



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	HINDUSTAN INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
Name of the head of the Institution	Dr Naveen Gupta
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	05652763704
Mobile no.	9627182913
Registered Email	director.himcs@sgei.org
Alternate Email	registrar.himcs@sgei.org
Address	Agra-Delhi highway, NH-2
City/Town	Farah, Mathura
State/UT	Uttar pradesh
Pincode	281122

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Prof. Naveen Gupta			
Phone no/Alternate Phone no.		05652763704			
Mobile no.		9627182913			
Registered Email		director.himcs@sgei.org			
Alternate Email		registrar.himcs@sgei.org			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://himcs.edu.in/wp-content/uploads/2021/02/HIMCS_SSR_NAAC-2015_FINAL-min.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://himcs.edu.in/wp-content/uploads/2021/03/01Academic_Calendar-2015-16-odd-even.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.65	2016	29-Mar-2016	28-Mar-2021
6. Date of Establishment of IQAC			14-May-2016		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by		Date & Duration		Number of participants/ beneficiaries	

IQAC		
Guest lecture on (Advancements in tools and technologies of CRM)	25-Apr-2016 1	32
Guest Lecture on (You are Diamond)	08-Mar-2016 1	30
Faculty development program on (Exploring Self for Better Performance & Team Building)	15-Dec-2015 5	10
FDP on (Changing Business Environment: Opportunities & Challenges) in AEC	11-Oct-2015 1	25
Panel discussion on (Relevance of Munshi Prem Chand in today's context)	13-Sep-2015 1	25
Application of Projective Tests: (Rorschach and Somatic Inkblot Series)	02-Sep-2015 2	45
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2016 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	0
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Establishment of IQAC cell

2. Preparing for course addition like Integrated MBA , B Voc(Graphics & Multimedia) , B Voc (Tour & Travel)

3. Adoption of LMS

[View File](#)**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Nil	Nil
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
HIMCS-Governing Body	08-Feb-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2016

Date of Submission

19-Feb-2016

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Hindustan Institute of Management and Computer Studies, Farah, Mathura is using ERP system named "SIM". Following are the working modules: 1) Student 2) Employee 3) Fee 4) Library 5) Hostel 6) Transport 7) Inventory 8) Finance 9) Student Portal

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to AKTU, Lucknow. The Institute offers two courses - MBA & MCA. Both the courses are intrinsically job oriented. Being an affiliated college, before action plan the college has to keep in mind the academic calendar issued by the affiliating University. Before the start of the academic year the Heads of the departments start collecting / gathering information about the syllabus revision in the respective subject year wise. At the beginning of every academic year, the HoDs conducts meeting with all faculty members to develop strategies for effective implementation of curriculum as well as co-curricular and extension activities. Faculty members are working as members in many committees of the institution. As per the changes in curriculum in view of changing industry, social needs, the institute plans and develop strategies, capability to deliver and add value as per the intended course objective with right mix of in-house faculty members, experts, industry associations and entrepreneurs. At the beginning of the academic year Time-Table committee frames the time-table as per the guidelines of the university academic calendar is prepared keeping in mind all the curricular aspects. The faculty members participate in the workshops organized by the Board of Studies time to time in their respective subjects. The outcome of the workshop is being shared in the department and the students, updating themselves the faculty members are encouraged to participate orientation courses, refresher courses, Seminars, workshops and conferences. Teaching faculty members plan and prepare their own plan of action, teaching and learning plan according to the syllabus and the available time frame on integrated online ERP. Departmental review meetings are arranged regularly to discuss about the completion of syllabus, needs external inputs, and exposures. As per the need of the department - remedial course, tutorials and special sessions are organized as per the guidelines of the University and discussions with directors, deans and head of departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

Number of Students

Nil

Nil

1.3 – Curriculum Enrichment**1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Values Professional Ethics (AUC-001)	01/07/2015	30
Cyber Security (AUC-002)	01/01/2016	30
Statistical Tool Analysis	05/10/2015	50
Human Values and Professional Ethics	27/01/2016	74
Cyber Security	20/08/2015	74
SPSS Workshop	09/03/2016	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Master of Business Administration	148
MCA	Master of Computer Application	19
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1.4 – Feedback System**1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)**Feedback Obtained**

