar, 13
6			Deepti			
7			Himanshu			
2013-14						
8	Magifest	Bizzair e	Divya Choudhary	Bizzaire	II	2014
2014-15						
9	Confere nce	Women Welfare	Ms. Monika Agarwal	Empowerm ent of women in society	Certific ate	2014
10	National Confere	Demog raphic	Shefali Singh,	Poster Competitio	1200/-	2015

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11	nce	Dividend: opportunities & challenges	Shailendra Kumar	n	1000/-	2015
12			Kajal Gupta		700/-	2015
13			Prabhat Sharma	Quiz Competition	700/-	2015
14			Harendra Sharma		500/-	2015

University Ranks of Students:

Sr. No.	Name of the student	Academic Year	University Rank	Prize / Award
1	Pooja Agarwal	2005-08	5 th	11,000/-
2	Dimple Bharadwaj	2010-13	8 th	11,000/-

Academic achievements of Students:

Sr. No.	Student Name	Title of Award	Prize (in Rs.)
20011-12			
1	Swati Jain	Topper of Third Year	5,000/-
1	Dimple Bhardwaj	Topper of Second Year	5,000/-
1	Abhishek Sharma	Topper of First Year	5,000/-
2012-13			
1	Deepika Khatri	Gold Medal of Excellence	7,000/-
2	Shalini Verma	Silver Medal of Excellence	5,000/-
2013-14			
1	Akansha Bansal	Gold Medal of Excellence	7,000/-
2	Deepika Khatri	Silver Medal of Excellence	5,000/-

24. List of eminent academicians and scientists / visitors to the department

List of eminent academicians and scientists / visitors to the department

Sr. No	Name of Researchers / Subject Experts	Affiliation
1	Prof. Parvez Ahmad	Aligarh Muslim University, Aligarh
2	Prof. Sufian Beg	Jamia Millia Islamia, New Delhi
3	Prof. K.V. Arya	IITM, Gwalior
4	Prof. C. Patvardhan	DEI, Agra
5	Prof. Hansraj	DEI, Agra
6	Prof. Kamal Raj Pardasani	MANIT, Bhopal
7	Prof. Abdul Quaiyum Ansari	Jamia Millia Islamia,

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		New Delhi
8	Prof. N.K. Joshi	Fellow MIT Boston, USA.
9	Prof. Mohd. Masood Ahmed	DSM, Hyderabad
10	Prof. Vinod P. Saxena	Jivaji University, Gwalior
11	Prof. Sunder Lal	Pro. VC, Purvanchal University
12	Dr. Manu Pratap Singh	Dr. B.R. Ambedkar University, Agra.
13	Dr. Sanjeev Sharma	Dr. B.R. Ambedkar University, Agra.
14	Dr. Sanjay Choudhary	Dr. B.R. Ambedkar University, Agra.
15	Dr. Vandana Joshi	TMU, Moradabad
16	Dr. Saurabh Srivastava	Bundelkhand University, Jhansi
17	Dr. Alok Kumar Verma	Bundelkhand University, Jhansi
18	Dr. Shyam Singh Lodha	Connecticut University USA
19	Prof B.L. Dubey	University of Alaska, USA
20	Dr. S.D. Gupta	St. Thomas University, Canada
21	Prof K.K. Saxena	IIT Kanpur
22	Prof M. K. Gupta	IIM Lucknow
23	Prof. C. P. Shrimali	MDI Gurgaon
24	Prof. Renu Rastogi	IIT Roorkee
25	Dr. Justin Paul	IIFT Delhi
26	Prof Mukesh Chaturvedi	Sharda University, Greater Noida
27	Mr Shailendra Pal Singh	Director HR (Retd.) NTPC
28	Dr V Prem Swarup	DEI, Agra
29	Mr. Parikshit Jobanputra	Motivational speaker
30	Mr B K Gupta	Giants Step Bangalore
31	Ms Monalisa Sen	Career Dimensions, Noida
32	Mr AK Singh	Dy. Director- MSME, Agra
33	Mr. Jitendra Kumar Verma	Technical Director, NIC, Udaipur
34	Mr. Akshat Khandelwal	TCS, New Delhi

