



Yearly Status Report - 2019-2020

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			Self financed																
Name of the IQAC co-ordinator/Director			Dr. 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/2021/03/AOAR-2018-19.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/Docs/05Academic_Calendar%202019-20%20odd-even.pdf																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>B</td> <td>2.65</td> <td>2016</td> <td>29-Mar-2016</td> <td>28-Mar-2021</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.65	2016	29-Mar-2016	28-Mar-2021
Cycle	Grade	CGPA	Year of Accreditation	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																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Orientation Program</td> <td>14-Aug-2019</td> <td>57</td> </tr> </table>						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	Orientation Program	14-Aug-2019	57					
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	10	
Guest Talk on Impact of GST on you, your country and your economy	06-Sep-2019 1	130
Doctoral Conference	14-Sep-2019 2	27
Workshop on Data Science: Latest Trend in IT	27-Sep-2019 1	150
Online National Conference on 'Psycho Social & Economic Impact of Covid 19'	26-May-2020 1	200
Corporate Talk on 'What industry expects from management graduates'	20-Jun-2020 1	150
Alumni Talk	24-Jun-2020 1	150
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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
HIMCS	PMKVY	AICTE	2020 120	220500
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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 :	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	View File
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)	

New courses of MBA integrated and B.Voc has been applied and approved by the AICTE, Delhi and Affiliating University AKTU, Lucknow, UP

Faculty members attended many ATAL FDPs and certification programs from Huawei to enhance their understanding of subjects and technologies

Social initiatives have been taken during Pandemic to help people of city and nearby cities

Seminars and Webinars have been conducted to enhance understanding of industry needs and improvement of employability

Doctorate conference, MDP, and workshops on research methodology and case writing have been conducted to motivate faculty members for research and consultancy

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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 bring new courses in the institute like Integrated MBA, and vocational courses	New courses MBA integrated and B.Voc have been applied and approved by the AICTE and affiliating University AKTU, Lucknow, UP
To organize MDPS & FDP for development and liaisoning	Conducted MDP, Training and Development programs to enhance industry interface and understanding of industry needs. Conducted FDPs & SDPs for enhancement & development through out of the box thinking. Many faculty members attended FDP and got trained in technologies from Huawei and ATAL FDP.
To encourage students for action research and better understanding of concepts, new social projects need to be initiated	Conducted MDP, Training and Development programs to enhance industry interface and understanding of industry needs. Conducted FDPs & SDPs for enhancement & development through out of the box thinking. Many faculty members attended FDP and got trained in technologies from Huawei and ATAL FDP.
To organize conferences, seminar, webinar and workshops to enhance industry interface and to promote as regular learning platform for students and faculty members	Students along with faculty members participated in many online seminars, webinars and conference to gain new insights in the domain of management & technical education. Doctoral Conference was organized where no. of researches presented their specialized research papers. Faculty members also get a very good platform to resolve their research queries.

Research and Consultancy needs to be encouraged amongst the faculty	FDP was organized on Research Project Writing Consultancy proposals were submitted to various organizations.
To organize paper presentation, seminars, guest talk and workshops for boosting the academic outlook of faculty and students in various aspects	As a routine activity, paper presentations, seminars, guest talks & workshops were organized.
Employability and skill enhancement workshops to be conducted qualitative placements	Soft skills workshops, Technical Skill Enhancement Programs, Alumni talks, Pre Placement talks and training programs were organised to enhance the potential of the students
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC	03-Feb-2020

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	2020
Date of Submission	14-May-2020
17. Does the Institution have Management Information System ?	Yes
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) Admin 10) Mess 11) Utilities. The modules and sub modules of ERP system satisfies the requirement of information of all stakeholders. All functions of the institution is facilitated through ERP system. Different types of reports can be generated as per the requirements of Director, Hod, faculty members , staff and students. The ERP system facilitate right from registration of students to

all the other tasks related to students, faculty and staff. Customized reports can also be generated. The Dashboards are provided to all stakeholders as per their requirements. Feedback can be taken from students and PMS Score Cards can be generated and communicated to faculty members. The SIM is accessible from within the campus as well as from outside on Internet. All accounting tasks can be performed through this ERP system. All purchases and expenses are recorded on ERP system. The transport facility data are also managed on this ERP system.

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 institute is affiliated to AKTU, Lucknow and approved by AICTE, Delhi. The Institute offers five courses - MBA, MBA Integrated, B.Voc(Graphics and Multimedia), B.Voc(Travel and Tourism) and MCA. All 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 courses year wise. At the beginning of every academic year, the HoDs conducts meetings with all faculty members of the respective departments 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 objectives with right mix of in house faculty members, experts, industry associations, alumni and entrepreneurs. At the beginning of the academic year the 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, events and activities. The faculty members participate in the workshops organized by the institute and other AICTE approved institutions 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 in 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 and head of departments. The faculty members are also Institutional Guardians of students assigned by Head of Departments. These Institutional Guardians keep track of the progress of their counselee and help to improve and further discuss with HoDs and Director of the institute if needed.

