



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**INSTITUTE OF MANAGEMENT STUDIES**

A-8B, IMS CAMPUS, SECTOR-62, NOIDA  
201303

[www.imsnoida.com](http://www.imsnoida.com)

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Institute of Management Studies, Noida was establishment in 1998, under the agies of IMS Society, which is non-profit making body. The Society was constituted in 1996 by a group of leading academician and corporate and corporate honchos in North India.

Since last 20 years IMS Society has retained excellence in imparting education in the filed of Management, Information Technology, Engineering, Journalism, Law, Architecture, Pharmacy, Fine Arts, Jewellery Design, and Secndry School.

The faculty members are indeed very competent and smart in imparting the knowledge to the students. Education at the Institute goes beyond the standard teacher-centric text-book oriented classroom teaching. This develop a culture of divergent thinking in students leading to creative and critical thinking exhibited in projecdt work, class presentations, participation in competitions and extra-curricular activities. The emphasis on the applied aspect of the subject is the strategy employed by teacher to acquire scientific temper, life skills, knowledge management skills and lifelong learning.

### **Vision**

- \* We want to empower yound individuals with all the knowledge and gidance they need to become wothy management professionals.
- \* To become the benchmark professional Institute imparting best professional education.
- \* To develop truly effective, flexible and integrated management study programme for the benefit of one and all.

### **Mission**

- \* To serve the society by providing quality professional education.
- \* To enhance the quality of life through excellence and leadership in professionally relevant education.
- \* To develop and become an academic community which is, outward looking and committed to innovation and lifelong learnin.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Strengths:**

1. Qualified, experienced and dedicated faculty members.
2. Usage of ICT in Teaching Learning Process.
3. Student centric functioning with mentoring, counseling through teachers and Effective academic monitoring.
4. Various Sports and Cultural Clubs.
5. Safe and Secured Environment for Girls students.

### **Institutional Weakness**

1. The Research area needs improvement and the quality of student intake needs to be improved.
2. Another area which is lacking is funding from Govt agencies to carry out projects.
3. Placements are moderate which needs to be improved by improving the student intake and through aggressive strategies by CRC.

### **Institutional Opportunity**

In the current growing economic scenario, there are opportunities galore for the students both in India and abroad. There is huge demand for skilled manpower in areas of IT and management. Institute can tap this demand by providing skill-based trainings to students, undergo tie-ups with foreign universities and corporates for filling up these positions. Average salary packages would go up and quality of intake would be improved.

### **Institutional Challenge**

Setting up of Study Centres of International Universities and private universities backed by business houses is a threat for self-financed institutions like us. Keeping pace with the latest technological advancements and skill obsolescence is another major threat. Upgrading the systems and infrastructure incurs high cost. Training the faculty, staff and students on newer technologies is another challenge.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

IMS Noida has been conceptualized as a centre for educational excellence in global academic standards. To achieve its goal IMS Noida, provides its students with academic, extracurricular and other necessary facilities to groom them in to Industry leaders.

At IMS Noida, the teaching-learning process is educational, intellectually stimulating and engaging at same time. IMS Noida believes in an innovative pedagogic initiative which strives to put learner in the spotlight and right at the centre of educational discourse. The pedagogy is sensitive to the contemporary intellectual developments and derives its essence from multiple stream and methodologies. Learning by interaction and

through a holistic approach for competence building and value inculcation is at the core of this approach. Faculty members have all required qualifications. The pedagogy adopted is a mix of lectures, presentations, case studies, role plays, project reports, assignments, debates and discussions and are continuously evaluated through various traditional and futuristic tools.

At IMS Noida the curriculum is effectively planned and implemented to address the challenges and opportunities of dynamic needs of Industry. The Advisory Board meeting is conducted to make the relevant changes in course curriculum. The copy of syllabus along with a teaching plan is given to the members is taken by the Programme Coordinator. The departmental meetings are held to discuss the implementation of the course curriculum. The assignments, class tests, team projects, presentations, case study and group discussion are the compulsory part of pedagogy organized to monitor the implementation of the course structure.

Faculty members are encouraged to participate in various National and International level Faculty Development Programmes / Conferences / Workshops / Training Programmes. This has resulted in witnessing the latest development and changes in the fields of knowledge, which facilitated faculty in curriculum development and adopting better pedagogy to compliment and supplement the curriculum.

### **Teaching-learning and Evaluation**

Transparency is the hallmark of the IMS Noida. It is ensured from the stage of notification till completion of admission process. Hence access, equity and social justice are ensured through transparency and adherence to rules. Admissions of the students to the programmes are done through GD/PI and counselling.

The Institute follows peer group learning, an innovative methodology which allows both the slow and advanced learners to take up combined learning. For the special support to the students who are at the risk of failure and dropouts we conduct special classes and doubt clearance classes before the commencement of examinations, by the respective subject teachers. Academic Calendar is designed at the beginning of each academic session which is to be followed for the smooth conduct of classes in accordance with Ch. Charan Singh University norms. Assignments are given to students to enhance their knowledge and its submission dates are specified so as to ensure timely submission.

To make learning more student-centric Classrooms are equipped with LCD Projection Systems, US port for Laptop connectivity. These facilities enhance lecture delivery and effective communication. In all department, most of the faculty rooms are equipped with desktop computers, Laptops and all necessary resources such as Wi-Fi connectivity which is available free of cost throughout the campus.

A number of innovative teaching methods have been adopted for effective teaching. These efforts have been instrumental in boosting the overall confidence level and technical knowhow of the students' community at large. IMS Noida has a Central Library which has adequate number of books, journals, e-books and e-journals. Students are provided book-bank facility in each semester which comprises of a set of text books prescribed by the University. Besides this students can also issue reference books of any subject within the reference section. The Library is kept open throughout the week which facilitates optimum utilization of resources. Faculty and students use the library for projects and research. Library resources are augmented to enhance teaching learning process.

### **Research, Innovations and Extension**

IMS Noida has a Research Committee comprising of five members. Research Committee motivates and actively involves faculties and students to undergo research. IMS Noida encourages the faculty in research activities. To inculcate the culture of research, IMS Noida updates its library facilities. The Institute also subscribes to various journals and has research journal named IMS-Manthan, which is published bi-annually. The Research Papers in the area of Management, IT and Journalism from various academicians and researchers are published. The faculty is encouraged to present and publish papers in Seminars / Conferences of National / International level by sanctioning them duty leave and providing access to ICT and Library facilities in IMS Noida. Faculty members are also provided with registration and transportation fee to attend and present research papers.

The Institute makes efforts to invite experts on various subjects during special Workshops / Seminars / Conferences / MDPs to create awareness among faculty and students. The resources persons are provided TA/DA and honorarium for visiting our campus. Faculty Development Programmes are conducted in the areas of Research methods, case writing etc. Every year IMS Noida organizes International Conference in the area of Human Resource, Marketing, Finance, etc.

IMS Noida has MDIF (Million Dollar Idea Factory) club to look after the innovations. The major functions of this club are to impart in-housing training, provide consultancy regarding entrepreneurship.

Salaam Namaste Community Radio has been conceptualized to have Young Students being a medium of communication, under privileged people to be voiced out, Community people to speak up for grievances, local dignitaries to provide solution, tender aged School students to be a part of awareness etc. It also involves educationists and teachers to spread the lights of education, guiding about Career avenues. It encompasses the roles of collaboration with different Community groups too, for a noble cause to reach the appropriate junction. It also iconizes local talent and provides them a platform.

### **Infrastructure and Learning Resources**

IMS Noida has a campus spread over an area of about 35000 sq. meter covering 20000 square meter as campus area and 16000 square meter as built-up area on environment friendly piece of land. It has different academic building with Computer labs, sports facilities, playground, gymnasium, residential facilities, cafeteria, etc. The Institute has two Seminar Halls capacity of 200 people in each seminar hall, which is available for co-curricular activities like debates, quizzes, seminars, conferences, fresher party, guest lectures, etc. IMS Noida grounds are available for extracurricular activities and sports. Besides sports, the Institute provides students with facilities to pursue different activities like music, drama, photography and literary activities.

The Institute has augmented the infrastructure to keep pace with its academic growth. The Institute provides facilities like common rooms (separate for boys and girls), medical, etc. The Time-table committee plans the allocation of classes to ensure optimal utilization of the available classrooms space.

IMS Noida has a Finance Committee, which prepares the annual budget and places it before the Management for approval. The Committee monitors the withdrawals under the different heads in the budget. Maintenance function ensures that all the buildings, machines, equipment, etc are maintained and functioning properly.