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35	Mr. Rahul Agarwal	enggHeads, Agra
36	Mr. Chanchal Kumar Singh	EDI, Lucknow
37	Mr. Yaman Sharma	TOFL, Gurgaon
38	Mr. Alok Tiwari	NIC, Kanpur
39	Mr. Raj Bansal	SIT Tech. & Sol., Agra
40	Mr. Mukesh Narula	HCL, Noida
41	Mr. Narendra Chandel	TCS
42	Dr Vipin	Oracle Corporation.
43	Mr. Rohit Dubey	HUAWEI
44	Mr. Rajat Sikka	TCS
45	Mr. Jitendra Singh	HPES (RCPL), Lucknow
46	Mr. Wasim	Cetpa Infotech, Noida
47	Mr. Yogesh Kochhar	Microsoft
48	Mr. Devendar Khari	DKOP- LABS, NOIDA
49	Mr. Purushottam	CMC Lucknow
50	Mr Ravi	DKOP- LABS, NOIDA
51	Mr Dilip Ranjekar	Wipro Technologies
52	Mr. Prashant Singh Rana	IITM, Gwalior
53	Mr. Mukesh Saraswat	IITM, Gwalior

25. Seminars/ Conferences/Workshops organized & the source of funding:

- a) National
- b) International

a) National Conference: 11

Sr. No	Event Type	Funding Source	Topic	Date
1	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Demographic Dividends: Opportunity and Challenges	20-21 March, 2015
2	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Clean India	21 April, 2014
3	Doctoral Conference	Sponsorship, Registration Fee	Current Trends	23-24 May,

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	2014	& Budget Allocated by Management	in Management & Information Technology	2014
4	Doctoral Conference 2013	Sponsorship, Registration Fee & Budget Allocated by Management	Current Trends in Management & Information Technology	17-18 May, 2013
5	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Role of Leadership in the Era of e-commerce	12-13 March, 2013
6	Doctoral Conference 2012	Sponsorship, Registration Fee & Budget Allocated by Management	Current Trends in Management & Information Technology	18-19 May, 2012
7	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Entrepreneurial Challenges: Logistics & Supply Chain Management	29-30 March, 2012
8	Doctoral Conference 2011	Sponsorship, Registration Fee & Budget Allocated by Management	Current Trends in Management & Information Technology	6-7 May, 2011
9	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Happiness & Well being: Role of Management Education	3-4 March, 2011
10	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Computing Trends & Issues for National Development	11-12 March, 2011
11	National Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Mobile Computing: Current Trends	13-14 Nov, 2009

b) International Conference: 01

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Sr. No	Event Type	Funding Source	Topic	Date
1	International Conference	Sponsorship, Registration Fee & Budget Allocated by Management	Emerging India: The Role of Management & IT Education	15-16 Feb, 2008

26. Student profile programme/course wise:

Name of the Course/Programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
MCA-2014	-	34	21	11	100 %
MCA-2013	-	18	11	7	100 %
MCA-2012	-	32	20	7	100 %
MCA-2011	-	56	41	11	100 %
MCA-2010	-	52	38	13	100 %

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Academic year	% of students from the same state	% of students from other States	% of students from abroad
Computer Applications	2014	97	3	-
	2013	100	0	-
	2012	93	7	-
	2011	96.2	3	-
	2010	98	2	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Data not available

29. Student progression

Student progression	Against % enrolled			
	2013-14	2012-13	2011-12	2010-11
UG to PG	NA	NA	NA	NA
PG to M.Phil.	NA	NA	NA	NA
PG to Ph.D.	NA	NA	NA	NA
Ph.D. to Post –Doctoral	NA	NA	NA	NA
Employed				
• Campus selection	70.45	56.25	57.58	60.86
• Other than campus recruitment	-	-	-	-
Entrepreneurship/Selfemployment	6.81%	20.83%	6.06%	7.24%

30. Details of Infrastructural facilities

- a) **Library**
- b) **Internet facilities for Staff & Students**
- c) **Class rooms with ICT facility**
- d) **Laboratories**

a) Department Library:

The departmental library is functioning to facilitate the faculty members to acquire more advanced books in their respective subjects besides the books available in library and enrich their knowledge so that they can enhance their delivery in the classes. It is enriched with professional edition books, journals, magazines, educational CDs/DVDs. The departmental library is taken care of by the Institute Library Committee. Time to time up gradations is done on the recommendations of faculty members in consultation with HoD and Library Committee.

b) Internet facilities for Staff & Students

The students, faculty and staff can access internet facility in the Institute. The Institute is Wi-Fi enabled to further facilitate the students, faculty and students to access internet. The students are provided with LMS, web based ERP systems and other intranet facilities for learning and up grading their skills. The class rooms are ICT enabled with internet access to provide top of the line facilities in the class. Students are allowed to use their laptops in the lab, library and the classes for hands on experience in the technologies to improve their employability. Faculty and staff are also provided with individual computers and Internet facility to perform their

task and prepare their lectures.

c) Class rooms with ICT

Department of Computer Applications has three ICT enabled, clean and airy class rooms equipped with all the facilities.

d) Laboratories

The air conditioned and ICT enabled computer labs are functioning in the Institute under MCA department. These labs are well equipped with latest software, Hardware configurations, Internet with backbone LAN network and Wi-Fi facility. Different types of server have been installed and configured to enable student access information from anywhere and on point click in the campus. The department has state-of-the-art infrastructure for computing facilities. Permanent staffs are available to help and support the students in the labs. Details of software, hardware and internet facilities available in the labs are as follows:

(i) MCA Computer Lab

Computers:

- HP -Intel ® Core™2 CPU @ 2.19 GHz, 1 GB RAM, 160 GB HDD, HP-TFT “ color monitor , Optical Mouse: 20 systems
- HCL ALPHA -Intel ® Dual Core™ CPU @ 2.59 GHz, 1 GB RAM, 160 GB HDD, HCL TFT “ color monitor , Optical Mouse: 28 systems
- HCL ALPHA -Intel ® Dual Core™ CPU @ 1.6 GHz, 1 GB RAM, 80 GB HDD, HCL TFT “ color monitor , Optical Mouse: 2 systems

Servers:

- IBM Intel Xenon 2.33 GHz, 4 GB RAM, 250 GB HDD (02 Servers)
- IBM X3400 RAID Server, 4 GB RAM, 500 GB HDD

Printer:

- Epson Laser shot LBP 1210
- HP LaserJet 1010
- Canon MF 3010

Air – Conditioners:

- 1.5 Ton Split AC: 04
- 1.5 Ton Window AC: 02

Network Switch: 03

Software:

- MS Windows 8
- Windows server 2003
- Windows server 2008
- Windows XP Professional
- MS Windows 7 Professional
- Microsoft Exchange Server
- Microsoft SQL Server
- Microsoft Visual studio

Office

- Office XP

Language

- Borland Turbo C++ Suite
- SPSS, 11.5 for Windows and smart viewers

Oracle

- Oracle Standard Edition Release 2(9.2.0.1.0) CD Pack V10

Linux

- RED HAT Enterprise Linux ES Version 2.1
- RED HAT Enterprise 5.2
- Ubuntu Linux
- Open Office
- Solaris 8
- Red Hat Linux Professional Operating System 9

English Grammar

- White Smoke (English Grammar Check software)

Antivirus

- Quick Heal Antivirus server edition
- Quick Heal Endpoint Security (100 users)

(ii) Central Computer Lab

Computer:

- HP -Intel ® Core™2 CPU @ 2.19 GHz, 1 GB RAM, 160 GB HDD, HP-TFT color monitor , Optical Mouse: 1 system
- HCL ALPHA -Intel ® Dual Core™ CPU @ 2.59 GHz, 1 GB RAM, 160 GB HDD, HCL TFT color monitor , Optical Mouse: 46 systems
- HP BusyBee -Intel ® P-IV™ CPU @ 2.40 GHz, 1 GB/512 MB RAM, 160 GB HDD, color monitor , Optical Mouse:10 systems

Printer:

- HP- 2005 LaserJet Network Printer

Network Switch: 05

Air – Conditioners:

- Centralized Air Conditioning System

Software

- MS Windows 8
- Windows server 2003
- Windows server 2008
- Windows XP Professional
- MS Windows 7 Professional
- Microsoft Exchange Server
- Microsoft SQL Server
- Microsoft Visual studio