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
B. Voc.	Graphics and Multimedia	30/04/2019	365	Coder, Designers, Animation Jobs	Creativity, Editing, Coding, Animations, Visual Effects and Designing
B. Voc	Travel and Tourism	30/04/2019	365	Hotel Industry, Tourism industry, Guiding national and international travellers	Communication Skills, Interpersonal Skills, Team Work. Exploratory Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Graphics and Multimedia	30/04/2019
BVoc	Travel and Tourism	30/04/2019
Integrated(PG)	Master of Business Management	30/04/2019
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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	NA	01/07/2018
MCA	NA	01/07/2018
Integrated(PG)	MBA	01/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

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
Statistical Tool Analysis	15/02/2020	50
Java Programming	03/08/2019	26
Net Programming	05/08/2019	26

Virtual Session with Barklays Bank	23/08/2019	15
Connect with Work workshop in coordination with Rubicon (p) ltd.	30/09/2019	57
Workshop on Digital Marketing	10/10/2019	113
"Connect with Work"- a Skill Development Program in association with Rubicon and supported by Barclays (24-Hours Training Program is based on Interview skills, Soft skills personality development).	16/01/2020	55
Web Technologies	20/01/2020	9
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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	NA	131
MCA	NA	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
<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 engagements. The institute has an integrated online ERP which is integrated with Performance Management System(PMS) (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/Head with the purpose of improvement and support. In case any course of 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</p>

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	NA	60	83	53
MCA	NA	45	27	4
Integrated(UG)	MBA	60	0	0
BVoc	Graphics and Multimedia	50	0	0
BVoc	Travel and Tourism	50	0	0
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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
2019	0	161	0	21	0

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
21	21	5	5	0	4
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)

The 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 put its all 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 students depending on the student faculty ratio, who is the institutional guardian of them. The purpose of the Institutional Guardianship is to ensure and develop a lasting positive relationship with their counselees. The Institutional Guardianship 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 Institutional Guardian 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 Institutional Guardians time to time in the campus and outside to reinforce learnings of counseling systems, positive psychology and holistic development to better 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 Director who is also a 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. Workshops and seminars are conducted on mental health issues and students are enabled to understand the issues related to mental health and the techniques to provide first aid to such students. The Institutional Guardians also keep track of their academic records and class room behaviour to provide the needed guidance. All academic and administrative staff are being trained through SDP and FDPs to provide better care and support to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
161	21	1:8

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
23	21	2	0	5

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
2019	Dr. Abhilasha Singh Raghav	Assistant Professor	Teachers Award
2019	Mr. Shantanu Sahu	Assistant Professor	Zero Investment Innovation for Education initiative
2019	Dr. Abhilasha Singh Raghav	Assistant Professor	Swatch Bharat Abhiyan
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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	IV Sem	08/05/2020	05/08/2020

MCA	14	V Sem	28/12/2019	25/02/2020
MCA	14	VI Sem	18/08/2020	28/09/2020
MBA	70	I Sem	28/12/2019	22/02/2020
MBA	70	II Sem	08/05/2020	04/08/2020
MBA	70	III Sem	04/01/2020	22/02/2020
MBA	70	IV Sem	15/09/2020	01/10/2020
MCA	14	I Sem	30/12/2019	25/02/2020
MCA	14	II Sem	08/05/2020	05/08/2020
MCA	14	III Sem	24/12/2019	25/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Following reforms have been initiated on Continuous Internal Evaluation (CIE) system at the institutional level: 1. The formats of the test papers of all the courses are changed time to time as per the examination pattern of the Affiliating University. 2. The test papers are submitted to the Director/HoDs for quality check and the suggestions from them are incorporated and conveyed to the concerned faculty members. 3. Seating plans of students are prepared in such a way as to further reinforce fair and smooth tests 4. In case of any UFM(Un Fair Means) case(s), a committee consisting of CoEs, Invigilator, subject teacher and HoDs, take the decision and formally communicated to the Director of the institute. 5. Different types of formats are filled to keep track of tests, distribution of copies to the subject teacher and evaluations. 6. Marks of tests are uploaded to the institutional ERP system from where the stakeholders can generate different types of reports from their Dashboards. 7. To ensure the standards of question paper in the internal test series, a good mix of basic, fundamentals and applied parts of the syllabus are incorporated. 8. The question paper should meet out the expectation levels of post graduate students especially those who are above average students. 9. The assignments are submitted and evaluated on the basis of Viva Voce of the topics given to the students. 10. Those students who are below average or average can be compensated in makeup series test which can be set according to their level. 11. The question paper should be errors free i.e no grammatical mistakes, spelling check and to keep in mind proper formatting while making a question paper. 12. The lab tests and viva voce are conducted to prepare the students for the final examinations. 13. For industrial projects and STPR projects, predefence viva is conducted and mock sessions are kept for corrections in the reports and preparing the students for final viva voce. 14. The institutional Guardians keep track of the progress of the students and arrange for their remedial classes if needed in consultation with HoD and subject teachers. 15. The students are provided with subject counseling class to support them in solving doubts of the subjects on daily basis and is incorporated in the time table. 16. The Director and HoDs can generate reports from ERP and checks regularly the counseling files of faculty members who are Institutional Guardians to see the progress of students. 17. Result analysis is done with benchmarks to see the performance of students in different subjects in different semesters.