The Institute is constantly in dialogue with all its stake holders and seeks advice and input from industry leaders, academicians, experts in order to provide value in the different areas of engagement. The institute has an integrated online ERP which is integrated with performance management system (<http://192.168.100.20/simwebsgi/login>) of faculty. The adopted PMS is a 360 degree feedback and development process through which data is gathered, analyzed and communicated to concerned faculty members /trainers regarding the course/subject. The score received is further discussed in person with Directors/Dean with the purpose of improvement and support. In case any course correction is required the same is initiated based on the information obtained from the focused feedback. Both these feedback information is incorporated in

the module review document prepared by the faculty at the end of the course. Each faculty member offering a core/elective course has to engage with industry practitioners/entrepreneurs/experts in the domain and gathers feedback/suggestions on course content, sequencing/relevance of topics and assessments, skill targeted and employability support. The same is discussed and documented in the module review document and used as an input in designing the course for the next academic year. This ensures that the course is up to date and fulfils the future employment requirement of students. Based on the faculty's experience in conducting the course and student performance in university examination, the institute arranges a meet up with graduating students and concerned faculty to assess the gaps in delivery and adoption and alternative pedagogies since institute has limited access to modify the content, we continuously work to add value, align courses with emerging needs and alternative delivery processes (if possible as per faculty interest) to optimize maximum of the course as an outcome.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Master of Business Administration	120	120	100
MCA	Master of Computer Application	90	100	55

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	Nil	261	Nil	16	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	5	5	Nil	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Institute believes in holistic development of a youth and strives to build responsible citizenship in budding professionals. To cater to the objective, we believe teaching along with mentorship is the need. The institute

efforts to make learning student centric and transformational rather than just transactional. To formally include everyone into the mentorship led mindset on holistic development, we had adopted Institutional Guardianship counseling system where every faculty is allotted a group of 20 students who is the institutional guardian of them. The purpose of the IGs is to ensure and develop a lasting positive relationship with their counselees. The IG is not just a faculty rather a first point of connect and a responsible person in campus with whom allotted counselees can talk, discuss, learn and share issues related to personal, family, social and career dimensions continuously and allow the IG to interact with their parents, family members at institute or institute events or as per convenience and foster positive development in academics and professional journey together. Specific focused programmes/workshops are arranged for faculty members (IGs) time to time in campus to reinforce learning's of counseling systems positive psychology and holistic development to beater equip individual faculty members for the mentorship role. A separate CSCD (Center for self and career development) is also there in the campus under guidance of Dr Naveen Gupta, Director and Behavioral scientist to support need based students for counseling, stress, depression situations. The center runs save your friend open campaign with students to help them learn empathy, identify deviant behavior and help.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
261	16	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	16	2	Nil	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Nil	Lecturer	Nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCA	14	VI	16/05/2016	14/07/2016
MCA	14	V	02/01/2016	26/02/2016
MCA	14	IV	16/05/2016	05/06/2016
MCA	14	III	05/01/2016	25/02/2016
MCA	14	II	16/05/2016	31/07/2016
MCA	14	I	09/01/2016	25/02/2016
MBA	70	IV	18/05/2016	14/07/2016
MBA	70	III	11/01/2016	26/02/2016
MBA	70	II	17/05/2016	31/07/2016
MBA	70	I	26/12/2015	25/02/2016

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Globalisation of the world economy and higher education are driving profound changes in management education system. There is a continuing need to dynamically adapt to these changes to ensure that we remain competitive and can respond effectively to the challenges of globalization. In recent years, there have been essential changes in management and education in terms of what to teach and how to teach and how to assess. The present report focuses on the recommendations for reforms in examinations (assessment of student) in the context of emerging landscape of management and education. The students assessments play a very important role in deciding the quality of education. Following reforms were introduced in internal evaluation system:

- To ensure smooth internal examination, faculty and staff members were requested to report to the COE 15 minutes before the test series.
- The students are supposed to be in college uniform and occupy their respective seats 10 minutes before examination starts, failing of which students will not allowed to appear in the exam.
- Mobiles are strictly prohibited during the exam. Faculty members are also requested to follow the same.
- Internal Flying consisting of HODs, Registrars and senior faculty members were introduced.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institute has trusts on in precision in its functioning. The institute has a well-defined standard operating procedure to develop the academic teaching plans and it follows a well-defined academic calendar, based on the university calendar. The activity calendar shows the start and end of each semester stating various activities to be conducted and the class test schedule. As per their teaching plans, each teacher takes scheduled lectures.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://himcs.edu.in/wp-content/uploads/2020/12/Program-Outcomes-1.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
14	MCA	Master of Computer Application	19	18	94.74
70	MBA	Master of Business Administration	74	67	90.54