There is a Library Committee in which six sessions are there consisting of Management Section, Periodical Section, IT Section, Journalism Section, Reading Section (Students) and Faculty Section. It follows the open access system where the users of the library have the freedom to enter into the stack area and search for their

required books. Computerization is the part of Library Automation. Library uses computer based technologies such as administrative work, acquisition, cataloguing, circulation, serial control, OPAC, etc known as library computerization. The Library has LIBSYS the integrated library management system software. The main module of this software is Cataloguing and Circulation.

IMS Noida encourages the participation of students in extracurricular activities by arranging for training and organizing Institutional Sports and Cultural Competitions, where students exhibiting proficiency are awarded certificates and prizes. The Institute sends contingents to inter-collegiate competitions.

### **Student Support and Progression**

The Institute caters to higher education needs of a large number of students and welcomes diversity in its learning community. A majority of the students belongs to the General Category. To enhance the quality of community life, the underprivileged are supported to seek higher education by providing them with freeship / fee concession, etc. All eligible students can avail various scholarships. The Placement Cell supports students in career choices and helps to make job placements in Industry, Banks, Call Centres, Educational Institutions, etc. The Institute has a Redressal Cell establishes a communication channel between students and faculty, and helps them to deal with rising stress and to resolve tensions. There are various Clubs and Societies that manage academic and cultural activities of the Institute. Students are encouraged to participate. The Institute believes in delivering comprehensive and well-integrated student services through every level of Institutional infrastructure. The students play an integral role in various Institutional activities by becoming Class Representative, members of the Students' Council, Magazine Committee and Alumni Association.

Each bonafide student of the Institute is issued an Identity Card, which not only establishes his/her identity particulars, but is also important in order to appear in the examinations, play a part in any College activity and gets books issued from the Library. In Co-curricular and Extra-curricular activities at various levels provides opportunities to students to exhibit their innate talents. Many students have brought laurels to the Institute in academics, cultural and sports activities at Zonal, State, National levels.

### **Governance, Leadership and Management**

Ensuring sound academic education with high moral and social values has been the main emphasis of the Institution, which has assisted in moulding overall integrated personality of the students. IMS Noida encourages students to strive for next with the special emphasis on inculcation of moral and ethical values.

IMS Noida maintains a continuous communication with the stakeholders. The personal interaction of the Dean Academics with the various stake holders, faculty members, non-teaching staff, students, parents, industry play an important role in the functioning of the Institute.

IMS Noida believes in striving for excellence. For this, we offer ourselves and our faculty to scrutiny by forwarding our applications for awards, given by authentic authorities and academic bodies. This way we ensure that we are on the right track towards achieving academic excellence. To promote the culture of excellence an effort is made to create strategic alignment in the whole organization. This ensures appropriate design of hard systems (Policies & Procedures, Systems, Performances Values, Commitment, Motivation, Loyalty and Communication, etc) and progress towards the vision and mission of the Institute.

IMS Noida pioneers in the field of changes in organizational set up by becoming an outward looking organization with focus on benchmarking against the best. From being an organization of growth and progress in the academic field, it is looking towards a more active role in the society with encouragement to deserving and special students focus on extra-curricular activity and emphasis on sharing of knowledge and learning through seminar, conferences at national and international level. IMS Noida always opens for change in policy and also helps other Institutes in their quest for excellence. The top management is always supportive towards academics. The faculty members are invited for meeting and discussions about various issues. This creates a healthy working atmosphere. The faculty is given the authority and responsibility to complete the desired academic task in the best possible manner within the stipulated time.

### **Institutional Values and Best Practices**

IMS Noida makes a conscious effort to adopt eco-friendly practices. Various initiatives have been undertaken at the Institute to make the entire campus eco-friendly. These interventions have been built over time to encompass the entire spectrum of the environment. The Adequate care was taken at the engineering and design phase to make the built-up spaces in the Campus receive maximum natural light and cross ventilation. Solar Energy which is abundant in Noida is being made use of in the Hostel for heating water, cooking, washing, etc. Natural lighting and cross ventilation in the interior spaces in the campus in addition to energy conservation also have the dual advantage of using sources of renewable energy. All intra campus communication is through e-mails, achieving paper free working in the organization.

Regarding e-waste – efforts are on foot for safety and environment appropriate methods of disposing devices and materials from computer lab and other areas. Replacement of computers and accessories is done after stringent evaluation to avoid generating unnecessary e-Waste.

Several innovations have been made in the academics, administrative and other area of Institute's working. IMS Noida has become fully aware of the need for quality and adopted an ISO 9001:2015 to sustain and grow in this competitive world. Various innovative practices such as feedback system, academic innovation like remedial classes for weak students, interface with alumni, involving students in research, robotics lab and value added courses, quality in teaching, learning and evaluation process, learn and earn, Internal Academic Audit, Innovations in Teaching, Learning and Evaluation quality enhancement circles, etc are adopted. It is basically, an attempt to make the students aware of all the tangible skill sets needed to survive in today's globalized and competitive world.

Besides academic excellence, emphasis is given to moulding and forming students who are sensitive to their surroundings and socially responsible. Though the curriculum is designed by the University, the goals and objectives of the IMS Noida are transmitted to the students through the efforts of the faculty by teaching beyond classroom and beyond the curriculum.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF MANAGEMENT STUDIES
Address	A-8B, IMS Campus, Sector-62, Noida
City	Noida
State	Uttar pradesh
Pin	201303
Website	<a href="http://www.imsnoida.com">www.imsnoida.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Manju Gupta	0120-4798800	9818000018	-	info@imsnoida.com
IQAC / CIQA coordinator	Ajay Kumar Gupta	0120-4798801	9971483232	-	dean.it@imsnoida.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1998



**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Uttar pradesh	Choudhary Charan Singh University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	18-10-2006	<a href="#">View Document</a>
12B of UGC	02-01-2013	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	A-8B, IMS Campus, Sector-62, Noida	Urban	5	16000

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA,Management	36	Intermediate	English	360	340
UG	BJ,Journalism And Mass Communication	36	Intermediate	English,Hindi	180	120
UG	BFA,Fine Arts	48	Intermediate	English	120	60
UG	BCA,Computer Application	36	Intermediate	English	300	250
UG	BSc,Jewellery Design	36	Intermediate	English	60	0
PG	MCom,Management	24	Graduation	English	120	15
PG	MJ,Journalism And Mass Communication	24	Graduation	English	60	15

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	6				14				58			
Recruited	2	2	0	4	3	9	0	12	11	46	0	57
Yet to Recruit	2				2				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				80
Recruited	59	21	0	80
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	6	0	0	6
Yet to Recruit				2

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	2	0	3	9	0	1	10	0	27
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	10	35	0	45

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	5	0	6

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	10		15		25

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	184	185	0	0	369
	Female	94	64	0	1	159
	Others	0	0	0	0	0
PG	Male	8	2	0	0	10
	Female	7	2	0	0	9
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	36	27	29	32
	Female	12	16	11	7
	Others	0	0	0	0
ST	Male	2	5	6	4
	Female	0	1	1	0
	Others	0	0	0	0
OBC	Male	205	260	270	264
	Female	57	57	57	47
	Others	0	0	0	0
General	Male	923	993	1001	875
	Female	441	481	469	418
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1676	1840	1844	1647

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
223	197	172	147	133
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	6	6	6

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1676	1840	1844	1647	1398
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
600	570	570	570	510

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
598	590	523	377	372

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
70	72	72	75	72

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
90	90	90	90	90

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls



**Response: 61**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1123.79	1369.99	1238.22	1040.68	1037.84

**4.3**

**Number of Computers**

**Response: 228**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

At IMS, Noida curriculum is effectively developed and implemented to address the challenges and opportunities of the dynamic needs of the Industry. Faculty members are kept up to date for the industry requirements and encourage to participate in various national and international level development programs, conferences, workshops, training programs, etc. This approach has help IMS to use the latest developments and changes in the fields of knowledge for appropriate curriculum development and in adopting a better pedagogy in curriculum delivery.

**Course outline:** Every semester before the commencement all faculty members provide detailed course outlines for their lectures as lesson plans. These plans include course objectives, reading material, evaluation pattern and learning outcomes.

**Uniformity in Course Contents and Structures:** Sometimes same course can be taught by multiple faculty members for different sections but the uniformity is maintained with respect to the common course outline and common end term examinations and common question papers to the all sections.