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

An Academic Calendar is planned and prepared at the beginning of academic session keeping the affiliated university academic calendar in consideration,. After approval of the Director of the Institute and suggested changes

incorporated in the academic calendar, it is uploaded on the institute web site and circulated to all faculty, staff and students. The academic calendar consists of departmental academic, co-curricular and extra-curricular activities like workshops, conferences, guest lectures, internal assessments, industrial visits, practical examinations, extension activities, sports meets, Orientation program, Talent Hunt, Achievers Award, Class Tests, examination dates and Magnifest etc. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. Sometimes, classes are lost due to unforeseen events. Institute makes up for these lost days, so that the schedule can be strictly adhered to. The holidays are marked in the academic calendar as per the academic calendar of the affiliating university. The time for remedial/revision class are also kept in the academic calendar.

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
70	MBA	NA	78	76	97.43
14	MCA	NA	19	13	68.42
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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/2023/02/Student_Satisfaction_Survey_2019-20-min.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
Major Projects	120	AICTE- PMKVY	220500	220500
Industry sponsored Projects	2	DAWAKHANA TIBBIYA COLLEGE AMU	15000	15000
Industry sponsored Projects	2	ADRDE, AGRA	60000	60000
Any Other (Specify)	3	EDI	20000	4000
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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
Case Writing Workshop for Students	MBA	12/09/2019
Workshop on Data Science: Latest Trend in IT	MCA	27/09/2019
Training Program Connect with Work in collaboration with RUBICON PVT. Ltd. And Supported by Barklays Bank	MBA	30/09/2019
Workshop on Digital Marketing	MCA	10/10/2019
Guest Lecture on Creativity, Innovation Product Development	MCA	15/11/2019
Panel Discussion on Management Education: Scope and Challenges , AIMS Meet, Agra Chapter	MBA	06/12/2019
MDP on Managing workplace Relationship for Organisational Effectiveness	MBA	07/02/2020
Webinar on Impact of COVID - 19 on IT/ITES Business Model and Jobs Landscape	MCA	13/06/2020
Corporate Talk on What industry expects from management graduates by Mr Rajesh Jain, Director CEO, A2Z Infra group	MBA	20/06/2020
Corporate Talk on Governance Quality role in any industry by Mr Arvind Gupta, Director Head- QM, SAP Labs India (P) Ltd.	MBA	27/06/2020

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
Teachers Award 2019	Dr. Abhilasha Singh Raghav	AKTU, Lucknow	05/09/2019	Teaching
Zero Investment Innovation for Education	Mr. Shantanu Sahu	ZIIEI	30/09/2019	Teacher Innovation Award

initiative				
Swatch Bharat Abhiyan	Dr. Abhilasha Singh Raghav	AKTU, Lucknow	02/10/2019	Swatch Bharat / Village Adoption
Best Training and Placement Coordinator	Dr. Gunjan Bhatnagar	AKTU, Lucknow	14/12/2019	Certificate of participation from interanshala
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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	01/07/2019
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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
MBA	1

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	3	2.12
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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	0
MCA	0
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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
Role of Materialism in Influencing Self-esteem	Gupta, N., Singh, R.A.	Journal of Projective Psychology and Mental Health,	2019	0	HIMCS, Mathura	1

		26(1)				
Role of Socio- demographics in Profiling Environment Conscious Consumer of 21st Century - A review	Gupta, N., Singh, R.A.	Global Journal of Enterprise Information System	2019	0	HIMCS, Mathura	0
Antecedents of HR challenges in tourism industry with reference to Agra	Sahu, S.K. Kaurav, R.P.S.	Proceedings of 10th international Conference on Digital Strategies for Organizational Success	2019	3	Jiwaji University, Sharda Group of Institutions	3

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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	2019	0	0	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	137	0	61
Presented papers	0	0	0	0
Resource persons	2	11	1	15

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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
Training Programme for NCC Cadets at HCST Campus	HCST	1	80