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://himcs.edu.in/wp-content/uploads/2021/03/SSS-2015-16.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Doctoral Conference	MBA and MCA	24/07/2015
FDP on Leadership and Emotional Capital at HO	MBA and MCA	29/07/2015
MDP on Understanding Self and organisation for Management Excellence	MBA and MCA	22/01/2016
TCS Webinaar	MCA	06/04/2016
Workshop on pollution and religion	MBA and MCA	26/01/2016
Workshop on SOS Temple	MBA and MCA	06/05/2016
Workshop on Pre- Marriage Counselling- Work Life Balance and Changing Role of Women in todays scenario on International Women Day.	MBA and MCA	09/03/2016
Celebration of Colour Week	MBA and MCA	10/02/2016
Guest Lecture on You are Diamond	MBA	08/03/2016
Culture and Team building Holi Milan Samaroh, 2016	MBA and MCA	21/03/2016
Magnifest- Yothfest	MBA and MCA	08/04/2016
Industrial Tour- Mussorie Rishikesh	MBA	11/04/2016
Lecture on Advancements in tools and technologies of CRM	MBA	25/04/2016
Workshop on Waste Management	MBA and MCA	26/04/2016
IMUN Conference	MBA and MCA	23/07/2015
LTA School	MBA and MCA	06/07/2015
LTA project- Phase 2 for auto drivers at Raja Ki Mandi Railway Station	MBA	11/07/2015
Sports activities for	MBA and MCA	15/08/2015

Change Agents on Agra Cantt. Railway Station		
Application of Projective Tests: (Rorschach and Somatic Inkblot Series)	MBA	02/09/2015
Panel discussion is Relevance of Munshi Prem Chand in todays context.	MBA and MCA	13/09/2015
Awareness campaign against dengue at Raja ki mandi railway station	MBA and MCA	18/09/2015
Jal hai to Kal hai abhiyaan for LTA	MBA and MCA	29/09/2015
Swachha Bharat Abhiyaan	MBA and MCA	02/10/2015
FDP on Changing Business Environment: Opportunities Challenges in AEC	MBA	11/10/2015
LTA BAZAAR	MBA and MCA	07/11/2015
Faculty development program on, Exploring Self for Better Performance Team Building	MBA	15/12/2015
Android Workshop	MCA	22/09/2015

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
MBA	Nil
MCA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	MBA	2	0
International	MBA	6	1
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	Nil
MCA	Nil
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Understanding the Challenges faced by SMEs in Incorporating Corporate Social Responsibility in Indian Context	Dr. Naveen Gupta	International Journal of Management Development Information Technology	2015	0	HIMCS	Nil
Management of Depression in India	Gupta, N., Singh, A. Singh, R.A.	Journal of Projective Psychology and Mental Health, 22(2)	2015	0	HIMCS	Nil
Green HRM Practices: Evitable or Manageable (with special reference to city of Taj)	Shantanu Kumar Sahu	An Annual International Journal of Management Development Information Technology, Vol.13	2015	0	HIMCS	Nil
Factors Affecting Environmentally Responsible Purchase	Gupta, N., Singh, R.A.	International Journal of Management Development Information	2015	0	HIMCS	Nil

Behavior		ion Techno logy, 13, 34-43				
Entrepre neurial Intention among graduating business management students of U.P	Tanu Marwah	Indian Journal of Research in Managem ent, Business and Social Sciences (IJRMBSS)	2015	0	HIMCS	Nil
Employme nt, Rising Education Qualificat ion of Workforce and Produc tivity as promoters of growth of economy	Dr. Gunjan Bhatnagar and Dr. shalini sharma	Internat ional Journal of Research in Managem ent, Economics Commerce	2015	0	HITM	Nil
Effect of Material Values on Environmen tal Beliefs and Pro-en vironmenta l Behaviors	Dr. Naveen Gupta	Internat ional Journal of Management Developmen t Informat ion Technology	2015	0	HIMCS	Nil
Domain S atisfactio n Predictors of Psychol ogical Emp owerment and Determ inants	Dr. Naveen Gupta	Journal of Strategic Human Resource Management	2015	0	HIMCS	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2015	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	12	13	13	10
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Application of Projective Tests: (Rorschach and Somatic Inkblot Series)	HIMCS	3	45
LTA project- Phase 2 for auto drivers at Raja Ki Mandi Railway Station	HIMCS	4	15
LTA School	HIMCS	8	9
Project Pingri	HIMCS	4	30
Project Red P (Rural Education and Development Program)	HIMCS	3	16
Project SOS Training Of Auto Drivers	HIMCS	4	45
LTA Bazaar	SGI and SOS	14	120
Project SOS temple	SGI SOS	4	30
Project LTA	SOS SGI	10	40
Sharda Taj Marathon	SGI and sponsoring agencies	14	150
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awariness	HIMCS	Launching of	4	30