**Pedagogy:** IMS Noida follows various methods and styles for curriculum delivery such as classroom teaching term projects, role pays, case study, workshops, industrial visits, Anveshan Market Survey, HR Symposium, Seminar, Conferences, etc. for integrating academic and industry requirements for the courses. Every school / academic department has advisory board meeting as well as departmental meetings to discuss curriculum delivery as part of pedagogy the discussions ascertained around, class tests, team projects, presentations, group discussions, etc. as compulsory requirements in the implementation of various courses.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

##### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

###### Response:

The Academic Calendar is prepared by the Ch. Charan Singh University (our affiliating university) well in advance. Based on that academic calendar we plan for conduction of Sessional Examinations, etc. and we

adhere to that academic calendar. We also plan industrial visits, Workshops, Seminars, Master Classes, Guest Lectures, Buddy lecture, alumni session, coffee with the corporate, Marketing symposium, HR Symposium, Corporate Haat, French Fest, Personality development , Campus to corporate session, HR Meet, International Guest interaction, Case study and Caselet analysis survey, Market Analysis fest and other educational activities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

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

**Response:** D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 0

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 45

**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
24	6	7	3	5

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

**Response:** 78.78

**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3857	1043	991	407	400

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

The institute has been working for the development of the students. The various programmes are implemented towards Gender Equality, Sustainability, Human Values and Ethics. The teachers engage the students in various activities through Special lectures by renowned professionals, interactions with industry stalwarts, workshops on various themes etc. The environmental issues are not even dealt in detail in the classroom but also through outside visits and drives. They learn practical aspects from their study tours and

field visits.

We have a syllabus on development communication in course BJMC, fifth and MJMC, third semester and also a subject on Value education in BJMC, first semester, Through which we engage them to learn about societal responsibility and development, values, culture, ethics and gender sensitization. Said subjects are compulsory for our journalism and mass-communication students. Apart from this Environmental Studies is also a compulsory non-credit course, which is offered by the affiliating University for BBA and BCA students.

Apart from above, various departments organize the lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college. Accordingly the students are made aware of the contemporary issues.

The students are also engaged in value added programmes to make them aware of responsibilities and the professional ethics. Even, we have not noticed till this date any major issues of Ragging and complaints from students about their harassments.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 3.65

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 35.68**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 598

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 145.99

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1676	1840	1844	1647	1398

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1200	1140	1140	1140	1140

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 24.04

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
98	142	136	153	144

#### File Description

Average percentage of seats filled against seats reserved

#### Document

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

The students admitted in our college are coming from various economic sections and communities of the society. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. After the completion of admission process regular classes commence as per the college time table. After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations.

After knowing slow and advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the student are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students. Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies. Home assignment and projects are taken prepared from the Students. They are also encouraged to apply for different competitive examinations. They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates, etc.

File Description	Document
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 24:1

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

IMS Noida believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit& guest lectures. Specifically the students centric methodology include

**Experiential Learning:**



1. Project work: Project work is organized in two phases 1)Mini project and 2)Major Projects this is an essential element of each programme and Internship or Field Projects in industry

2. Participation in competition at various level: For Real time exposure students are encouraged to participated at National and International Level

### **Field Visits:**

Faculty identifies and propose Academically significant Field visits and Surveys

1. Industrial Visits: Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture.

2. Guest Lecture: Guest lecture by eminent experts from industry and academics from across the world are organised to supplement the teaching process and provide experiential learning.

3. Participated Learning

4. Role play: Teachers adopt role play method especially in management and PG Technical courses to supplement Teaching by way of participative learning

**Team work:** All Departments organize students activities to promote the spirit of Team work The activities and Camp of NSS, institutional social responsibility through Red Cross ,Village Adoption, Tree plantation . Swatchh Bharat and Health awareness

camp to help the students t to learn Art of living in a team for Social and community welfare.

**Debates:** Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.

**Group work:** Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

### **Problem solving Methodology**

**Case studies:** Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.

### **Analysis and Reasoning**

1. All questions in examination are based on analysis and reasoning.

2. Free internet access in the library and wifi facilities in campus promotes the habit of self learning and discussion.

### **Discussion**

1. University follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge. Discussions are held basically in soft skills, managerial communications, business adoptions etc.

### **Quizzes**

1. Quizzes are conducted by subject teachers in all UG and PG programmes.

### **Research Activities**

1. Research activities are conducted in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

IMS Noida encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. Faculty members are using ICT tools and resources available on its campuses; They used LCD Projectors, Video Conferencing, Google Classroom, MOOCS and other e-learning technology. A separate e-learning centre is established where resources by Leased line, Multimedia Projectors, Public address system, camera, Computers, Laptop, Wifi ,LAN connected system, are also used by the faculty. The Computer Labs, Seminar Halls, Auditorium and Conference Rooms are well equipped with ICT facilities. There are 6 Labs and Seminar Halls. E-Learning centre helps the teachers in developing e-content in different subjects. Around 75% staff are using ICT techniques in Institute. Special lectures and technical talk are also arranged by inviting experts from the industry. Library also offers a wide range of e-resources through consortium which are extended 24\*7 services via remote access facilities to all. General ICT Tools are Using by IMS faculties are Desktop, Laptops, Projector, Digital Cameras, Printer, Photocopier, Tablets, Pen Drive, Scanners, Microphones, Interactive White Board, DVDs and CDs, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 28:1

#### 2.3.3.1 Number of mentors

Response: 59

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.22

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 26.67

#### 2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
25	20	18	18	15

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 2.97

#### 2.4.3.1 Total experience of full-time teachers

Response: 208

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

The Institute ensures that all students are aware of the Internal Assessment through the Induction Program offered to students before commencement of new semester (i.e. first semester) by the respective HOD and also a notice is issued to all the students by the Registrar regarding Internal Assessment process. Head of Department monitors the delivery of Course schedule distributed to students for each subject (theory and practical) by the respective Class Coordinator to be taught in their respective department at the beginning of the session. These Lesson plans/course outlines prepared by the respective faculty are discussed with the students. The Institute has a policy for continuous internal assessment of theory and practical as prescribed by the affiliating University. The faculty members, however, have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised.

Two Internal Exams are conducted in a semester as per guidelines in offline mode. For schedule of exams, Academic Calendar is strictly followed. Exam dates for the Internal Examinations are notified by the Registrar at least 15 days in advance, who is responsible for the conduct of Semester Examinations. After the exam, the faculty evaluates the answer sheets, the sheets are then shown to students in the class to maintain complete transparency in evaluation. The complete internal marks are compiled and submitted to Registrar Office by the respective Head of Deptts. During the pandemic, the institute organized Online Internal Exams to facilitate inclusion of all the students so that their internal assessment marks are not compromised and evaluation process goes uninterrupted. IMS Noida was the first CCSU affiliated institute in the vicinity to have conducted online examinations. The mechanism of Internal Assessment is transparent and robust in terms of frequency and variety in IMS Noida.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

There is complete transparency in the internal assessment. The criteria is as follows:

- At the beginning of the semester a notification issue to the students regarding Internal Assessment process and guidelines. The faculty members also inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation

is done by the course handling faculty members within seven days from the date of examination.

- The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.
- The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in Internal Examination are displayed on the department notice board.
- The marks obtained by the students in Internal Examination are uploaded on the Institute's ERP along with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For lab courses, the marks scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
- For the quality of the projects, the evaluation is done by Project Coordinator.
- To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college.
- The End Semester Examination for the Lab and Projects conduct with internal and external examiner appointed by the University.

#### Redressal of grievances at institute level:

- **Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, internal exams. The internal examination marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.
- **College Level:** The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and Registrar.
- **Redressal of grievances at University level:** The queries related to results, corrections in mark sheets, other certificates issued by university are handled by the Examination Office of IMS, Noida. Such quires send to the University through the Examination Office. Students are allowed to apply for Scrutiny and Challenged Evaluation by paying necessary processing fee to the University if they are not satisfied with the university evaluation.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

#### Response:

The learning effectiveness of any programme and course depends on the Program Outcomes (PO) and Course Outcomes (CO). The vision and mission statements are displayed on the college website and at various key positions in the college building and they emphasize on promoting value education through motivated and trained faculty to prepare the students to accept the challenges of globalization and prepare the future managers. The college has developed its POs and COs taking into consideration the mission and goals of the programmes. Programme outcomes (PO) and course outcomes (CO) are published on the college website and have been defined by every department and are discussed by faculty members in the classrooms.