ITC Vivel workshop on Know your rights	ITC	1	125
Panel Discussion on the topic Management Education: Scope and Challenges followed by Agra Chapter Meeting of AIMS (UP and UK Chapter) which was chaired by Dr Naveen Gupta (Chairman- AIMS UP UK Chapter)	SGT University, Gurugram	3	4
Panel Discussion on the topic Management Education: Scope and Challenges followed by Agra Chapter Meeting of AIMS (UP and UK Chapter) which was chaired by Dr Naveen Gupta (Chairman- AIMS UP UK Chapter)	AIMS	3	130
Corporate Talk on What industry expects from management graduates by Mr Rajesh Jain, Director CEO, A2Z Infra group	HIMCS	4	150
Corporate Talk on Governance Quality role in any industry by Mr Arvind Gupta, Director Head- QM, SAP Labs India (P) Ltd.	HIMCS	4	150
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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
Swatch Bharat Abhiyan and Adoption of Village	Appreciation Certificate for Village Adoption	AKTU, Lucknow	50
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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
Social Responsibility	HIMCS	Local trip to Akshaypatra, Mathura, for donating articles and understand their day to day activities	2	57
Swachh Bharat Abhiyan	HIMCS	Swachh Bharat abhiyan (Agra and Mathura) : Celebrated Gandhi Jayanti and Shastri Jayanti : Theme of Banning Single Use Plastic, Non-violence and Satyagrah 1 Poster Competition	2	150
Community Upliftment	HIMCS	AKTU participation for Village Adoption and Gandhi Jayanti Celebration LKO	1	150
Community Development	HIMCS	A Session on Mental Health Awareness	4	173
Training on Gender Equality	ITC	ITC Vivel workshop on Know your rights	1	40
Connecting with Community	HIMCS	Happiness day for Internal staff -Red Day Celebration	14	25
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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
Teachers Connect Program, Skilling Agra	15	SGI, Agra	1

Case Writing Workshop	170	HIMCS, Farah, Mathura	2
Doctoral Conference	27	HIMCS, Farah, Mathura	2
Workshop on Data Science: Latest Trend in IT	150	HIMCS, Farah, Mathura	1
Guest Lecture on Creativity, Innovation Product Development By Dr Manu Saxena	130	HIMCS, Farah, Mathura	1
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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
Memorandum of Understanding	Education/ Training/Project Training	Maurya Software Pvt Ltd, Sikandra, Agra	01/07/2019	30/06/2020	54
Linkage with Institution	Internship /On-the- Job Training/Project Work	Internshala	01/07/2019	30/06/2020	150
Linkage with Institution	Sharing of Research Facility	Sharda University	01/07/2019	30/06/2020	150
Linkages with Industries	Internship /On-the- Job Training/Project Work	IGNITE Technologies, New Delhi	01/07/2019	30/06/2020	1
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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	01/07/2019	Education/Training/Project Training	54
E-Gain, Khandhari, Agra	04/07/2019	Education/Training/Project Training	54
Rubicon Skill	10/08/2019	Skill Development	131

Development Pvt. Ltd.		and Training	
Dawar Footwear Industries	28/08/2019	Education/Training/Project Training	150
Somatic Inkblot society	27/01/2020	Promote teaching, resaerch practice of inkblot series	20
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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
4	0.41

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
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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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	52.2.2.2	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22232	6874705	80	60388	22312	6935093
Reference Books	2178	734123	22	16607	2200	750730
CD & Video	501	76450	10	200	511	76650
Weeding (hard & soft)	150	26250	25	4375	175	30625

Others(s pecify)	0	0	1	45000	1	45000
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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 Nand Kumar Mishra	RCA 301, RCA 303,. KMB IT02, RCA 305	ERP/LMS/PPT	01/08/2019
Dr Abhilasha Singh	KMB 107, KMB HR01	ERP/LMS/PPT	01/08/2019
Ms Riju Agarwal	KMB 106, KMB MK02	ERP/LMS/PPT	01/08/2019
Mr Shantanu Sahu	KMB HR02. KMB HR03,RCA 105	ERP/LMS/PPT	01/08/2019
Dr Sheetal Sachdeva	KMB 103, KMB FM02. KMB FM03, RCA 102	ERP/LMS/PPT	01/08/2019
Dr Gunjan Bhatnagar	KMB 105, KMB 301. KMB MK01	ERP/LMS/PPT	01/08/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	193	1	2	0	1	2	2	20	0
Added	0	0	0	0	0	0	0	10	0
Total	193	1	2	0	1	2	2	30	0

