



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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

<b>2. Institutional Status</b>					
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			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://himcs.edu.in/wp-content/uploads/2021/03/AOAR-2016-17.pdf">https://himcs.edu.in/wp-content/uploads/2021/03/AOAR-2016-17.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://himcs.edu.in/wp-content/uploads/2021/03/03Academic_Calendar-2017-18-odd-even.pdf">https://himcs.edu.in/wp-content/uploads/2021/03/03Academic_Calendar-2017-18-odd-even.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.65	2016	29-Mar-2016	28-Mar-2021
<b>6. Date of Establishment of IQAC</b>			14-May-2016		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Doctorate Conference / FDP	28-Jul-2017 2	8
FDP -Research Project writing	25-Sep-2017 1	67
Deepawali Bazaar	14-Oct-2017 1	201
Workshop on Administration of Psychometric Tests for Psychological Evaluation of School Staff	02-Nov-2017 2	11
AFMEC Meet- agra	03-Nov-2017 2	53
Saturday Campaign Say No to Pollution - No vehicle day	11-Nov-2017 1	74
Industry visit to Akshaya Patra, Vrindavan, Mathura.	14-Nov-2014 1	93
Training Programme on Productivity enhancement- Jindal	16-Nov-2017 2	6
FDP-Management Education: Issues and Challenges	21-Nov-2017 1	8
AMU Conference For LTA presentation	28-Nov-2017 1	4
<a href="#">View File</a>		

**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	2018 0	0
<a href="#">View File</a>				

**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 :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1) Students along with faculty members participated in AIMA conference to gain new insights in the domain management technical enhancement on the topic of Competency Building Leadership. 2) FDP was organized on Research Project Writing Consultancy proposal was submitted to Agra Police. 3) Project SoS, RedP, KAP etc. initiate were taken as social action research projects.

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**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
To organize MDPS FDP for development and liaising	ü Conducted Training Development Program at Ghaziabad, UP ü Conducted FDPs SDPs for enhancement development through out of the box thinking.
To encourage students for action research through social projects	ü Project Pingri, SoS, Red-P, KAP, Rural Tourism, Nidhi, Deepawali Bazaar were organized under social awareness campaign. ü Blood Donation camp was organized to maintain an adequate supply of blood & save the lives of those who are in need.
Conferences should be promoted as regular learning platform for students and Teachers	ü Students along with faculty members participated in AIMA conference to gain new insights in the domain management & technical enhancement on the topic of Competency Building & Leadership. ü Doctoral Conference was organized where no. of researches presented their specialized research papers
Research and Consultancy needs to be encouraged amongst the faculty	ü FDP was organized on Research Project Writing Consultancy proposal was submitted to Agra Police.
To organize paper presentation, seminars, guest talk and workshops for boosting the academic outlook of faculty and students in various aspects	ü As a routine activity, paper presentations, seminars, guest talks & workshops were organized.
Employability workshops to be ensured for students better placements	ü Soft skills workshops, placement drives and skill development programs were organised to enhance the potential of the students

Industry Visits and Educational Trips needs to be innovated to ensure 100% engagement of students	ü The local trips , industry visits NGO working , help center and tours were organized to ensure participation and learning of each and every student
To organize the internal academic audits	ü Internal academic audit was conducted by the institutional IQAC Cell.
Review & analysis of Academic Results	ü Academic performances were reviewed and analyzed with the academic benchmarking
To apply for New Courses in PMKVY	ü Application sent to Affiliation body for approval for courses like "Domestic Data Entry Operator" & "Junior Software Developer"
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
IQAC	29-Jan-2018

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2018
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Date of Submission	09-Mar-2018
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description 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
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## 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 is 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	01/07/2017	0	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
<a href="#">View File</a>		

##### 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
MBA	Master of Business Administration	01/07/2017
MCA	Master of Computer Applications	01/07/2017

##### 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
Java Programming (HIM-001)	01/01/2018	38
Statistical Tool Analysis	19/03/2018	48
SPSS Workshop	13/03/2018	30
<a href="#">View File</a>		

#### 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	192
MCA	Master of Computer Applications	44
<a href="#">View File</a>		

### 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
<p>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 (<a href="http://192.168.100.20/simwebsgi/login">http://192.168.100.20/simwebsgi/login</a>) 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</p>