Campaign		Oxygen Temple		
Waste Management	HIMCS	Workshop on Waste Management	1	15
Social Innovation	HIMCS	LTA BAZAAR	14	100
Swachha Bharat Abhiyaan	HIMCS	Swachha Bharat Abhiyaan	14	250
Awarness Campaign	HIMCS	Jal hai to Kal hai abhiyaan for LTA	14	32
Awareness campaign	HIMCS	Awareness campaign against dengue at Raja ki mandi railway station	14	245
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Conference : Demographic Divideneds opportunities and Threats	500	SGI	2
FDP mon Changing Business Environment Opportunities and Challenges	25	SGI	1
Application of projective Test	45	SGI	3
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship /Project Wor kEducation/T raining/Proj ect Training	Education/ Training/Pro ject Training	Maurya Software Pvt Ltd, Sikandra, Agra	01/07/2015	30/06/2016	50
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Maurya Software Pvt Ltd, Sikandra, Agra	01/07/2015	Education/Training/Project Training	96
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
22	21.15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SIM	Fully	24.2.2.2	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22811	1913984	314	129638	23125	2043622
Reference Books	2023	630420	132	38280	2155	668700
Journals	42	41200	47	59544	89	100744
e-Journals	299	432931	Nil	79923	299	512854
CD & Video	2193	72294	142	17750	2335	90044
Others(s	13	35416	1	360	14	35776

pecify)						
Weeding (hard & soft)	50	10000	Nil	Nil	50	10000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mr N K Mishra	NMCA-311, NMCA-314, NMCA-352, NMCAE 33, NMCA-552NAS 205, NMCA-213, NMCA-251, NMCA-413, NMCA-452	ERP/LMS/PPT	01/08/2015
Dr Abhilasha Singh	NMBA 017 ,	ERP/LMS/PPT	01/08/2015
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	193	1	2	0	1	2	2	4	0
Added	0	0	0	0	0	0	0	0	0
Total	193	1	2	0	1	2	2	4	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

15 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8	8.2	7.5	7.48

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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• The infrastructure facilities available in the institute, conforms to the norms of AICTE and affiliating University. • The management provides excellent infrastructure, state-of-the-art library and laboratory facilities to fulfill expectations of various stake holders. • 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. • Library and Labs are having compulsory slots in time tables to ensure the best utilization of these resources by the students. • Students may also access these facilities in their free times like lunch hour or in free lectures. • 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. • Every department is having their own ICT enabled quality class rooms, tutorials rooms, Seminar Halls, Laboratories pertaining to the department.

<https://himcs.edu.in/wp-content/uploads/2021/02/Procedures-for-maintaining-and-utilizing-Labs-Lib-and-classrooms.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Economically Weak or meritorious	29	344800
Financial Support from Other Sources			
a) National	Samaj Kalyan Vibhag	7	598600
b) International	NIL	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Application of Projective Tests	02/07/2015	30	Rorschach and Somatic Inkblot Series
Personal Counselling	27/01/2016	261	All Faculty Members
Personal Counselling	18/08/2015	261	All Faculty Members

Personality Development Program	27/01/2016	261	T D Department
Personality Development Program	18/08/2015	261	T D Department
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Aptitude Training Under PDP	19	19	Nil	15
2016	Aptitude Training Under PDP	74	74	Nil	38

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Acadecraft Pvt Ltd	23	1	NIL	Nil	Nil

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	1	MBA	MBA	GLA university	Ph. D.
2016	2	MBA	MBA	Dayalbagh Educational institute	Ph. D.

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SOS Deepawali bazaar	inter college	150
Achievers Awards	college	130
Blood donation camp	inter college	120
womens day	college	125
talent hunt	college	130
Poster competition	college	50
Poster competition	college	130
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	NIL	NIL
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

With the steady evolution of the institution, the need to engage the students with a sense of responsibility has become crucial. In addition, as a step in promoting community participation and leadership the institution has constituted Think - Tank Forum. The Forum members are selected or elected from amongst the Class Representatives. There are three representatives in each class or section who are elected/selected/nominated by their classmates. They are then nominated/select/to holds various positions/posts in the Think-Tank. The Forum Committee members take part in planning, organising and executing institutions functions and events such as Fresher's Day, Commencement Day, Colour Day, Literary Day, Sports Week and other significant occasions. The committee also from time to time organise other related programs and activities as may be viewed beneficial for the interest and welfare of the institutions and the students. The Forum Committee members also attempt to instilled the spirit of self-discipline amongst all student members, and shall aid and support the institutions for such practices such as campus cleanliness, student discipline, ethical behaviour and all such other related activities. The Think-Tank members represent the students in the various academic and administrative bodies/committees: • Class Representative Committee • Women Welfare Committee (WWC) • Training Development Committee • Disciplinary Committee • Editorial Committee Social Project Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