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

70 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	https://himcs.edu.in/wp-content/uploads/2021/03/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 incurredon maintenance of physical facilities
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16.1	12.44	81.75	77.67
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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, Delhi, and Affiliating University. The management provides excellent infrastructure, state-of-the-art library and laboratory facilities to fulfill expectations of various stake holders. Classrooms, tutorial rooms, library, laboratory and seminar halls are equipped with ICT tools. The valuable suggestions of Governing Board to modernize the infrastructure are properly planned and implemented. The Institute takes prime priority to update the infrastructure requirements 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 for which collaborations are in progress with local universities and sister university. The institute also purchased subscription of MyLoft from the Affiliating University through which faculty and students can refer e books, e -journals and research papers in the areas of Management and IT. 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 subject counselling 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 classrooms, 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 / Meritorious	41	723901
Financial Support from Other Sources			
a) National	Samaj Kalyan Vibhag	22	915000
b) International	NIL	0	0
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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
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Personality Development Program	17/08/2019	135	T and D Department
Case writing workshop for students to develop understanding of issues and problems in Industries	12/09/2019	170	HIMCS and AMU, ALIGARH
Doctoral Conference for guiding and enhancing research capabilities	14/09/2019	27	HIMCS
Data Science: Latest Trend in IT for MCA students	27/09/2019	150	HIMCS
Workshop on Digital Marketing	10/10/2019	130	HIMCS
Workshop on SAP	18/10/2019	130	HIMCS
STPR Presentation for enhancing presentation skills	16/11/2019	78	HIMCS
Workshop on Psychotherapy in Depression	20/01/2020	30	HIMCS in association with Somatic Inkblot Society and WHO
SPSS Training Program Certification Programme Talk	22/01/2020	130	HIMCS
Webinar on Impact of COVID - 19 on IT/ITES Business Model and Jobs Landscape	13/06/2020	170	HIMCS
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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
2019	Aptitude Training Programme and CSCD	78	78	57	57
2019	Aptitude Training Programme and CSCD	19	19	6	6

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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
0	0	0

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
AD2Click Media	22	1	Bulwork Techsoft	6	2
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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
2019	0	NIL	NIL	NIL	NIL
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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	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Orientation Week- Cultural Programme	Intra- college	55
Big Fm TEAM organizing Big College Star, along with	REGIONAL	70
Web cultural events	National	200

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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
2019	Achiever's award	National	1	Nill	1806770079	Yash Augustine

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 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. Various active societies like library society, cultural activity society etc were form by student's forum along with institution management for smooth running of the tasks. Youth Seminar was organized in the institute by the student forum under the ages of Think Tank and the institute management in which various cultural activities were organized and the students were selected to represent the institution at university level. The Think Tank forum actively participated in organizing and conducting programmes like tree plantation, cleaning of college premises, swach bharat abhiyan, blood donation camp etc. In the blood donation camps organize by students' welfare committee, the staff and students donated blood for which they were given certificate. The students' council named women welfare committee has also successfully conducted seminars and workshops for girl's safety, women helpline and eve teasing for safety of the institution girls. Institute has various academic and administrative committees consisting of students for promoting students involvement in the decision making for the improvement of the teaching-learning process, placement, training and basic amenities to provide the students a conducive environment during their stay and better career opportunities. Through these committees students represent their thoughts, opinions and suggestions for the development of Institution. Student Council of our institution is a very active one and they have specific set of committees who look after students needs during the academic year starting from the admission process. Student council has organized a host of functions during the academic year including fresher's welcome, social programme, teacher student badminton match during teacher's day celebration, Basant Panchami, Saraswati Puja, Annual College Sports Event. Members of Student's Council are also present in Library Committee, Women Welfare Committee, Training and Development Committee, Discipline Committee etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

95

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

5.4.4 – Meetings/activities organized by Alumni Association :

In every academic year, the Institute organizes alumni talks on various topics of latest trends of industries where our alumni are working. Alumni are frequently visiting the institute and are interacting and guiding their juniors. Alumni are also part of IQAC and are contributing their bit in the improvement of the quality of the Institute. Alumni are also providing their support in internship and placements of the students. Those who are entrepreneurs have also signed MoUs with the institute for providing placement and technological training to our students.

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
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. 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

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.

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.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.

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 samaj kalyan 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
Planning and Development	<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.</p> <p>Institute maintains its website www.himcs.edu.in to communicate its philosophy and updates to external stakeholders.</p>
Administration	<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>
Finance and Accounts	<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>

Student Admission and Support	<p>The institute provides support to students from entry to exit in various forms.</p> <p>1. Scholarships - Merit scholarships to deserving students as per institute policy and scholarship schemes through Samaj kalyan department of Uttar Pradesh.</p> <p>2. Tie up with nationalized banks like SBI, PNB, HDFC for Loan facilities.</p> <p>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.</p> <p>4. Club - societies like NGO, Area Specific, Blogging, Photography, Literary, and Cultural for all round development of students.</p> <p>5. Sports facilities in hostel.</p> <p>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.</p>
Examination	<p>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)</p>

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
2019	Dr. Naveen Gupta	Individual Membership	AIMA	3540