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
MCA	Master of Computer Applications	90	46	21
MBA	Master of Business Administration	120	119	95

[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
2017	Nil	275	Nil	20	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
20	20	5	5	Nil	5

[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
275	20	1:14

## 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
34	20	14	4	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
Nil	Nil	Nil	Nil
<a href="#">View File</a>			

## 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	06/05/2018	23/06/2018
MCA	14	V	11/01/2018	16/02/2018
MCA	14	IV	09/06/2018	14/07/2018
MCA	14	III	04/01/2018	20/02/2018
MCA	14	II	09/06/2018	14/07/2018
MCA	14	I	11/01/2018	18/02/2018
MBA	70	IV	07/06/2018	06/07/2018
MBA	70	III	09/01/2018	20/02/2018
MBA	70	II	09/06/2018	06/07/2018
MBA	70	I	02/01/2018	18/02/2018
<a href="#">View File</a>				

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

Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level • If a student get failed in more than 8 subjects total of 2 semesters, he/she is considered to have a year back. He/she cannot appear in improvement paper. • If a student goes for challenge/revaluation form ( fee 5000/- per subject) and clears the subject and have back in 8 or less subjects

then , then his status will be PCP ( improvement case) not year back. • But if a students is having less than 60 marks in both the semester out of total of 2 semesters e.g. out of 2000 total, if a student is having less than 60 less than 1200 in both the semesters but passing in all subjects, he/ she is liable to give improvement of any 3 papers otherwise considered to be year back case. • A student having year back can re- admit/ex case. in re admission, new internal new external theory papers. But in ex case, no fee will be charged, no class will be taken by a student, internals remain the same only external theory papers are to be given. So if a student is having good internals he can have ex status otherwise if internals are just passing marks, he should opt for re status in AKTU. But in both the status of student re/ ex... The roll no remains the same. • If in a result card, status of student is fail given it is considered to be a year back case. E.g. Result status....fail. • If in a result card, status if PCP given, it is considered to be an improvement case.

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

Preparation of the Academic Calendar begins well before the commencement of the academic year. The academic calendar is communicated to the students by displaying it on a notice board, induction manual and through mail. The Academic committee ensures the strict implementation of the Academic Calendar by monitoring activities. Implementing gaps are reviewed periodically. The status of checkpoints and gap identified in monitoring are conveyed to the Director for the necessary implementation.

## 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 Applications	44	42	95.45
70	MBA	Master of Business Administration	96	80	83.33

[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-2017-18.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
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Any Other (Specify)	240	UGC, HUMAN RESOURCE MANAGEMENT PROJECTS	0.4	0.4
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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
Orientation Programme	MBA	17/08/2017
Workshop on Android Apps Development	MCA	25/07/2017

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	01/07/2018	Nil
<a href="#">View File</a>				

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	01/07/2017
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
MCA	Nil
MBA	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)
National	MBA	1	0
International	MBA	1	0
<a href="#">View File</a>			

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
MCA	Nil
MBA	6
<a href="#">View File</a>	

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
Gen Y and Role of HR	Gupta, N., Singh, R.A. , Marwah, T.	International Journal of Management Development and Information Technology, 15, 60-62	2017	0	HIMCS	Nil
Project LTA: Model of Community Development and its Sustainability	Tripathi, V. K	Training Development Journal, 8(2), 128-135.	2017	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	Nil	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
Attended/Seminars/Workshops	8	24	4	12

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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
Doctorate Conference / FDP	HIMCS	2	6
FDP -Research Project writing	HIMCS	2	65

[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
<a href="#">View File</a>			

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 Campaign	HIMCS	Say No to Tobacco - SOS	5	2
Awariness Campaign	HIMCS	Awariness Campaign No to Tobacco - at Amarkatha Shoe Factory Agra	2	98
Awariness Campaign	HIMCS	Say No to Tobacco - HIMCS	4	79
Awariness Campaign	HIMCS	Saturday Campaign Say No to Pollution - No vehicle day	14	275
<a href="#">View File</a>				

### 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
FDP ON Research Project writing	65	SGI	1
Conference on Healthy Organizations and Well being and Sustainability: National Conference	275	SGI	2
Workshop on Administration of Psychometric Test for Psychological evaluation of School staff	8	SGI	2
Doctorate Conference	6	SGI	2
<a href="#">View File</a>			