The programmes offered by College cater to multiple interests of the student community and also at building the human capital needed by the society and nation. The programme outcomes and course outcomes primarily aim at imparting knowledge and skills which is critical for building students' competence and personality. There is also an emphasis on holistic development of the students as the learning outcomes focus on imparting values and ethics and enhancing their interpersonal and communication skills. A course file by all the departments is prepared with details of the course objectives, course outcomes, modules, assessment and teaching tools, reference material, total number of teaching hours at the beginning of the academic year. The syllabi of all the departments (UG and PG programmes) with the programme outcomes and the course outcomes of all the individual courses offered by the departments are displayed on the College website. The COs of all the courses offered by a department are displayed on the department page on the main website. At the beginning of the academic year during the Orientation Programme students and parents are briefed about the PO. At the end of every semester, all the departments evaluate POs and COs by using tools like tutorial and mid-term results, and this time on-line exam, course end survey feedback and yearly alumni meet and feedback etc. The Institute has well defined learning outcomes, program outcomes and course outcomes.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The College is committed to quality education which is reflected in their programme outcomes and course outcomes. To achieve the POs and COs the management focuses on development of human capital. The institution and an individual faculty member do use assessment/ evaluation outcome as an indicator for evaluating student performance and achievement of learning objectives. It is used in planning necessary corrective measures in case of deviation from the expected outcome. GAP (if any) analysis is done and the



corrective measures are taken. Performance in first and second internals, assignments and attendance are evaluated and the marks are calculated based on them. The evaluation criteria consist of two internal assessments, assignments, presentation and attendance. General classroom behaviour of the students is also kept in mind when evaluation of a student is undertaken. Considering the performance of students, teachers can modify the teaching pedagogy for the overall development of students and to achieve the programme Outcomes.

Highly qualified, experienced faculty is recruited and is encouraged to update their subject knowledge and keep pace with changing trends in teaching methodology and delivery by participating in faculty development programmes , webinars, workshops, conferences and seminars as it enhances effective attainment of POs and COs. Experiential learning techniques like seminars, workshops, field visits and internship are included along with traditional chalk and talk teaching technique which are used to evaluate students' organizational and leadership skills which are a component of PO attainment. Infrastructure is another focus for attainment of POs and COs. The classrooms are ICT enabled, wi-fi enabled campus, and modern computer labs have been established as these are vital for enhancing the teaching learning effectiveness and outcome attainment.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 77.3

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
468	369	281	347	243

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
590	523	383	373	346

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 4.69

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.72	2.22	0.75	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0

**3.1.2.1 Number of teachers recognized as research guides**

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 19.05

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	0

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	4	4	4

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

The Institution has created healthy environment, better infrastructure and also provide essential resources for the enhancement of the capacity and competencies of teachers and students research and innovative activities. All extension and innovative activities are student centric. These activities helps students to understand the various and to find out solutions on them.

Institute is having separate R&D cell. The R&D cell comprises of faculty members from various departments of the institute. This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean (R&D). The main aim of R&D cell is to inculcate the spirit and culture of research amongst faculty and students. This R&D cell also enhance cooperation and interaction between researchers for interdisciplinary and multidisciplinary work. The Research and Development Cell of our institution to motivate the student and faculty members extends scopes to explore their new ideas in the field of research and development. It also helps to create research culture among faculty members and students.

The main objective of R&D cell to organize research promotion events like conferences, seminars, workshops, invited lectures, webinars, to promote research publications and to motivate faculty doing research. An Industry Institute Interaction Cell works in close coordination with the industries and the institute for encouraging both students and faculty to work on live projects. . An initiative is taken by Library to help researchers in understanding recent updates of their publications in terms of citation index, h-index, etc.

Various competitions like quizzing activity, essay writing competition, debating etc. are organized to bring out the hidden potentials of students. Eminent personalities who have significantly contributed in, social and research activities, industries are invited as resource persons . Workshops and seminars are conducted on various latest technologies.

To promoting An Entrepreneurial Mindset, institution has an entrepreneurship development cell (MDIF CLUB), that encourage forging a relationship between the industry and the institution. Individual department interacts with industry to ascertain its needs to fill the gap in curriculum. The gap is filled by arranging workshops addressed by industry personals. Industry institution relationship works in the following areas: Industrial visits for students and faculties. Field and site visits of students. Consultancy and sponsored projects. Faculty members regularly interact with the industry to understand functional challenges through applied research or student projects. Project conceived by the students are used as case study in few industry.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 13

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	1	2	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.84

#### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
38	14	3	3	3

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.11

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
43	20	6	9	2

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>

## 3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to

**social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development. IMS inculcates the social awareness among the students who serve for the upliftment of the society. There are several Extension activities which are carried out for the holistic development of students and college which is the major strength of IMS to ensure that the students become responsible citizens by teaching the moral values. The aim of these extension activities is to create confident, dedicated, honest and upright individuals who become an asset to the society.

The college management always motivates the students' social participation and also thrives to achieve its goal of creating equitable society with ethical values. The activities conducted are as follows: Swachh Bharat Abhiyan (Cleanliness Drive), activities on Women Empowerment, Main Kuch Bhi Karsa kti Hoon, Voter Awareness Program Election Commission of India, Women's Day activities, activities on World Environment Day, International Child Right's Day, International World Youth Day, Participation in Community development programmes, Health and Hygiene Awareness Programmes, and Environmental Awareness Programmes. Visit to Adwait Public School for Differently abled Adwait Pariwar Foundation, Visit to Bal Sansar - An Orphanage. Stress relieving and meditation activities, World yoga day activities and recently Pandemic awareness activities.

All these activities provide space to the students to freely express and develop views that help them respond to changes in society. IMS recognizes the challenges of an interdependent and competitive world and the need for our students to adapt and excel in it and become socially civic and responsible.

IMS believes and promotes students for ethical and moral activities trying to add social values to the society, grooming the student as a responsible citizen of India and develops professionals who are committed to their personal & professional endeavours and who have the vision, courage, and dedication to initiate and manage change. Social commitment is an integral part of the College vision.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 21**

**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	2	3	5

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response: 9**

**3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	6	0	0	0

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response: 9.28**

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
200	175	160	150	100

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

<p><b>3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</b></p> <p><b>Response: 210</b></p>											
<p><b>3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</b></p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>134</td> <td>45</td> <td>11</td> <td>10</td> <td>10</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	134	45	11	10	10
2019-20	2018-19	2017-18	2016-17	2015-16							
134	45	11	10	10							
File Description	Document										
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>										

<p><b>3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years</b></p> <p><b>Response: 6</b></p>											
<p><b>3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years</b></p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2019-20	2018-19	2017-18	2016-17	2015-16	5	1	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16							
5	1	0	0	0							
File Description	Document										
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>										



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

IMS Noida has a campus over an area of about 35000 sq meters covering 20,000 square meters as campus aread and 15000 square meters as builtup area on environment friendly piece of land. It has different Academic Building with Computer Labs, Sports facilities, Playground, Gymnasium, Residential facilities, Cafeteria, etc. IMS Noida has three computer labs equiped with 180 computers with LAN / Wi Fi facility.

IMS Noida ensures that all the academic buildings, machines and equipments related to the production and other key functions in the Institute are maintained and function properly. There is a Library Advisory Committee in the IMS Noida. The Library occupies six sections consisting of Management Section, Periodical Section, IT Section, Journalism Section, Reading Section (Students) and Faculty Section. It follows the Open Access System whire the users of the Library have the freedom to enter into the stack area and search for their required books. Computerization is the part of Library Automation. Library uses computer based technologies such as adminitrative work, acquisition, cataloguing, circulation, serial control, OPAC etc know as library computerization. IMS Library has LIBSYS the integrated library management system. The main module of this software is Calaloguing and Circulation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

IMS Noida has Sports facilities, Playground, Gymnasium, etc. IMS Noida has the following Sportss and Cultural Clubs:

1. Master Blaster Cricket Club
2. FIFA Fever Football Club
3. Cross Fire Volleyball Club
4. Uppercut Boxing & Self Defence Club



5. Brave Heart Running & Fitness Club
6. Theatre Shakespeare Club
7. Rock Band Voltage Band Club
8. Vocal Music Lata Mangeskar Club
9. Creating Writing Wordsworth Club
10. Fine Arts Hussain Club
11. Dance Club - Michael Jackson Club

IMS Noida has a two Seminar Halls capable of seating capacity of 200 in each hall, which is available for co-curricular activities like debates, quizzes, seminars, conferences, fresher party, guest lectures, etc.

IMS Noida grounds are available for extra-curricular activities and sports. Besides sports, IMS Noida provides students with facilities to pursue difference activities like music, drama, photography and literary activities.