Office

- Office XP

Language

- Borland Turbo C++ Suite
- SPSS, 11.5 for Windows and smart viewers

Oracle

- Oracle Standard Edition Release 2(9.2.0.1.0) CD Pack V10

Linux

- RED HAT Enterprise Linux ES Version 2.1
- RED HAT Enterprise 5.2
- Ubuntu Linux
- Open Office
- Solaris 8
- Red Hat Linux Professional Operating System 9

English Grammar

- White Smoke (English Grammar Check software)

Antivirus

- Quick Heal Antivirus server edition
- Quick Heal Endpoint Security (100 users)

31. Number of students receiving financial assistance from College, University, Government or other Agencies

Details of scholarship received by the students from the Institute under various scholarship schemes:

	Academic year			
	2013-	2012-13	2011-12	2010-11

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Category	2014		2013		2012		2011	
	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)
Scholarships by the Institute	5	79,000	17	1,99,100	13	2,53,200	9	1,84,500

Details of scholarship received by the students from the Affiliating University under “Chhatra Kalyan Nidhi”:

Category	Academic year							
	2014		2013		2012		2011	
	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)	No. of Students	Fee Concession Amount (in Rs.)
Scholarships by University	-	-	-	-	-	-	-	-

Details of scholarship received by the students from State Govt. under “Samaj Kalyan Nidhi”:

Year	Category wise				Funds Received INR			
	SC /ST	OBC	GEN	MINORITY	SC/ ST	OBC	GEN	MINORITY
2014-15	8	8	21	1	660200	Direct transfer to student's account		
2013-14	7	6	21	0	586200			
2012-13	4	4	28	1	320800	Direct transfer to student's account		
2011-12	7	5	15	0	Nil	Nil	Nil	Nil

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

Sr. No	Event Type	Topic	Resource Person	Date
1	Training Programme	Campus Commune & Upcoming recruitment process of TCS	Mr. Narendra Chandel, Head-Talent Acquisition - North India, TCS	6-Aprl-15
2	Seminar	Oracle Database Technology	Dr. Vipin, Sr. Database Administrator, Oracle Corporation	2-Feb-15
3	Guest Talk	Information Communication Technology	Mr. Rohit Dubey, Sr. Manager, Official Corporate trainer for HUAWEI, Cognitel	8-Oct-15
4	Workshop	Software Technology	Mr. Jitendra Singh, Senior Trainer, HPES (RCPL), Lucknow	23-Sep-14 to 30-Sep-14
5	Workshop	Understand Basic Concept :C, C++	Mr. Wasim, Senior Trainer, Cetpa Infotech, Noida	22-Sep-14
6	Workshop	Aptitude Workshop	PDP Department	15-19 Sep-14
7	Workshop	Cloud Computing, Big Data & Industry Expectations	Mr.Rajat Sikka, Head- Academic Alliance, North India, TCS	30-Aug-14
8	Guest Talk	Skill Enhancement	Mr. Yogesh Kochhar, Director, Strategic Engagement, Microsoft	3-May-14
9	Guest Talk	Android Apps Development	Mr. Devendar Khari, CEO, DKOP-LABS,	2-8April-14

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			NOIDA	
10	Workshop	Android Apps Development	Mr Devendra khari, Mr Ravi, DKOP- LABS, NOIDA	1-3 feb-14
11	Guest Talk	Java & Dot Net	Mr. Purushottam , Sr. Consultant, CMC, Lucknow	22-Feb-14
12	Guest Talk	Android Applications, Web etc.	Mr. Devendar Khari, CEO, DKOP- LABS, NOIDA	28-Sep-13
13	Workshop	Latex	Mr. Mukesh Saraswat & Mr. Prashant Singh Rana	17-18 Feb-13
14	Guest Talk	Current business trends, problems and challenges	Mr Dilip Ranjekar, Former CEO, Wipro Technologies	17-Jan-13
15	Workshop	Software Testing	Mr. Raj Bansal, Sit-Technologies & Solutions	14-Oct-12
16	Guest Lecture	WHAT IS THAT MAKES A PRODUCT POPULAR	MANAS RANJAN SARANGI, BRANCH HEAD, AGRA, TIMES GROUP	21-Jan-12
17	Training Programme	Training Programme for PDP trainers	Prof. Malviya	21 st August 2010
18	FDP	FDP – Leadership Challenges in Academic Career	Dr Naveen Gupta	21 st December 2010
19	SDP	Staff Development Programme SGI	Dr Naveen Gupta	10 th Jan 2011
20				
21	Training Programme	Being Young a tool for managerial	Mr. Jay Shukla	11 th April 2011