93

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Every year we organize alumni talk in orientation programme ? Every year a session with Alumni (from different field) is scheduled from year 2016 till date ? Meeting in IQAC cell from year 2016 with distinguished alumni is scheduled twice in every semester. ? Assistance in placement and summer internship is a regular association in practice with alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The vision and mission statement of our college defines the institutions distinctive characteristics of addressing the needs of students and society it seeks to serve. In order to achieve its mission the faculty members are given due place of involvement in all important decisions as part of governing and executing the plans of the institution. The institution has qualified and competent academic administrators to provide effective leadership and management at various levels. The involvement of leadership is achieved through well-defined systems and organizational structure consistent with AICTE/Dr AKTU /SGI policies and with the vision and mission of the institution in general. Various committees such as Governing Council, Admission Committee, IQAC, Culture Committee , Women Welfare and Grievance , Proctorial board, Anti Ragging , Research and Development, Library and Lab management . are constituted and committee is empowered to meet at regular intervals, oversee the functions and grievances , execute updations /changes as per policies and plans , suggest innovations and ensure execution with discussion and direction of Head of Institution. The faculty members are nominated in various bodies and committees for decision making and managing the various functions of the institution. Ideas are invited from Alumni and other stakeholders for innovation and improvement in various functions such as administration, examination, Cultural , placement, finance administrations maintenance etc. The institute believes and practice decentralized approach in spirit and in practice.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	HIMCS Brochure, Fees, Application Form and Scholarship are finalized and after approval from SGI marketing and

admission committee (a centralized department at corporate level for all constituent colleges of SGI) are uploaded on the website. Entrance exam process, selection procedure, eligibility criteria along with the guidelines of the interview are mentioned in the application form and website. Interview dates are uploaded on the website and also sent to the prospective/shortlisted students through call letters. Students, who meet the criteria, need to appear for an interview process where panel is from Industry/Alumni and Faculty. The interview process is exploratory in nature prospective test the technical skills, soft skills through discussion and structured questions during interview. To facilitate meritorious students from across the different segment of society , Sharda scholarship and alignment with samaj kalyan department of Govt of Uttar Pradesh is there as per the prescribed norms/rules.

Industry Interaction / Collaboration

The institute has a capable and efficient Training Development, and Training and Placement department for facilitating corporate interface and supporting academic programmes by bridging industry academia gaps. Training Development department with a dedicated team of industry trainers has customized training modules for MBA/MCA programmes aligned with dynamic needs of corporate and industry to help equip students with requisite skills. Institute has MOU with Rubicon Skills P Ltd for employability skilling value addition. Coupled with this, Institute gives significant emphasis on guest lectures, industry talks, exposure and immersion programmes.

Human Resource Management

The institute follows a positive people policy and believes in empowerment and development across levels. policies including liberal leave and work policies, pursuing higher education , research and development, Medical emergencies support ,opportunities of learning and up skilling is duly taken care of under broad realism of Human Resource Management at Institute and Group level. Motivating and facilitating the faculty members to participate in

Refresher Orientation courses. (HVPE, Psychology, Social Entrepreneurship,).

In house Organization of workshops/Conferences, meetups on emerging and diversified areas of Management and IT, Life and Society is a routine process. 360 degree Performance-appraisal of the faculty members and staff is undertaken periodically to identify areas of improvement and development through online PMS (Performance management System). Maintenance of (both online and offline) Grievance Redressal Cell, Anti-Ragging Committee, Women Welfare and grievance cell, CSCD(center for self and career development). Appointment of a doctor and 2 support staff in the campus dispensary and First Aid center is there round the clock for ensuring and coordinating healthcare emergencies for people in campus.