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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Internship /Project Work	Education/ Training/Pro ject Training	Maurya Software Pvt Ltd, Sikandra, Agra	01/07/2017	30/06/2018	72
Internship /Project Work	Education/ Training/Pro ject Training	E-Gain, Khandhari, Agra	04/07/2017	03/07/2018	72
<a href="#">View File</a>					

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	01/07/2017	Education/Trainin g/Project Training	84
E-Gain, Khandhari, Agra	04/07/2017	Education/Trainin g/Project Training	84
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## 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
38	38.2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 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 patially)	Version	Year of automation
SIM	Fully	40.1.2.1	2008

4.2.2 – Library Services

Library	Existing	Newly Added	Total
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Service Type						
Text Books	23200	2057196	108	60000	23308	2117196
Reference Books	2203	682620	20	7000	2223	689620
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	89	100744	7	10500	96	111244
e-Journals	299	593628	5	14192	304	607820
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	2335	90044	48	6000	2383	96044
Others (specify)	14	13645	Nil	825	14	14470
Weeding (hard & soft)	10	2000	Nil	Nil	10	2000
<a href="#">View File</a>						

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	RCA301, RCA303, RCA351, RCA352,	ERP/LMS/PPT	01/08/2017
Dr Abhilasha Singh	RMB 107,	ERP/LMS/PPT	01/08/2017
Ms Riju Agarwal	NMBA MK02,	ERP/LMS/PPT	27/01/2018
<a href="#">View File</a>			

#### 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	11	0
Total	193	1	2	0	1	2	2	15	0

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

20 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	recording facility
0	0

#### 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
750000	741685	57	57.4

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)

• 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. Weblink for detail procedures: <http://himcs.edu.in/NAAC.html>

<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 / meritorious	7	190400
Financial Support from Other Sources			
a) National	Samaj Kalyan	19	1597200
b) International	0	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 implementation	Number of students enrolled	Agencies involved
Personality Development Program	18/08/2017	275	T and D Department
Personality Development Program	27/01/2018	275	T and D Department
Personal Counselling	18/08/2017	275	T and D Department
Personal Counselling	18/08/2017	275	T and 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
2017	Aptitude Training Programme	140	140	Nil	84

[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
1	1	7

## 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
Alankit	45	11	Agile Softech	12	2

[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
2018	1	MBA	MBA	NIFT Delhi	Fashion Designing

[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	2
<a href="#">View File</a>	

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
DST science exhibition	regional	500
<a href="#">View File</a>		

### 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
2017	Nil	Nil	Nil	Nil	NIL	Nil
<a href="#">View File</a>						

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

Activity of student council representation of students on academic administrative bodies/committees of the institution (500 words) The institute is firm believer that overall growth of students is possible only when we give student a platform to express themselves in their areas of interest other than academic front. They The student's council members organized a programme for the teachers to honour the services they render towards both, students and the institution. This year an attempt was made to push the enrolment of many students in the association. So a concept of online news magazine was created to enable ex-students to register themselves in the alumni association. This enabled the institution to track the professional progression of the alumni after they had passed out from the institution. The Alumni is in the process of getting registered. Apart from these activities regular meetings were held to discuss the issues that the institution faces so as to come up with possible solutions to solve it. The established Think-Tank Forum organized Annual Fests, Sports Day, Seminars, Guest Lectures, Project and Business Proposal Competitions too. The members were also instrumental in taking the initiative to monitor the infrastructure and other equipment, hygiene on campus and insect infestation. The body also works towards in promoting and encouraging the students to participate in intra and inter collegiate activities as well. The Institute has various academic and administrative committees/clubs 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. The HR Club, Finance Club, IT Club and Marketing Club organize students centric activities. The student's council members had to participate in the Inter-Department Research paper Competition and present the same in the Institutional Research Journal.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

140

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
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.

Teaching and Learning

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 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. 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.

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.

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.Dprogrammes 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.

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 class rooms 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

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 diverfied 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.

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.

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 samajkalyan department of Govt of Uttar Pradesh is there as per the prescribed norms/rules.

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

E-governance area	Details
<p>Planning and Development</p>	<p>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 <a href="http://www.himcs.edu.in">www.himcs.edu.in</a> to communicate its philosophy and updates to external stakeholders.</p>
<p>Administration</p>	<p>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.</p>
<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</p>

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

**Student Admission and Support**

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 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)

**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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2018	Mr Akhilesh Chandra	Universal Human Values and Professional Ethics	Dr. A.P.J. Abdul Kalam Technical University , Lucknow, Uttar Pradesh	1200
No file uploaded.				