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		success		
22	FDP	FDP- Projective Techniques	Prof. B L Dubey Dr. Naveen Gupta	10 th - 11 th April 2011
23	Training Programme	Training for trainers	Prof. B L Dubey & Dr. Naveen Gupta	11 th - 12 th May 2011
24	Training Programme	Outbound Training Programme at Akshay Patra, Mathura	Dr. Naveen Gupta	4 th Feb, 2012
25	MDP	MDP on Competency Building for Effective Leadership	Dr. Naveen Gupta	7 th & 8 th December 2012
26	Workshop	Workshop by WWC on Pre-marriage counseling Personal and Professional life balance	Dr Naveen Gupta	1 st March 2013
27	Workshop	Workshop on Teaching learning process 2013	Prof. Lodha, V K Sharma, Mr. Pradeep Mahtha, Prof. Naveen Gupta & Faculty of SGI	13 th August 2013
28	Workshop	Workshop on “Relevance of management & IT education in the presence scenario & the strategy that needs to be adopted by the students & educators to improve employability”	Dr. Rakesh Premi	26 th August 2013
29	FDP	FDP on Role of Academic	Dr .Naveen Gupta	4 th Jan 2014

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		Leadership in meeting Institutional Challenges		
30	FDP	FDP on Role of Academic Leadership in meeting Institutional Challenges(II Phase)	Dr .R P Singh, Dr Naveen Gupta	13 th Jan 2014
31	Workshop	Workshop on Tax Planning and Management	Mr. Parag Gautam	20 th Feb 2014
32	Training Programme	Soft Skills Training Programme For Enhancing Employability	Dr Naveen Gupta , Prof. V K Sharma, Dr Chinu	9 th June 2014
33	SDP	Staff Development Programme For Sgi & Corporates Agra	Dr Naveen Gupta	23 rd July 2014
34	FDP	FDP on Rejuvenating Organization Culture through OD Interventions (Phase II)& Review of Psychoanalytical Theory & Application of Transactional Analysis in Organizational Context	Dr. Satyadhar Dwivedi, Mr. Lalit Kumar, Ms. Kiran Srivastava, Ms. Preeti Gupta	21 st Jan 2015
35	EDP	Entrepreneurship Programme by Rural Ministry Govt. of India	Ms. Garima Khanna Mr. Fahim Khan	23 rd Jan 2015
36	MDP	Management	Prof. B L Dubey	2012

		Development Programme on Organization Behavior & Managing Workplace Relationship	Dr Naveen Gupta	
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33. Teaching methods adopted to improve student learning

The department is committed to create technically sound and good IT professionals by providing best in class teaching learning processes and guidance. The department encourages faculty members to use innovative teaching practices to achieve vision and mission of the Institute. The following methods are adopted to improve students' learning:

- The teaching learning process is strictly followed by the faculty members as per the teaching plan and properly monitored by the HoD.
- The department religiously follows the Institutional Guardianship culture to provide career guidance, and counseling in case of any issues related to academic, administrative and personal problems.
- Web Based Learning materials are prepared by faculty members and disseminated to the students well in advance to have better understanding of applications and clarity of the objectives of the subjects.
- Analysis of previous year papers and short synopsis solutions of the entire units of respective subjects are provided by faculty members to improve the performance in university examination.
- By providing exposure through value added courses and conferences to the new trends and technology
- Hands on experience through practical sessions in the computer labs.
- Creative and innovative assignments are designed based on the application of the theory taught by the faculty in the classes to improve the understandability of subject.
- Tutorial and remedial classes are conducted for slow learners and their performance is regularly monitored by the Institutional Guardians.
- Conducting guest lectures, workshops, seminars and training programmes on latest technologies and trends to fill up the gaps in the curriculum and the industry requirements.
- Industry exposure through internship, industrial visits, and field visits.
- Encouraging students for conducting creative and live projects useful for industry and society.
- PPTs with animated diagrams are used to demonstrate the working

of process and algorithms.