IMS Noida encourages the participation of its students in extra-curricular activities by arranging for training and organizing Institutional sports and cultural competitions, where students exhibiting proficiency are awarded certificates and prizes. IMS Noida sends contingents to inter-collegiate competitions and students. IMS Noida ensures that adequate funds are available to support the extra-curricular activities of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 14.75

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

<b>File Description</b>	<b>Document</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>

#### **4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 16.31

##### **4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
312.81	226.96	209.91	51.64	157.86

<b>File Description</b>	<b>Document</b>
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

### **4.2.1 Library is automated using Integrated Library Management System (ILMS)**

**Response:**

IMS Noida has a automated Library. IMS Library has LIBSYS the integrated library management system. The main module of this software is Calaloguing and Circulation. There is a Library Advisory Committee in the IMS Noida. The Library occupies six sections consisting of Management Section, Periodical Section, IT Section, Journalism Section, Reading Section (Students) and Faculty Section. It follows the Open Access System whire the users of the Library have the freedom to enter into the stack area and search for their required books. Computerization is the part of Library Automation. Library uses computer based technologies such as adminitrative work, acquisition, cataloguing, circulation, serial control, OPAC etc know as library computerization.

### **4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**

**6. Remote access to e-resources****Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 4.97**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
4.24	4.30	5.22	5.83	5.27

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year****Response:** 14.32**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 250**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

IMS Noida has adequate and latest IT infrastructure. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology. The entire Institute is Wi-Fi enabled with necessary firewalls and computer labs are connected through LAN with internet facilities.

Faculty members are provided with individual system (Laptop or Desktop) with internet facility.

IMS Noida provides free wi-fi facility to the students. They can access internet freely through their mobile phone, tablet or laptop in the Institute campus.

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 7:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 30.28

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

2019-20	2018-19	2017-18	2016-17	2015-16
412.19	523.27	385.03	256.55	215.49

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

#### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

- The Institute has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- The maintenance committee is headed by the Head, Administration. The Administrative Officer is accountable to the Head (Admin) and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The Administrative Officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.
- System Administrator maintains the efficiency of the Institute's computers and accessories and IT related activities.
- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.
- The campus maintenance is monitored through CCTV Cameras.
- Every department maintains a stock register for the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The civil and electrical work is adequately monitored and maintained by the Head (Administration).
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Pest control of library books and records is done every year by the maintenance department.
- Head (Administration) and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping.
- The administrative staff looks after the maintenance of rest rooms and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

#### File Description

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 10.56

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
293	189	163	153	97

#### File Description

Upload any additional information

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

#### Document

[View Document](#)

[View Document](#)

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 20.85

##### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
550	750	200	150	150

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 8.26

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
89	140	14	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 83.61

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 500

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

**Response:** 20.6



**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	9	5	5	4

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
25	30	25	20	20

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 20

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
12	5	2	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

#### Response:

There are various Clubs and Societies that manage academic and cultural activities of the Institute. Students are encouraged to participate. The Institute believes in delivering comprehensive and well-integrated student services through every level of Institutional Infrastructure. The students play an integral role in various Institute activities by becoming Class Representative, members of the Students' Council, Magazine Committee and Alumni Association. Each bonafide student of the Institute is issued an Identity Card, which not only establishes his/her identity particulars, but is also important in order to appear in the examinations, play a part in any College activity and gets books issued from the Library. In Co-curricular and Extra-curricular activities at various levels provides opportunities to students to exhibit their talents. Many students have brought laurels to the College in academics, cultural and sports activities at Zonal, State, National levels.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 16.8

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
39	15	10	10	10

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template))	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### Response:

There is a registered Alumni Association that contributes significantly to the development of the institution. The main objectives are:

- To bring together students in every area to act as their representative and coordinate, synchronize and promote their interest in all matters.
- To utilize the experience, wisdom, zeal, ability and spare time of past students of the society for the benefit of the weaker section of the society.
- This association mainly arrange seminars and webinars and conducted various sessions to develop and enhance the skill of youth students.
- To contribute to develop the library and other necessary activities for the students.
- To promote, social, educational, cultural activities for general education for past students.
- To promotion, encouragement, and advancement of any training and/or physical efficiency of the past students includes that of sports and games in all their branches.
- To help in campus development.
- To help placement cell for campus drive and also in various activities for the future of students.
- To conduct online/offline sessions and guide the students for their future growth .
- To provide counseling to students for employment.
- Acts as judges in various programs.
- Actively help in organization and management of extensive outreach activities of the Institute.
- Provide sponsorship and support for printing of magazines, conference proceedings, and brochures.
- The alumni from passed out batches were invited for alumni meet every year.
- The knowledge gained by our alumni's working for a company or industry has been shared among students.
- The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students for their career and growth.
- The alumni appear for various activities and their suggestions are taken into account. Alumni day is celebrated and their achievements are recognized. The successful alumni are selected as guests of honor for awards.
- Some of our Alumni have established startups in different sectors, many of them are first generation entrepreneurs. Through the journey as an entrepreneur they learnt various skills & knowledge. They enlighten the students with their success stories and challenges faced.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

File Description	Document
Link for any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Response:

The College has a clearly defined organizational structure for the optimum and effective decision making and its implementation. The Vision, Mission, Goals and Objectives of the institution reflect the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution.

The Management is the life force of the administration and ensures imparting quality education to suit the emerging trends in the market. The faculty has freedom to give suggestions to the Management for the improvement of quality parameters in the Institution. The participative decision-making strategy of the Management helps to achieve the Vision, Mission, Goals and Objectives of the institution.

The Academic Council of the institute consists of the Director, Dean, Experts nominated by Governing Body (Academician, Industrialist), and all the Heads of the Departments are members of Academic Council by default. The Academic Council approves all the academic activities such as course structure and policy matters recommended by the Board of Studies, admission and Examination process, research activities, infrastructural developments of the College.

The policies and practices of the College, academic and administrative, planning and implementation reflect the efforts of the institution towards a consistent growth for the development of society through education. The Finance Committee prepares the annual budget and also oversees and monitors the funds from UGC scheme and other funding agencies.

The vision and mission of IMS is to create confident, dedicated honest and upright individuals who become an asset to the society, provide space to the students to freely express and develop views that help them respond to changes in society, recognize the challenges of an interdependent and competitive world and the need for our students to adapt and excel in and to develop professionals who are committed to their personal & professional endeavours and who have the vision, courage, and dedication to initiate and manage change.

The Institute is working continuously to ensure all-round development of students by providing various co-curricular, extra-curricular and entrepreneurship skill development opportunities and to inculcate moral integrity in students and make them socially responsible good human. The Management ensures that the institution forges ahead with all the planning, to consolidate and become one of the premier institutions. Each department has a well-planned academic calendar before the start of each semester. This calendar lists down all the curricular, co-curricular and extracurricular activities and events to be organized throughout the semester. There are multiple committees and clubs that exist whose responsibility is to plan out developmental activities and ensure their timely execution. The Heads of the departments review the departmental progress for continuous improvement. The guest lectures training programmes are arranged for bridging the gap between academics and industry. The Institute has signed MOU with organizations for providing additional technical training to the students. The Institute believes in striving for excellence in all

aspects. The students are trained to take initiative to act on opportunities and take responsibilities.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Management of the Institute communicates with the faculty frequently to discuss the problems and issues related to Institutes development, administrative and academic growth and infrastructural needs. The Management gives sufficient freedom to Director who is the academic Head of the Institute. Academic responsibilities are fairly divided among all the faculty / staff members. As part of decentralization Committees are formed for various academic and co-curricular activities to be conducted during the academic year. Regular meetings are held with the teaching and non-teaching staff and various issues are taken for decision before arriving on final decision. This is done as part of decentralization and delegation of authority to various committees. The Institute promotes the culture of participative management and encourages active participation and involvement of all the faculty and staff members in meeting. Faculty members and staff are persuaded to contribute by sharing their views and by giving valuable suggestions. The committees which are involved in decentralization in participative management are Admission Committee, Women's Grievance Cell, Disciplinary Committee, Students Affairs Committee, Timetable Committee, Counselling Cell, Placement Committee, Alumni Committee, Library Committee, Examination Committee, Anti-Ragging Committee, Sports Committee, Academic Affairs Committee, Research Committee.