2019	Mr. Nand Kumar Mishra	Certification	NPTEL-MOOC	1100
2019	Mr. Shantanu Kumar Sahu	Certification	NPTEL-MOOC	5000
2019	Ms. Riju Agarwal	Certification	NPTEL-MOOC	1100
2019	Dr. Gunjan Bahatnagar	Certification	NPTEL-MOOC	1100
2019	Mr. Akhilesh Chandra	Certification	NPTEL-MOOC and Hovard Certification	4591
2019	Mr. Prashant Sharma	Certification	NPTEL-MOOC	1200
2019	Mr. Vivek Pandey	Certification	NPTEL-MOOC	1100
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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)
2019	Teachers Connect Progeam, Skilling Agra	NIL	12/07/2019	12/07/2019	15	Nill
2019	Case Study Workshop	NIL	12/09/2019	13/09/2019	20	Nill
2019	Doctoral Conference	NIL	14/09/2019	15/09/2019	27	Nill
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
FDP on Role of Psychotherapy in Depression in associtaion with somatic inkblot society and WHO	20	27/01/2020	27/01/2020	1

International Conference on Advances in Projective Psychology: Techniques Applications, SGT University, Gurugram	20	30/01/2020	30/01/2020	1
Nalanda E-consortium	20	03/02/2020	03/02/2020	1
MDP on Managing workplace Relationship for Organisational Effectiveness	20	07/02/2020	08/02/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
21	21	13	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Accidental Insurance 2. FDP 3. MDP 4. Reimbursement of Certifications and Training Programmes	1. Accidental Insurance 2. SDP	1. Scholarships for Meritorious/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
View File		

6.4.3 – Total corpus fund generated

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, Lucknow, and AICTE, Delhi	Yes	SGI, Agra
Administrative	Yes	AKTU, Lucknow, AICTE Delhi	Yes	SGI, Agra

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

1. The parents are invited during Achievers Award to showcase the achievements of their wards in the curricular, co-curricular and extra-curricular activities. 2. Special meeting with parents of students suffering from depression and personality disorder took place in the campus. 3. In Orientation Program, parents are invited to know the campus facilities, rules and regulations of the campus, examination process and to have overall tour of the campus. 4. Parent teacher meet is organized in the college premises or in the Head Office situated at Agra to know the performance of their wards and to discuss any point of concerns. 5. In case of any indiscipline activity, parents are being called to make them understand the situation and to discuss preventive measures to be taken for their wards.

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

1. Deepawali Bazaar 2. Staff Development Programs 3. SoS Extension Activities 4. Environmental Awareness Programs 5. Outdoor Training Programs 6. Working through participative learning

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Motivating faculty, student and staff to attend training programs and certifications. 2. Focus on research and consultancy projects 2. Signing of MoUs with local industry and academia 3. Fostering entrepreneurship and innovation 4. Strengthening value-based approach 5. Green campus initiation 6. Focusing on social initiatives 7. Enhancing industry academia partnership through more alumni interactions and corporate talk series

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
2019	Doctoral Conference	14/09/2019	14/09/2019	15/09/2019	27
2019	Workshop on SAP	18/10/2019	18/10/2019	18/10/2019	130

2019	Guest Lecture on Creativity, Innovation and Product Development	15/11/2019	15/11/2019	15/11/2019	130
2020	FDP on Role of Psychotherapy in Depression	27/01/2020	27/01/2020	27/01/2020	30
2020	MDP on Managing workplace Relationship for Organizational Effectiveness	07/02/2020	07/02/2020	08/02/2020	35
2020	Online conference on Psycho-social and Economic Impact of Covid -19	26/05/2020	26/05/2020	26/05/2020	200
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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
ITC Vivel Workshop - Know Your Rights	21/11/2019	21/11/2019	40	0
Women Day Celebration - Empowering Women Talk	05/03/2020	05/03/2020	80	70

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>Percentage of power requirement of the Institute is met by the renewable energy sources like solar energy panels installed in the campus premises. The institute has initiated various steps to address environmental issues such as:</p> <p>1. Renewable energy - The institute is utilizing Solar Energy system as partial fulfilment of its energy requirement which brings down its cost of electricity consumption</p> <p>2. Clean water and sanitation - The institute is having its own RO water plants.</p> <p>3. 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.</p> <p>4. CNG fitted transport: All the</p>

buses are CNG fitted considering the environmental concerns. 5. Green Army- The institute has formed a committee named as "Green Army" which aims to control the electricity wastages across the campus. 6. Water Conservation: Rainwater harvesting structures are in place to conserve the rainwater.