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)
2018	Culture and Team building	Culture and Team building	28/02/2018	28/02/2018	15	20
2018	Training of Excel and PowerPoint	Training of Excel and PowerPoint	01/10/2018	01/10/2018	3	4
2017	Human Values and Professional Ethics- Refresher Course	-	13/12/2017	22/12/2017	1	Nil
2018	Universal Human Values and Professional Ethics" conducted by Value Education Cell, AKTU	-	28/05/2018	04/06/2018	5	Nil
2018	Healthy Organizations and Well being and Sustainability: National Conference	-	12/04/2018	13/04/2018	8	Nil
2017	Workshop on 'Administration of Psychometric	-	02/11/2017	04/11/2017	5	Nil

	Tests for Psychological Evaluation of School Staff'					
2017	FDP on Management Education: Issues and Challenges	-	21/11/2017	21/11/2017	7	Nil
2017	Doctoral Conference	-	28/07/2017	29/07/2017	7	Nil
2018	FDP on entrepreneurship development	-	02/01/2018	02/01/2018	3	Nil
<a href="#">View File</a>						

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
Human Values and Professional Ethics- Refresher Course	1	13/12/2017	20/12/2017	8
Natural Language Processing	3	25/07/2017	29/07/2017	5
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	19	19

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
MDP Programm	SDP Programm	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)

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: LODHA CO. External Auditor's CA Name: CA GAURAV LODHA, M.NO. 507462

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 funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

36231797.92
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## 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)

? On 28 January 2017 parenting workshop is organized at the campus. ? In Orientation Programme parents are invited ? Under CSCD cell discussion with parents regarding career counseling took place. ? Parents of newly admitted students were invited in Induction/ Orientation Program.
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6.5.3 – Development programmes for support staff (at least three)

1. Culture and Team building , 28 FEB, 2018 2. Training of Excel and PowerPoint 1 OCTOBER 2018
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Strengthening social entrepreneurship 2. Focus on training through Live Projects 3. Alumni Mentorship initiatives 4. Adoption of performance management system ( PMS)
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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
2017	SOS Project- Phase 4 for	15/08/2017	15/08/2017	30/06/2018	25

	auto drivers at Sikandra				
2017	SOS Bhojnalaya for BPL people at Dayalbagh Agra	01/07/2017	01/07/2017	31/12/2017	50
2017	Counseling facilities for students may be made proactive and training /placement activities strengthened to benefit them in a bigger way	01/07/2017	01/07/2017	30/06/2018	275
<a href="#">View File</a>					

## 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 Welfare Committee- Guest Talk by Dr Naveen Gupta	08/03/2017	08/03/2017	45	35

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
<p><b>Environmental Consciousness and Sustainability / Alternate Energy initiatives such as:</b> 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:</p> <ul style="list-style-type: none"> <li>• Renewable energy - The institute is utilising Solar Energy system as partial fulfilment of its energy requirement which brings down its cost by 27.</li> <li>• Clean water and sanitation - The institute is having its own RO water plants.</li> <li>• Waste Management: ? Liquid wastages: The institute is having its own Sewage Treatment Plant (STP) to treat liquid wastage. ? Medical wastage: All the medical wastages generated from the institution's medical dispensary are treated and disposed in a desired manner.</li> <li>• CNG fitted transport: All the buses are CNG fitted considering the environmental concerns.</li> <li>• Water Conservation : Rain water harvesting structures are in place to conserve the rain water.</li> </ul>

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
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	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
2017	1	1	14/10/2017	1	Deepawali Bazaar	Community Development	201
2017	1	1	12/11/2017	1	Saturday Campaign Say No to Pollution - No vehicle day	Pollution	14
2017	1	1	12/09/2017	1	SOS Auto Ambulance Services (an initiative of HIMCS) at the seminar on 'Road Accidents'	Safety	289
2017	1	1	23/08/2017	1	Cordinated Meeting of Village Coordinator	Community Development	12
2018	1	1	26/01/2018	1			30