The college ensures decentralization and thus delegates authority at different levels ensuring good governance. Powers are delegated to the HoD's in organizing workshops, seminars, preparation of class work, distribution of work to the faculty, teaching content beyond syllabus, inclusion of new and innovative experiments, nomination of faculty members as lab in charge etc., with the help of various committees. The HoD's prepare the academic schedule in consultation with the faculty members of the department and are empowered to give recommendation letters to the outgoing students of our institution. The institution also delegated authority to the administrative unit of the institution. At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. They are also encouraged in writing research articles. Faculty members also write joint research papers and share their knowledge. The administrative department gives certificates like bonafied, attendance, etc., independently as per the requirements of the students. The college promotes and benefits from the culture of participative management. Leadership in the institute always recognizes the significance of the views of all the employees and hence practices this culture meticulously. The different levels of participative management are: At strategic level the faculty members provide inputs to the governing body in framing the policies, procedures, guidelines, rules and regulations and effectively implementing the same to ensure smooth and systematic functioning of the institute. All the faculty members meet, discuss, share their opinion and plan to conduct various events on behalf of the institute

and committees are formed to conduct the event smoothly.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Institution has perspective plan where following areas are considered as key area:

Academic expansion , to Introduce new programmes , to get NAAC Accreditation , to sign MOUs with different industries , infrastructure Development , faculty Empowerment and Welfare , to arrange FDP sessions . Institute conducts the activities of FDP to groom our teachers in variety of areas. Initially we asked faculties whose feedback is excellent to share about their teaching style. Some teachers came forward and also shared their ideas of teaching as a part of FDP on technical or non technical topics

The College has a perspective plan for development, based on the master plan comprising goals, objectives and action plans that include: Teaching and learning, Research and development, Community engagement, Human resource planning and development , Industry interaction, Internationalization To achieve excellence the institution has opened new avenues of knowledge by introducing new courses with student benefit need based curriculum that will facilitate ample employment opportunities for the students. The Curriculum of all courses was prepared as per UGC guidelines in consultation with the expert representatives in the field from the collaborated organisations. An MOU was established with institutions of National repute and leading industries for teaching skill components and to provide hands on training of practical components to students . The collaborated organisations/ Industries/Companies provided their expertise and support to impart the skill component to the students. This helped the students to acquire optimum knowledge in a systematic manner.

**Strategy Type:** Details of curriculum development and curriculum was designed by the university and with addition to that IMS Noida is providing value added courses for skill development.

#### Teaching and Learning

- a. Presentation and tutorial- based teaching.
- b. Assignment based teaching
- c. Spreadsheet Examination and Evaluation University conduct the Examination and Internal

Evaluation is done as per the norms of the University. The Institute strictly follows the norms of attendance for appearing in the Examinations. Research and Development .



To promote research IMS encourages faculty members to participate and present papers in various state / national / international seminars / conferences. IQAC has been advising HODs to share research thrust areas with students suggesting ways to strengthen infrastructure, quality of publication, doctoral research, encouraging faculty members to apply for projects, etc. Library, ICT and Physical Infrastructure / Instrumentation

1. IQAC solicits suggestions from students and staff to improve infrastructure and shares with HODs.
2. Wi-fi provided to all the students.
3. ERP implemented Human Resource Management
  - a. Good compensation structure.
  - b. Family like atmosphere ensures that staff members are not treated as resource.
  - c. Additional requirement of faculty fulfilled by recruitment of visiting faculty.

Industry Interaction / Collaboration Industry interaction happens in the forms of guest lectures, Summer Internship Projects, Live Project, Mentorship and final placement. Admission of Students As per the Admissions Rules of Ch. Charan Singh University, Meerut.

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

#### **Response:**

NAAC committee, Anti-ragging committee, Disciplinary and the Library Advisory Committee, management body , Governing Body, Academic Council, Welfare committee for students and faculty members , Finance Committee are formed as per the guidelines for the effective functioning of the institution. These bodies also support the development through planning and execution, budget, review of performance and policy making. The Academic Council approves the course structure and policy matters of respective departments. The Director and the academic dean guides the college in academic progress, admission, staff recruitment and administrative matters. The Dean help the concerned people in the overall administration which involves the planning of the academic calendar and its systematic implementation.

The Controller of Examinations monitors the evaluation process. The staff council and faculty members play an important role in executing the curricular, co-curricular and extra-curricular programmes. Heads of the Departments are responsible for the preparation of department time table, work allocation among teachers, review of Teacher's performance and submission of various reports to dean and director. Class in charges are assigned for each class to ensure personal care, attention, guidance, counselling, evaluation and assessment of each student in the class.

The College has an active Grievances and Redress cell for teaching faculty, administrative staff and the students. Provision is made to voice their grievances in the general staff meetings with Director, dean and Management. The faculty members express their constraints regarding teaching-learning and other matters



of concern. The non-teaching staff share their apprehensions through office superintendent. Counselling is offered if necessary to provide solutions. Anti-ragging Cell, Anti-sexual Harassment Cell and the student Welfare Committee work for the well-being of students. Bare-footcounseling by subject teachers/value education teachers/ mentors and professional counseling by experts at the Counseling Centers of the college address student grievances. Information about the functioning of the Cell is given on the Orientation Day and during value education classes. Suggestion boxes are kept in various places within the campus. The complaints/ suggestions are collected and analyzed by the grievance committee periodically and the necessary actions are initiated. In addition, the student grievances are also addressed at the department level by respective teachers and HoDs. The mentor-mentee system, class teacher also act as first line of grievance redressal. It involves a process of providing strategic leadership by setting direction, making policy and strategic decisions, overseeing and monitoring organizational performance, and ensuring overall accountability. The role of the top management is: to provide effective leadership to enhance quality and performance of the institution, motivate, empower and encourage the director, dean and staff to enhance their performance of duties , encourage innovation and excellence , to be open and flexible to change and ensure the sustainability of the institution. foster values , provide the necessary infrastructure (beautiful and greenery campus in the heart of the city, technology- enabled class rooms, learning spaces, laboratories, computer), ensure the safety of women staff and students by employing well trained and vigilant security staff both men and women.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The College provides both statutory and non-statutory welfare measures for the benefit of the faculty like:

12 days of Casual leave, 06 days of medical leaves, duty leaves (Examination, Evaluation) for faculty per

year . For Non teaching staff Duty leaves (OD facility) to staff .The staff are also extended health benefits through insurance schemes. Other welfare schemes and measures like canteen facility, Mess facility , Medical assistance at the time of need etc are given to the staff .

Faculty enhancements Programs are periodically arranged to motivate on teaching and knowledge updation. Leave is granted to teachers to participate and present papers in seminars.

Celebration of important festivals for the teaching and non-teaching community. Hostel Facility for teachers on demand Canteen at subsidized food price First Aid Facility, Grievance Redressal Cell Internal Complaints Committee for Prevention of Sexual Harassment of Women at Work Place Parking Facility, Wi-Fi, Complete support and assistance is provided to the faculty for pursuing higher studies, Group insurance.

Following other welfare schemes are available for teaching and non-teaching staff associated with the Institute: Extended maternity leaves to female faculty members, Uniforms are given to Class IV employees every year. Need based Training Programmes are arranged by the Institute for the faculty. Faculty members are permitted to attend Training Programmes conducted at different institutions. IMS supports professional development of faculty members and non-teaching staff and supports them for following actions:-

Pursue Higher Studies ,Free to pursue PhDs , Attend FDP in their field of interest.

Attend and present research papers in National/International conferences , Publish research papers in refereed journals , Organize seminar, guest lecture, FDP for faculty members , Bring consultancy projects to the departments and work on them, Acquire funding through sponsored projects/ FDP from different funding agencies (govt. / industry).

Efforts to sign MOU with industries by which faculty are given training Encourage to acquire higher professional qualification. Organize training for nonteaching staff to upgrade their skills and multitasking abilities .Increments are based on the performance.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.62

#### **6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	4	1	3	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 2.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	3	2	1

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 119.44

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

2019-20	2018-19	2017-18	2016-17	2015-16
393	10	7	6	3

File Description	Document
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

IMS Noida is a people centric organization that focuses on their employees first. Performance Appraisal system sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

Performance appraisal serves two basic purposes: the first is evaluative as the term “appraisal” implies, and the second is developmental. The evaluative function refers to the extent to which there has been progress toward goals as a result of the employee’s efforts. It includes the use of appraisal for salary management, promotions and identifying poor performance. The developmental function is forward looking, directed towards increasing the capacity of employees to be more productive, effective, efficient and satisfied in the future. It covers such things as job skills, career planning, employee motivation.

In order to ensure that an effective Performance Appraisal System is in place, the Institute and the employee ensures that the job responsibilities and requirements as well s the expectations are understood and interpreted in the right manner.

Salient Features of our Performance Appraisal System:

- **Eligibility:** Teaching and Non Teaching Staff who have completed one years of service are eligible for annual performance appraisal .
- **360 degree performance appraisal system** is used to make sure the appraisal is done in a full-fledged way where the feedback about the employees’ performance comes from all the sources that come in contact with the employee.
- The feedback is gathered in the form of reviews in terms of competencies of the employee. The employee himself or herself also takes part in this appraisal with the help of self assessment.
- The 360 degree performance appraisal system is a way to improve the understanding of strength and weaknesses of employee with the help of creative feedback forms.
- **Peer Review** provides valuable insights and feedback regarding the on-the-job performance of the employee
- **Feedback process** assess performance and potential of teaching and non teaching staff and enable to find gap in their required skill set and identify their raining needs.