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
Scribes for examination	Yes	Nil
Rest Rooms	Yes	Nil
Special skill development for differently abled students	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
2019	1	1	30/08/2019	1	Training Program at Dholpur and Hounoring of Auto Drivers	Community Welfare	30
2019	1	1	01/07/2019	45	SGI scholarships for meritorious and financially weak students	Society Development	28
2019	1	1	25/10/2019	1	Deepawali Bazaar - providing goods at subsidised cost to BPL for spreading happiness	Community Welfare	150

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	01/07/2019	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
Training Program at Dholpur and Honouring of Auto Drivers	30/08/2019	30/08/2019	30
Happiness day for internal staff- red day celebration for healthy living	24/12/2019	24/12/2019	25
Wall of Kindness in association with AIMS on Guru Govind Singh Jayanti	02/01/2020	02/01/2020	150
Project beat the Hunger by Students to support covid affected people TO develop responsibility towards society	01/05/2020	31/08/2020	150

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

1. All the classrooms, faculty and staff rooms are having glass windows which facilitates the maximal utilization of natural light and with proper ventilation. 2. The traditional lighting systems are replaced with CFL/LED lighting system 3. 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 and maintain efficient utilization of natural resources. 4. Minimizing use of elevator and encouraging staff and students to use staircases whenever possible 5. Use of renewable energy in lighting of the campus. Solar energy is used in the campus. Which brings down the cost of electricity in the campus and hostels. 6. Efforts for Carbon Neutrality. (i) All the buses are CNG fitted. (ii) The college has made adequate arrangements for the parking of vehicles. (iii) Emission test certificates are mandatory for the vehicles in the campus. (iv) Students, faculty and staff utilize college transportation facilities instead of using individual transportation. (v) The institute organizes periodical campaign to promote no vehicle day across the city 7. Plantation Day is celebrated in the Institute to motivate and aware students for plantations. The college organizes periodical campaign to inculcate the values of plantations among the students and the faculties. 8. Waste is systematically managed in the campus. Awareness programs like 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 cross the city. 9. Effluent treatment and recycling plant exists in the campus. A well-equipped sewage water treatment plant is setup to treat wastewater in the Institution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Innovation and Social Outreach: The Institute focuses on innovative approaches in its academic and non-academic activities. The events have been renamed to make students more responsible and competitive. During Covid 19 lock down, the students were engaged in academic and non-academic activities in online mode to prevent them from the repercussions of lock down in the country. The students were engaged in various online competitions, training programs, alumni talks and events to show their talents and keep them busy in productive works. The students along with faculty members as mentors are engaged in contributing their bit to solve social problems of society/community. Through such engagements, the Institute's objective is to develop analytical thinking, out of the box solutions, leadership skills, team building, empathy towards the least privilege people and collaborative efforts to work and contribute towards society. The primary objective is to develop social entrepreneurship and innovative thinking amongst the students. With this objective number of projects were initiated. Understanding the need of the citizens of the city during the first wave of Covid 19 many projects have been initiated to cope up with the situation. With the help of the students, faculty and staff members, the institute initiated the projects like "Preparation and Supply of Sanitizers", "Oxygen Cylinder", "Tiffin Services", "Beat the Hunger", "Auto Ambulance Services" to support senior citizens, least privilege and Covid affected people. The projects were initiated to provide logistic supports to the people for groceries and medicines. Through these projects, the Institute could extend services and support to under privilege people, Police Department, hospitals and people nearby Agra-Mathura region. These projects enable students to learn crisis management and exploration of innovative ideas and critical thinking to come out of the crisis. During these projects students, faculty and staff members contributed a lot to the society and being engaged in such projects of social need they could connect themselves with the society. The

students could learn a lot through these projects and work from fear to growth model. Many projects have been monitored remotely and online keeping the health of the students. Various outreach programs like Teacher Connect and School Connect programs have been organized to connect with the teachers and students. Such outreach programs enable us to understand their need and issues and help us in building a repo with the potential students and society. Conducting outreach programs is a regular activity of the Institute.

2. Capability Enrichment: Focus on overall development of students, faculty and staff members have always been the priority of the Institute. The Institute organizes various activities and events for capability enhancement of students, faculty and staff members. Capability enhancements through curricular, co-curricular and extra-curricular activities have been the key concern of the Institute. Institute continuously ensures students engagement in value added courses based on latest technology and management skills like SEO and SCM, Data Analytics, SPSS, SAP, Technical Skill Enhancement Program (TSEP), Case Writing workshops, seminars, guest speaks, alumni talk, and corporate talk, for the overall development of students' knowledge and personality. A separate TD department is providing soft skill and aptitude training to all students which results in the improvement in communication skills, mathematical aptitude and personality. A separate TP department is continuously in communication with students and assessing them to prepare for the placement and helps in quality and quantity of placements. Faculty members are motivated for training and certification in the domain of their interest and need. Faculty members are motivated to attend FDP and MDP programs to enrich their knowledge and in turn improve their delivery to the students. Faculty members are facilitated for research and development. Regular staff development programs are organized to improve their functionality and work environment. The team building activities are conducted in the campus as well as out bound training programs are conducted for their development. The staff members are motivated to create cohesive work environment and work towards the betterment of themselves and in turn the organization. The staff members are engaged in various extension activities and social projects. Hence all activities, training programmes and projects are organized keeping in mind the skill enrichment of student, faculty and staff members. The events and activities of the Institute are always in alignment with the capability enhancement of all stake holders. With this perspective, understanding and considering students placements a special soft skills training programme was launched from Rubicon. This year, understanding issues of Covid -19, a special series of online talks was organized to engage students and keep up their self-esteem. The institute organized a number of corporate talks, online conferences and online competitions to ensure that students are engaged and are learning even in times of Covid 19.