Library, ICT and Physical Infrastructure / Instrumentation

The Institute is hosted in a spacious physical infrastructure having sufficient scope for additional expansion as per need. Provision for wi-fi facility in both the campus and hostels for use of the e-learning resources. Increase of the internet bandwidth from 15 mbps to 20 mbps through broadband and lease line to facilitate greater access and adoption of e learning/research /Teaching learning in campus. Provision for access of online resource facility is being developed. E learning resources live- Nalanda e-lib consortium and ProQuest database is available for access. Provision of more model classrooms under college fund and other external funds is being pursued to add on advance personalized learning management system along with investment into developing digital infrastructure of ERP and LMS. Procurement of more upgraded computer systems -desktop and laptop is also in process to upgrade lab capability and ICT

Research and Development

College publishes two journals- JMDIT and SIS (Referred Journal). The Institute has motivating and supportive policies, support systems and encouraging environment for Faculty members to pursue higher studies, undertake research and publications. Focused programmes and ecosystem is

being developed to facilitate research scholars and Doctoral conference is conceived and managed. Supporting policies including - publication encouragement support, research grant (SGI group policy) , higher education (Ph.D programmes support) , encourage to attend/present papers in International/National/State Level Seminars, workshops and to act as resource persons. College explores various funding agencies for sponsoring major / minor projects. (DBT, DST, ICSSR, UGC etc.). Motivating the faculty members and the students to organize various seminars workshops at Institutional / State / National / International levels. Encouraging faculties to act as M.Phil/ Ph.D supervisors.

Examination and Evaluation

As institute is affiliated to Dr AKTU, Lucknow, we enforce all the reforms, processes as suggested by the university from time to time.Apart from university College has complemented traditional written examination with project work assignments, debates, group discussion, literature review, power point presentation, grand viva and seminal lectures. An experiment was also undertaken for Open book examination for few papers, which was later discontinued based on 360 degree feedback appraisal.

Teaching and Learning

The institute is in process of adoption of context and experiential learning along with mere content delivery and examination. Students are continuous encouraged to work with live projects, industry problems at Agra, various socio economic models that is developed in house to be taken up by students as per their area of intent. Projects like SOS (Community training and livelihood model), Project ReD P (Rural education development project for rural schools), Project Psychologist for You (Solving loneliness and depression). Enhancement of learning skills of the Students through dedicated Training and Department team of SGI and Rubicon Skills P Ltd. The institute is in process of adoption of context and experiential learning along with mere content delivery and examination.

Students are continuously encouraged to work with live projects, industry problems at Agra, various socio-economic models that is developed in house to be taken up by students as per their area of interest. Projects like SOS (Community training and livelihood model), Project ReD P (Rural education development project for rural schools), Project Psychologist for You (Solving loneliness and depression). Enhancement of learning skills of the students through dedicated Training and Department team of SGI and Rubicon Skills P Ltd. Wide access ICT to inculcate online learning management resources-e-book, e-journal and motivating them for NPTEL courses along with facility for carrying out project works.

Curriculum Development

Curriculum Development As broadly curriculum is provided by the affiliating university, Dr AKTU, Lucknow, the college lays significant emphasis on adding value to the defined curriculum in LTP mode to through Inclusion of field work, industrial visit and educational excursion and live projects in both courses-MBA/MCA. Additional modules are being developed based on institute expertise in areas of Positive Psychology, Projective Techniques, and Advance IT tools.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Finance and Accounts</p>	<p>The Institute has already taken various steps for implementation of E-Governance in Finance Accounts: On line fee collection from students. Deposit of fee by cash is prohibited. On line salary payment. On line deposit of PF/ESI .On line deposit of TDS .On line payment of reimbursements to staff. On line leaves approvals. On line approvals .On line collection of dues from students other than fees. On line payslips and leave records of staff. Institute does not encourage Cash Payments and Receipts</p>
<p>Student Admission and Support</p>	<p>The institute provides support to students from entry to exit in various forms. 1. Scholarships - Merit scholarships to deserving students as per institute policy and scholarship schemes through Samaj kalyan department of Uttar Pradesh. 2. Tie up with</p>

nationalized banks like SBI, PNB, HDFC for Loan facilities. 3. Welfare Activities - Medical Insurance, In campus doctor, state of the art hostel, library, counseling and mental health professionals (as per need) , Gym. CSCD and "Psychologist for You" is a dedicated support being conceived and promotes in campus to help students with need based counseling, psychological profiling and assessment, psychologist support. The institute is planning to make it online and open. 4. Club - societies like NGO, Area Specific, Blogging, Photography, Literary, and Cultural for all round development of students. 5. Sports facilities in hostel. 6. Career Counseling In order to keep a regular connects among the Campus. The placements team including Training and placement department, student body and faculty coordinators consistently work on to leverage industry connects, networks, alumni database and alumni interactions to facilitate positive career progression and support.