#### Appraisal for Teaching staff:

- The performance appraisal forms are filled by all teaching staff every year.
- Performance Appraisal Form is based on KRAs for all teaching staff i.e. from Assistant Professor to Professor.
- Teaching staff submits duly filled performance appraisal form to HOD.

- HOD has discussion with individual faculty to discuss his/her performance/ achievement/ improvement areas.
- Executive Committee assesses departmental reports of all faculties for finalization of annual increment in salary, promotion and training.

#### Appraisal for Non Teaching Staff:

- The performance appraisal forms are filled by all non-teaching staff every year.
- Performance Appraisal Form is based on KRAs for all non- teaching staff.
- Non Teaching staff submits duly filled performance appraisal form to HOD.
- HOD has discussion with individual staff to discuss his/her performance/ achievement/ improvement areas.
- Executive Committee assesses departmental reports of all staff for finalization of annual increment in salary, promotion and training.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Institute of Management Studied (IMS), Noida is an entity promoted by the IMS Educational society had a dedicated internal audit team for all the group under the Trust / Society. This internal audit team has been functioning on a honorary basis and has been instrumental in setting up the financial controls and systems since the date of inception of the Institute in the year 1998 and brought in a methodical and organized approach to evaluate and constantly improve the financial management, devise strategies for protection from fraud and theft, compliance with laws and regulations, as well as the overall financial control process.

The scope of the internal audit program encompassed working of various compliances under appropriate laws and rules and regulations framed there under, sufficient systems and procedures are in place for adherence of institutional policies, physical verification of assets, consumables, stores, inventory, instruments, and other assets, proper books of accounts, vouchers along with supporting documents are maintained, confirmation of balances from debtors, creditors and other parties are obtained periodically at the year end and proper systems and procedures are in place for internal control at the various department levels.

The external audit is performed by an independent Chartered Accountant appointed as a Statutory Auditor of the Institute who initially reviews the reports and observations made by the Internal Audit Team and the explanations given by the Accountant of the Institute. Taking into cognizance these observations, an exhaustive list of requirements is given for compliance and submissions to the Statutory Auditor for

completing the auditing of the financial statements of the Institute and providing a realistic statement through his audit report that the books of accounts reflect a true and fair view of the operational activities and the financial position of the Institute for the relevant financial year. The role of the Statutory Auditors included crucial impact factors like the Institute's financial reporting process and the disclosure of its financial information to ensure that the financial statement is correct, sufficient and credible; changes, if any, in accounting policies and practices and reasons for the same; major accounting entries; significant adjustments made in the financial statements / books of accounts arising out of audit findings; compliance with statutory requirements relating to financial statements; disclosure of any related party transactions; reviewing the findings of any matters where there is suspected fraud or irregularity or a failure of internal control systems; to look the reasons for delays in the payments / recoveries from / to creditors / debtors and carrying out any other function/s as deemed necessary in the capacity of Statutory Auditor. Audit observations / objections have been settled within the specified time frames for reporting with various regulatory bodies based on the accounting standards and principles under the directions of the Statutory Auditors from time to time.

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

**Response:** 4.69

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.72	2.22	0.75	0	0

<b>File Description</b>	<b>Document</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

**Response:**

IMS Noida mobilises its funds received mainly from students' fee are spent on payment of salary of teaching and non-teaching staff of the Institute. Budget of the IMS Noida is prepared keeping in mind developmental criteria of the Institute; accordingly provisions are made in the Budget, which is prepared by a Financial Committee of the Institute. Then fund is sanctioned, which is deployed on different Heads of Expenditures in accordance with approval of various statutory committees constituted by the Institute time to time for efficient use of funds.



Resource mobilization is carried out by following means:

- \* Students fees
- \* Interest on corpus fund
- \* Fund generated from above is used for maintenance and development of University.

**Optimum utilization of funds is ensured through:-**

- Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, Inter-disciplinary activities, training programmes, Refresher Courses that ensure quality education.
- Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year.
- Adequate funds are utilized for development and maintenance of infrastructure of the Institute.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Response:**

The Internal Quality Assurance Cell(IQAC) in IMS Noidain a constant manner strategizes and review the policies, operations, activities and processes practically for enhancing and improving the quality among the faculty members. There are various policies and strategies being implemented and followed in IMS under IQAC. Two of the most popular strategies are:

1. **Faculty Achievers Review**-Academic progress of all faculty members are reviewed every three months on the basis of various key performance indicators like number of research publications in refereed and peer reviewed journals of national and international importance, number of seminars and conferences attended and papers presented in both national and international levels , practical approach in learning teaching practices, innovation in activities and teaching, development of MOOCS or self-paced learning modules, extracurricular activities, awards and achievements, minor or major projects etc.

This review meeting is conducted every three months where each faculty member presents his/her achievements. The purpose of this programme is to document and recognise achievements of aspiring faculty. Faculty members are encouraged to conduct high quality research and full support and grant is provided by college for research-oriented projects. The Dean Academics, with the Research Coordinators

and HODs, play a very important role in guiding and providing mentorship to the faculty members.

- 1. Knowledge Sharing Sessions**-Knowledge sharing is essential for any organisation to achieve success, since it can facilitate decision-making capabilities, build learning organizations (through a learning routine) and finally, stimulate cultural change and innovation. Keeping this in view IMS Noida organises knowledge sharing sessions for its faculty, staff members and students every month by the inhouse faculty themselves and subject experts/corporate leaders from outside too. These sessions are based on various enlightening and contemporary topics related to both academics as well as current scenario topics where faculty shares his/her experience, knowledge, thoughts and innovative ideas.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

Learning anywhere and anytime is the call of the hour and believing the same the facilitators at IMS Noida, used standard asynchronous online/offline learning tools like Google Classroom, AWS Educate Program, Android apps like Zoom, Gotomeeting, Cisco Webex, projectors, smart classrooms, Video Streaming, Audio components, PowerPoint presentation etc to render a helping and comforting hand to the students to satisfy their urge for knowledge. Where Government of India focusing upon online medium of education through SWAYAM, National Digital Library, National Academic Repository, E- Shodh Sindhu, E- Acharya, E-Kalpa, E-Yantra, E-Vidwan and many more, IMS Noida in collaboration with Amazon has its AWS Educate Program for its students to complement its traditional teaching and learning with new learning modalities. IMS Noida has collaboration with various other associations for enhancing knowledge of students like RPA, APA, SWAYAMCPA-CMA, PALO ALTO, ICT ACADEMY, CENTRE FOR INTERNATIONAL LANGUAGES (JAPANESE & FRENCH), MYLES, IIT BOMBAY etc

IMS Noida, through IQAC on a periodic and continuous way is instrumental in upgrading the quality of teaching-learning process by way of enhanced academic research, effective training and timely academic audit for quality assurance.

Curriculum designing and course upgradation are a regular and continuous process in the College, to provide latest knowledge and skill to the students. Buddy Lectures, participation in organising events and activities, Internships, workshops, projects, assignments, dissertations and presentations are made mandatory as part of the courses in order to motivate the students to gain practical knowledge and to



increase necessary skills which are required to make them corporate ready.

In the course of reviewing the teaching-learning outcomes, the College identifies and implements the following initiatives

**1. State-of-the-art Teaching-Learning Resources and Infrastructure:**The Institute has state-of-the-Art Teaching-Learning Resources infrastructure which comprises of the following: Well-stocked Library,Computer Lab with latest configuration Computers,Robotics Lab,Media Labs,Moot CourtSeminar Hall & Hall of Fame,Canteen ,Football Ground.Facilities for: Table tennis, Volley Ball, Boxing, Badminton, Self-defense, Music Room, Dance Room, Acting Studio, Safe & Secure Hostel Facility for Girls in campus.

**2. ICT methods and Teaching Pedagogy:** The College aims to create and disseminate knowledge through ICT methods, which will empower faculty and students. Online Classroom Teaching, GoogleClassroom, Assignment Based Teaching, Lab Based studies, Workshops, ConceptTests, LiveProjects, Presentation& Tutorial Based teaching In keeping with the requirements of the tech savvy generation of students, the campus is Wi-Fi enabled. The computer and journalism labs have been completely renovated and modernised with state-of-the-art equipment and facilities.