			018		Republic Day Celebration-SOS RKM	Community Development	
2018	1	1	18/02/2018	1	Restructuring of SOS Bhojnayalay	Hunger	13
2018	1	1	02/05/2018	3	Say No to Tobacco	Health	83
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
SGI HR POLICIES	01/07/2017	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
Deepawali Bazaar	14/10/2017	14/10/2017	187
<a href="#">View File</a>			

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

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 • The institute has formed a committee named as Green Army

consisting of students and staff which ensures switching off the electrical equipment when not in use. • Minimizing use of elevator, and encouraging staff and students to use staircases whenever possible - • Use of renewable energy ? Solar energy used in the campus. Which brings down the cost by 27. • Water harvesting ? The college has adequate facilities to collect the rain water for the purpose of gardening. • Efforts for carbon neutrality ? All the buses are CNG fitted. ? 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. 175 ? Use of plastic bags are discouraged in the campus. • 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 Innovation Culture development The institute lays significant emphasis on developing innovation culture at. Several initiatives are in line to support the progression towards encouraging innovation mindsets and tinkering ideas among young budding professionals. Student clubs, Think Tanks student body is reinforced in practice Solution Lab a weekly initiative where students along with faculty mentors discuss macro and micro socio political economic affairs and challenges and they are encouraged to think solutions. Chai pe charcha, causal canteen side discussions and explorations with faculty members. Exposure programmes- student exchange programmes (MOU with IIITM Delhi, Sharda University campus) 2 Experiential learning - TLP innovations The institute believes only classroom learning is not sufficient to cater to emerging skill needs and thus experiential learning is need to be developed. Faculty empowerment and sensitization programmes is undertaken to sensitize faculty members to think beyond just syllabus and plan learning modules including - projects, games, live events(stock market simulations), Fundraising through crowd funding, Entrepreneurs meet, business model development, creativity workshops, case analysis sessions, Project presentations and discussions. Students are encouraged to be part of SOS programmes and spend mandatory time with beneficiaries to understand more of the needs and devise sequential interventions. Students are encouraged to do MSME studies with identified clusters. Extensive training programs are conducted for faculty members for enhancing Pedagogical approaches Faculty are encouraged to submit project proposals

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-2017-2018.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

Say No to Polythene Institute must contribute to social upliftment and best way is enhanced engagement with society for a cause. With societies across the nation being fedup with the rising menace of plastics ranging from single use to industrial use plastics, the institute planned long term learning cum

development project with our students of MBA/MCA based on ? Awareness ? Sensitization ? Solution ? Development The project is an year long integrated campaign with students and other stakeholders of the campus and society to enable students feel and think the problem so as to design solutions and long term thought process towards the societal challenge. An environment consciousness and alternate solution development towards a chronic environmental challenge of PLASTIC and single use plastic is being undertaken at mass level with students to develop awareness, sensitization, alternate product development and distribution in Agra. The project is conceptualized as a solution to integrate and contribute as a knowledge partner to think, design and develop solutions. Several efforts being undertaken with students and community partners across Agra city round the year - Awareness drives with students at random locations of Agra on Saturday to talk to retailers. Customers on fooled and understand the challenge and alternative. Nukkad nataks with students to sensitize public at large towards the hazards and effects of single use plastics and suggesting ways to move towards "alternate usage behavior". Sensitization programmes at various locations by sharing pics of people seen using plastic bags and connecting them through digital media (whatsapp and facebook) and initiate "dialogue for change". Production and distribution of jute bags as an alternate solution. Students identified women at the campus and along with vendors they manufactured jute bags and sold them to retailers and customers. Further study is being undertaken to understand the challenges and design better solutions at scale.

Provide the weblink of the institution

<https://himcs.edu.in/wp-content/uploads/2021/03/Why-HIMCS-is-Distinct-2017-18.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Immersive social entrepreneurship learning is a focus area at the institute. Project SOS as a live project aimed at Repositioning image of Agra through behavioral facilitation is taken in as an innovation in learning mix and will be open for interested students of second year batch for deep exposure as immersive learning project. Other projects in line will be developed by faculty members for research development and experiential learning delivery model. Innovation and Entrepreneurship. To facilitate innovation culture among students, the Institute plans to work on systemic efforts to align professional students towards fostering a culture of innovation mindset, exposure, capability development and support system for pre incubation at campus. Facilitating industry partnership for skilling and employability. Industry skilling and employability is a core area of focus and towards complementing existing Training and Development department efforts an additional long term partnership is planned with industry partners.