Examination

For effective conduct of examination, the institute follows the guidelines as laid down by the affiliating university for examination. Apart from those, tests, quizzes are conducted by individual faculty concerned. Certain experiments like open book examination (only in one out of three test series is experimented for Finance, which in pursuance with examination cell of the university for possibility of inclusion)

Planning and Development

HIMCS actively uses online source of operations. Integrated ERP/LMS system used for classes, lesson planning and management, assignment and announcements for academics management, employees activity (leaves, salary, personal development) . It keeps track of personal details of each and every employee across levels and management span. Institute has a LAN connection with corporate email ids to communicate it with internal stakeholders. Institute maintains its website www.himcs.edu.in to communicate its philosophy and updates to external stakeholders.

Administration

The administrative activities involves maintenance of infrastructure,

estate management , Liaoning with internal and external stakeholders including affiliating university, regulatory bodies, inter departments and inter college communication, parents and students. Registrar office with member committees reviews and audits all the function. The Registrar office along with the various committees (grievance cell, library and lab, academic council, women welfare, placement).The team further suggests the changes and implement. They benchmark the practices with top B Schools and then upgrade.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	NIL	NIL	NIL	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Culture and Team building Holi Milan Samaroh,	Culture and Team building Holi Milan Samaroh,	31/03/2016	31/03/2016	14	16
2016	Workshop on Waste Management	Workshop on Waste Management	26/04/2016	26/04/2016	14	8
2015	Doctoral Conference	Nill	24/07/2015	25/07/2015	14	Nill
2016	Workshop on Work Life Balance and Changing Role of Women in todays scenario	Nill	09/03/2016	09/03/2016	6	Nill

2016	Guest lecture on Advancements in tools and technologies of CRM	Nil	25/04/2016	25/04/2016	4	Nil
2015	Application of Projective Tests: (Rorschach and Somatic Inkblot Series)	Nil	02/09/2015	04/09/2015	4	Nil
2015	Panel discussion is Relevance of Munshi Prem Chand in today's context.	Nil	13/09/2015	13/09/2015	14	Nil
2015	Workshop on Exploring Self for Better Performance Team Building	Nil	15/12/2015	15/12/2015	3	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Big Data Hadoop	4	22/02/2016	23/02/2016	2
Innovative Advancements in Engineering and Technology	1	01/04/2016	02/04/2016	2
Advances in Computing Applications	1	07/04/2016	08/04/2016	2
Workshop on Work Life Balance and Changing Role of Women in	6	09/03/2016	09/03/2016	1

todays scenario				
Guest lecture on Advancements in tools and technologies of CRM	4	25/04/2016	25/04/2016	1
Doctoral Conference	4	24/07/2015	25/07/2015	2
Application of Projective Tests: (Rorschach and Somatic Inkblot Series)	3	02/09/2015	04/09/2015	3
Panel discussion is Relevance of Munshi Prem Chand in todays context.	14	13/09/2015	13/09/2015	1
Workshop on Exploring Self for Better Performance Team Building	3	15/12/2015	18/12/2015	4
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	21	21

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
MDP Programm	SDP Programme	Scholarships for Marititious/ Economically poor students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>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. Internal audit has been carried out by Internal staff on regular basis and external audit has been carried out by statutory auditor's firm External Auditor's Firm Name: SUSHIL MAHESHWARI CO. External Auditor's CA Name: CA LAKHMI CHAND BAJAJ, M.NO. 077637</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

12912642.6

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AKTU	Yes	SGI
Administrative	Yes	AKTU	Yes	SGI

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>? On 28 Feb 2015 Parents-Teachers-Student meet was organized at head office. ? On 13 Sep 2015 a Panel discussion on relevance of "Munshi Prem chand" in today context was organized at Sursadan where Parents of student were invited. ? After every Class Test, Parents were invited to discuss the students performance. ? Parents of newly admitted students were invited in Orientation program.</p>

6.5.3 – Development programmes for support staff (at least three)

<p>1. . Culture and Team building Holi Milan Samaroh, 21 march ,2016 2. . Workshop on Waste Management , 26 April 2016</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Establishment of IQAC cell 2. Preparing for course addition like Integrated MBA , B Voc(Graphics Multimedia) , B Voc (Tour Travel) 3. Adoption of LMS</p>

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	LTA/SOS project- Phase 2 for auto drivers at Raja Ki Mandi Railway Station	15/08/2015	15/08/2015	30/06/2016	35
2015	SOS Bhojnalaya for BPL people at	02/10/2015	02/10/2015	30/06/2016	50