- Web references are provided for advance learners to get knowledge beyond the syllabus limits.
- Training & Development Department conducts group discussions, mock interviews and workshops to enhance the aptitude, communication and analytical skills to improve employability.
- The department is also committed in developing managerial skills through various clubs and committees.
- The department encourages and support students to open their own ventures by conducting entrepreneurial development activities.
- The department motivates the students to serve the society through social awareness programmes by extension activities.
- The department invites alumni for guest lectures and expert talks to establish networking and enhance the industry awareness among students.
- The students learn to meet the professional challenges and share their experiences through social networking sites with alumni and other professional groups and discussion forums.

34. Participation in Institutional Social Responsibility (ISR) and Extension Activities

Co-curricular and extracurricular activities inculcate collaborative and independent learning in the students. Leadership qualities, team spirit, professional ethics, self esteem and confidence is boosted up in the students through various extension activities conducted in the department by the students under various clubs. The following activities are regularly conducted under Institutional Social Responsibility and extension activities for the overall development of the students:

- Adoption of Pingri Village to aware the villagers on various issues like health, hygiene, cleanliness, education, gender issues, and employment
- Adoption of Taxi Drivers through Project “Lapka to Aapka” to improve the image of the city of Taj, Agra
- To handle the situation of traffic jam, noise pollution, unauthorized capture, project “Khandari Attitude Parivartan (KAP)” has been initiated.
- Project “Rural Educational Development Programme (RED-P)” to improve the literacy of the rural area
- Project “National Character Building (NCB)”
- Soft and technical skills enhancement through workshops and Computer Literacy Programmes
- HIMCS on wheels to awake the people on environmental issues
- Awareness through Nukkad Natak on various social issues

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- “Sharda Haat” to sell the unused articles to the needy on very nominal prices and the collected revenue is used for social welfare
- Deepawali Bazaar to encourage students to improve their event management skills
- Medical/ Blood Donation camps to inculcate empathy for the human beings
- Competitions’ for Village Students to make them competitive and informed
- Woman Employability Programmes to make them empowered
- Voter Awareness Rally.

Details of Computer Applications students Participation in various such activities under the respective clubs are given in the following table.

Sr. No.	Event Name	Topic	Facilitator	Date
1	Magnifest	Cultural and Technical Fest	Think Tank and IT Club	17-Oct-14
2	Awareness Programme	Eve teasing: Sankalp Abhiyaan	Dr. Naveen Gupta (Director-HIMCS)	15-Apr-14
3	Awareness Programme	Blood Donation Camp		2014
4	Magnifest	Cultural and Technical Fest	Think Tank and IT Club	4-5 Oct-13
5	Culture Exchange Programme	Rakshabandhan celebration	European students	21-22 Aug-13
6	Awareness Programme	PRE MARRIAGE COUNSELLING (Personal & Professional Life Balance)	Dr. Naveen Gupta (Director-HIMCS)	01-Mar,13
7	DEEPAWALI BAZAR 2012	Mark Fest	Extension Committee	10-Nov-12
8	Technical Fest	Wowzapp	Chief Guest- Prof. N.K.Joshi, Fellow of Center for Advance Engg Study at MIT Boston USA.	9-10-Nov-12

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	Awareness Programme	Noice Pollution Awareness	Dr. Naveen Gupta (Director-HIMCS), Akhilesh Chandra(Asst. Prof.-HIMCS) & Yagesh Nath Vyas (Student-MCA)	6-Nov-12
9	Magnifest	Cultural and Technical Fest	Think Tank and IT Club	5-6 Oct-12
10	Awareness Programme	pledge to make democracy stronger	K L Gupta, Ex-DGP, U.P.	16-Feb-12
11	Awareness Programme	Blood Donation Camp	Students	23-Jan-12
12	Guest Lecture	WHAT IS THAT MAKES A PRODUCT POPULAR	MANAS RANJAN SARANGI(BRANCH HEAD, AGRA, TIMES GROUP)	21-Jan-12
13	Outbound Programme	Auto Expo	Mr. N.K.Mishra (Head-MCA)	08-Feb-14