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/2023/02/Innovative_Practices_2019-20.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

Holistic Approach of Development: The institute is committed to the holistic development of its students. The institute enable them to explore themselves both academically and other sphere of life. The institute regularly conducts curricular, co-curricular and extra-curricular activities and events for all round development. The students grow academically at the same time they also become socially responsible citizen of India. Soft Skill and Personality Development programs were organized in association with Rubicon supported by

Barclays Bank to enhance soft skills and personality development of students. Industrial tour and local visits are organized to understand the local industry needs. Alumni Talk and Corporate Talk Series was organized to keep the students aware of the demands of the industry and to enhance industry-institute interface. The institute organizes activities and events of Gender Equality. The Institute regularly celebrates Women's Day and has an active and functional Women Welfare Committee to take care of the gender equality. Knowing your rights is the first step towards empowering and protecting yourself. ITC Vivel workshop and interactive session on "Know your Rights" was organized to aware the female students. The initiative was designed to raise awareness about the legal rights that empower and safeguard women. Constitution Day was celebrated by the Institute. The faculty, staff and students visited the court and had interaction with the Honorable High Court judge. The honorable Judge addressed the gathering and stressed that our constitution is known for its openness, being futuristic and its modern vision. The students were sensitized towards their duties and rights on this occasion. The students were motivated to contribute their bit in the overall growth of the nation. The social awareness and extension activities are conducted regularly by the institute to make the students learn the role of empathy and to be pragmatic in their approach. Through these social outreach programs, students learn various attribute of a good manager and leadership skills. They use action research to implement various theories learnt in the classrooms. Students are contributing in resolving the local issues with the innovative approaches as they have been exposed to the locality through these social outreach programs. The staff development programs have been organized regularly to motivate staff to enhance their working skills and improve efficiency. These training programs enable them to create a conducive work environment. The staff members have been engaged in various outreach programs as well. Specially in environmental projects of the institute, they are contributing a lot. The staff members are also engaged in SoS projects. The mental health of an individual can affect their confidence, productivity, social life, and emotional well-being. There is a growing mental illness epidemic particularly in higher education where graduate students have eight times higher rates of severe depression and anxiety. Mental health awareness is an important issue for all educators, who are often the first line of defense for their students. Our team of academic volunteers is being trained to be able to provide the mental health first aid and psychological counseling to the

Provide the weblink of the institution

https://himcs.edu.in/wp-content/uploads/2023/02/Distinct_Features_HIMCS_7.3.1.pdf

8.Future Plans of Actions for Next Academic Year

The World has witnessed losses in terms of lives and livelihood due to pandemic COVID 19. Many people lost their lives and jobs all over the world. The IQAC of the Institute will propose the management to provide all kinds of financial support to the parents who wish to educate their wards in professional education like Management and IT in alignment with the vision of the group. Besides many projects launched and executed successfully by the Institute during the pandemic, the management of the institute will be proposed to start many scholarship schemes and try to get support from Philanthropists and NGOs to provide financial support to the students who wish to make their career in Management and IT fields. The faculty members will be motivated to attend online FDPs, ATAL FDPs, online short-term courses and online training programs to learn effective way of imparting education in online mode and for betterment of students. The faculty members will be motivated to explore the online platforms to explore efficient way of delivery to the students. The students will be motivated to register themselves in different online courses and certification programs for better

knowledge and placements. The students will also be motivated to learn from IIT Professors through NPTEL courses and register for certifications. The Institute will explore the possibility of continuing all its activities and events in online mode to protect students, faculty and staff members from spreading and getting infected with this virus. All precautions will be ensured by the Institute to prevent the stakeholders from being effected with this virus. The awareness programs of prevention from this virus will be organized for the students and in nearby areas. The pattern of examination will be realigned as per the new formats mentioned by the Affiliating University. The initiatives will be proposed for better placements and career guidance. The value-added, Technical Skill Enhancement Programs, Alumni Talk Series and corporate talk series will be proposed to be continued for better understanding of the current need of the industry. The social outreach and other extension activities will also be continued to serve society and in turn country.