	Raja Ki Mandi Railway Station Agra				
2015	Counseling facilities for students may be made proactive and training /placement activities strengthened to benefit them in a bigger way	01/07/2015	01/07/2015	30/06/2016	93
2015	Jal Hai to Kal Hai Abhiyaan	29/09/2015	29/09/2015	20/10/2015	25
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women employability program at Pingri Village	01/07/2015	30/06/2016	30	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute has initiated various steps to address environmental issues such as: • Clean water and sanitation - The institute is having its own RO water plants. • Waste Management: ? Liquid wastages: The institute is having its own Sewage Treatment Plant (STP) to treat liquid wastage. • Water Conservation : Rain water harvesting structures are in place to conserve the rain water.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	1	06/07/2015	1	LTA School	Education	17
2016	1	1	09/03/2016	1	Workshop on Pre-Marriage Counselling- Work Life Balance and Changing Role of Women in todays scenario on International Women Day.	Women Welfare	100

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HR Policies	01/07/2015	HIMCS, is acutely aware of need of value system and professional ethics so, continuously adjusting its educational processes to the evolving needs. Our emphasis is on developing skills and personal attributes that make our students competent to deal with the chaotic world of business with confidence and ethics. HIMCS has assiduously worked hard to reengineer internal processes and systems to ensure delivery of quality education and value for money to the students and their parents. This manual for "Code of Conduct"

suggests guidelines to all stake holders of HIMCS to abide with aforesaid processes.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Audit Course on Human Values Professional Ethics (AUC-001)	01/07/2015	31/12/2015	30
Audit Course on Human Values and Professional Ethics	27/01/2016	30/06/2016	74

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The following necessary steps are taken to keep the college campus environment friendly Energy conservation • All the class rooms, faculty and staff rooms are having glass windows which facilitates the maximal utilization of natural light. • The traditional lighting systems are replaced with CFL lighting system • Minimizing use of elevator, and encouraging staff and students to use staircases whenever possible – • Water harvesting ? The college has adequate facilities to collect the rain water for the purpose of gardening. • Efforts for carbon neutrality ? The college has made adequate arrangements for the parking of vehicles . ? Emission test certificates are mandatory for the vehicles in the campus ? Students, faculty and staff utilize college transportation facilities instead of using individual transportation. ? The institute organizes periodical campaign to promote no vehicle day across the city • Plantation ? The college organizes periodical campaign to inculcate the values of plantation among the students and the faculties. • Waste management ? Seminars and class teachings are given for the proper waste disposal. ? Use of plastic bags are discouraged in the campus. ? The institute organizes periodical awareness campaign named " Say No to Polythene" in the campus and across the city. • Effluent treatment and recycling plant ? A well-equipped sewage water treatment plant is setup to treat waste water in the Institution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Institutional Guardians (IG): • The academic performances of each student are monitored by the faculty 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. • One faculty is nominated as 'Institutional Guardian' for 20 students. • Institutional Guardian maintains all records of students in formats provided. • Institutional Guardian does all the follow up regarding attendance of students under his supervision. • Institutional guardian monitors academic performance of students. • If student remains absent for continuous three lectures, then institutional guardian sends note to all concerned student's parents. • Poor performance of students is improved by way of counseling. If required Institutional guardian calls the parents on phone on the basis of weekly monitoring. • Institutional guardian

does counseling about studies. • Institutional guardian tries to solve the domestic problems of students. 2. Liberal Arts in Management Education (LIME):

- It 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.
- Plays, nukkad nataks, learning through movies are some innovative concepts by which we try to felicitate advance learning concepts in an interesting way.
- 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://himcs.edu.in/wp-content/uploads/2021/03/HIMCS-Innovative-Practices-2015-2016.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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 customer needs and should be the purpose of all our efforts. We organized various plays at Sur Sadan, Agra to promote the concept of liberal arts in management education for professional grooming. 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. 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. College in its endeavor to implement its curriculum incorporating its mission and vision with contemporary issues has evolved a number of best practices. 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.

Provide the weblink of the institution

<https://himcs.edu.in/wp-content/uploads/2021/03/Why-HIMCS-is-Distinct-2015-16.pdf>

8.Future Plans of Actions for Next Academic Year

• The IQAC cell has been established as per the norms of NAAC. • The Institute shall strive to bring courses that will attract the best talent pool of teachers and students to foster an environment of excellence. • To implement an advanced more user friendly ERP updations in sync with aligning efficiently stakeholders inputs, process and outcomes for more efficient benchmarking and incentivizing.