35. SWOC analysis of the department and Future plans

Department of Computer Applications is established in the year 1997 and has achieved various milestones during its functioning and shaped the students' career. The department is committed for overall development of students to make them a good human being and IT professional. The department's SWOC analysis is as follow:

a) Strengths:

- The department is committed and religiously follows well established teaching learning processes for the overall development of students.
- Department believes in participative management at every level by forming various committees and clubs with faculty as mentor and students as members to inculcate leadership among faculty, student and staff.
- Committed and experienced faculty members treat students emphatically and continuously help and support them not only for their profession but also for their personal growth.
- Well defined Institutional Guardian System to take care of and

ensure, academic, administrative, professional ethics, physical and psychological well- being of students.

- Best of class infrastructure facilities and ICT enabled and well equipped class rooms, labs, library etc.
- T & P and T & D departments at group level and extending all support and assistance for placement and development of students.
- Transparent and well defined online web based feedback and 360 degree Performance evaluation mechanism to assure the quality deliverables to the stakeholders.
- Strong Alumni Association with a dedicated cell “Sharda Alumni Association Reminiscences (SAAR)”.
- Strong Institute Industry Interface Programme (I3P) for establishing network with leading industries.
- Financial assistance at institute as well as at group level to students and faculty members for undertaking research and training programmes
- Contribution to the society through extension activities conducted by students, faculty and staff.

b) Weakness:

- Faculty need to focus more on research and consultancy.
- Lack of supervisors for Ph.D programme in Computer Science in region, resulting in less number of Ph.D faculty members in the department.
- Availability of trainers in the latest technologies and tools is very limited in the region to upgrade faculty members to fill the gap between the curriculum prescribed by the University and the industry expectations
- Location disadvantages like- lack of proximity to industry, exposure to metro culture and long commutation time.

c) Opportunity:

- New avenues have been created by the government for skilled IT professional and the e–governance projects are also being promoted to create many more opportunities for placement.
- The department can now explore the opportunity for consultancy and industry interface because of recent development in road infrastructure like Yamuna Expressway and NH-2.
- Being an oldest college in the region, the department has established teaching learning processes, strong alumni base, and goodwill in the industries and society, the department can explore more opportunities for consultancies, training programmes and placements.
- Better opportunities for placements since IT-Park has been proposed in Agra by state government and expected to be

functional in next 3-4 years.


d) Challenges:

- Location disadvantage resulting into difficulty in attracting good students after graduation as they prefer moving out for admission to other IT cities like Noida, Gurgaon, Pune, Bangalore, Hyderabad etc. for exposure and better placement opportunities.
- Placement opportunities not keeping up with the demand due to global economic slowdown.
- Decrease in demand ratio for MCA course is because of availability of multiple career options available at UG level.
- Upgrading the overall personality of academically weaker and rural background students to match the expectations of employers.
- With limited flexibility in the curriculum of the University, the course is unable to keep pace with the frequently changing technological needs of industries.

e) Future Plans:

- The department is putting its 100% for aspiring top ten ranks in the University.
- To further improve placements of students in the context of quality as well as quantity.
- To promote faculty and students for applied research and consultancy.
- Aspiring accreditation from NAAC
- Looking for more consultancies, research projects grants and introducing new demanding courses in the department.
- To motivate more and more students to become the Entrepreneurs by giving them training and support through entrepreneur development workshops.
- To promote the MCA programme through publicity, training, career counseling and youth connect programmes

F. Declaration by the Head of the Institution



Hindustan Institute of Management & Computer Studies
AICTE Approved • UPTU Affiliated


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DECLARATION OF THE HEAD OF THE INSTITUTION

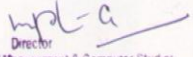
I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

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

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




Place: HIMCS
Date 27 April 2015



Director
Hindustan Institute of Management & Computer Studies
Farah, Mathura

Signature of the Head of the institution
with seal

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