**3. Research and Development Initiatives:**The R&D Cell is the backbone of academic enhancement and development. R&D Cell helps, supports, inspires, nurtures and promotes research at IMS Noida.R&D in newly emerging and challenging areas of Management, Information Technology, Law, Journalism and Mass Communication, and certain areas of Fine Arts, Humanities, etc.

**4. Million Dollar Idea Factory Initiative:** Students are encouraged to come up with innovative ideas. Innovative ideas are quickly becoming the most valuable currency. MDIF club brainstorms thesenew ideas in a multi-disciplinary way with Faculty and Consultants.MDIF club will help to convert these “Million Dollar Ideas” of students into Startup Companies. All faculty and many students are constantly engaged in research

**5. Remedial classes for weak students:** The remedial classes include conducting remedial courses for the slow learners. From the first semester, based on the performance of the students in their internal continuous assessments, the faculty of each Department identifies the slow learners in order to conduct remedial classes. Special coaching classes are conducted after College hours by faculty.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality intitatives with other institution(s)**

**3.Participation in NIRF****4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)****Response:** C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

N  
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C

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

IMS Noida Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy environment in the campus. Sensitization of the students is done through special workshops. The key areas are as follows:

#### 1. Safety and security

**\*CCTV Cameras:** E-Surveillance with CCTV Cameras through day and night facility of distributed recording in control room has been set up in the campus; entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus.

**\*Girls' Hostel:** Girls hostel exists in the campus. Behavior of students is monitored under set of well defined rule. All student and staff compulsory wear their ID cards at all times on the campus thus ensuring no entry of any outsiders also unauthorized persons.

**\*Security:** The IMS Noida has security personnel deployed all around the campus to create secure environment.

**\*Medical Facilities:** First Aid Medical facility is available in the Institute premises. IMS Noida has tie up with hospitals for emergency.

2. **Counselling:** IMS Noida has a system of mentoring in each department for inculcating social, Moral and ethical values. Women cell also create gender awareness through different program. All senior officials are available both for boys and girls for solving their problem any time without any appointment.

3. **Common Rooms:** The IMS Noida has separate Common Room for Boys and Girls. 24 hour's water is available with proper ventilation in the washroom. Separate Girls' Common Room is created with facilities like indoor games, first aid box and other facilities.

4. **Sports Facility:** This facility is available in the Campus.

5. We sensitize the students through Nukkad Natak and other short programs, short films.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

#### **Solid waste management:**

Solid waste is separated as biodegradable and non biodegradable by the hired cleaning agency and handover to Nagar Nigam for disposal.

#### **Liquid waste management:**

Waste water from toilets is moved with the drainage lines to STP (Sewage treatment plant) located at outside campus by Noida Development Authority.

#### **E-waste management:**

Bins are placed in the campus to collect e-waste. This helps to create awareness about e-waste among

students. E-waste is collected and given to the authorized agency E waste solutions for dismantling and recycling.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

**Response:** Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards

## 5. Beyond the campus environmental promotion activities

**Response:** C. 2 of the above

### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** C. 2 of the above

### 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

**Response:**

- At IMS diversity is rampant in all the courses. The institute has an inclusive environment which promotes tolerance and harmony amongst all students. To foster and inculcate this kind of environment, the institute organizes various event and activities. All the major festivals of different communities like Lohri, Pongal, Holi, Teej, Diwali, Christmas are celebrated in the campus. The students of minority community students are given proper place and time off for offering their religious prayers. The institute celebrates international days and festivals like French Bastille Day, Le French Cuisine Fest, Traditional Folk Dances (both national and international), International Women's Day, Yoga Day, Halloween, etc for creating an inclusive environment in the campus. Buddy concept is another innovative step taken up by the institute. Good academic and all-round performers are selected as buddy who counsel, mentor and groom the new joinees in all matters related to academics, tackle personal and home sickness issues. The buddies also deliver lectures to their juniors, help them out with notes, books, etc.

A Grievance Redressal Cell has also been set up for tackling and resolving the grievances of the students even before they arise. A proactive approach is followed by the faculty and staff members who keep a vigilant eye in the campus, try and sense out the problem areas and resolve them. Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background has also been set-up presided by senior officials and members.

To tackle the socioeconomic issues, the institute has made wearing of college uniform mandatory for all so that the students do not flaunt their designer clothes and costumes and to bring about uniformity.

All kinds of academic and non-academic activities including sports are organized in the campus to cater to the individual talent of the student and that they get an opportunity to showcase the same.

Under the auspices of the Social Awareness Club, the students reach out to the underprivileged sections of the society by initiating campaigns for collection of food, clothing, free education, visit to old age homes,

orphanages and carrying out engagement activities.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Our constitution enshrines the fundamental rights of each citizen, provides for human dignity, equality, Social justice, Human rights and freedom, Rule of law and equity. The whole country is governed on the basis of the rights and duties enshrined in the Constitution of India. The institute organizes various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Guest Lectures are organized by inviting legal luminaries in the campus. Through the in-house Knowledge Sharing Sessions, inter-institute departmental lectures, the students and faculty members are apprised of their rights.

The institute in association with the Greater Noida Police organized a Safe Driving Campaign so that they are aware of the law and do not indulge in unlawful activities which can land them in jail. A Cyber Security Campaign was also organized by inviting cyber security experts who gave valuable tips on how to keep oneself secure from cyber threats and what security features to install. In case of a cyber theft or threat what law holds for them and how it will preserve the interest of the complainant.

Events like Constitution Day, Republic Day, Independence Day, Unity Day or SadbhavanaDiwas, etc are celebrated in the campus to apprise students about the significance of these days and how they are ingrained in the constitutional and other human rights. Panel Discussions and Debating Competitions are also organized on the above themes.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Code of ethics policy document	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

The institute celebrates and organizes events and activities coinciding with the national and international commemorative days like Constitution Day, Republic Day, Independence Day, Unity Day or Sadbhavana Diwas, etc to apprise students about the significance of these days and how they are ingrained in the constitutional and other human rights of an individual. Panel Discussions and Debating Competitions are also organized on the above themes. To foster and inculcate an inclusive environment, the institute organizes various event and activities on all the major festivals of different communities like Lohri, Pongal, Holi, Teej, Diwali, Christmas which are celebrated in the campus. The institute celebrates international days and festivals like French Bastille Day, International Women's Day, Yoga Day, Halloween, Hindi Divas, World Television Day, World Press Day, Media Week to name a few.

Other environmentally and socially relevant days like World Environment Day, Earth Day, World AIDS Day, Labour/May Day are celebrated by organizing commemorative activities. Theme specific events are organized under the auspices of the academic and non-academic clubs. Labour Day is celebrated in campus by inviting all class 4 employees including guards, attendants, house-keeping staff, gardeners, plumbers, electricians, etc organizing activities, cultural program for them and felicitating them for the priceless service they are offering to the society. International Women's Day is also organized with a lot of pomp and fare to promote gender equity and parity. The female achievers are felicitated in a glittering ceremony followed by fun games and activities. A Marathon was organized to commemorate the Balakot martyrs. On October 2nd along with Gandhi Jayanti swachhta Diwas is also organized wherein students and faculty members engage in cleaning their surroundings and the campus.



File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### 1. The ACADEMIC CLUBS

#### FINANCE CLUB- ARTH SANGH

**Objective:** In this club, learning by doing aims to address the needs of the financial sector and focuses on practical learning, nurturing and delivering industry-ready talent to the banking and financial services sector. Students after getting practical hands on in-lab expertise and knowledge will be adept with the nitty-gritties of the working style of banking and financial services sector. Students will learn about how investment is done, how the stock market works and undergo multi- days training in a simulated environment of various financial services. Some of the courses and activities undertaken by the club:

**Trainings/Courses-** Stock Analyst, Investment Analyst- Simulated Stock Market, Financial & Business Analyst

**In-Lab Activities-** Income Tax Filing, GST Filing, Stock Market Operations & Trading

**Activities-** Own the FakoCompany, Company Annual Report Analysis Presentation, Indian Economy Sectoral Analysis-Industry Wise (Among and Between), etc

#### MARKETING CLUB- TASWIQ

**OBJECTIVES:** To make students come up with creative thinking abilities in solving problems and marketing issues. To groom the personality of the students and make them more self-confident in facing this world. To provide and teach them art and techniques related to marketing which would help them be industry-ready. To make students understand the importance of teamwork and make them realize their

leadership qualities. To Make a student a complete Corporate ready Marketer. Some of the courses and activities undertaken by the club:

**Trainings/Courses-** Digital Marketing, Market Research, Retail Management

**Activities** - Phoenix: A case based event focussing on the revival of company; Ad-Zynga: The Ad War event; Meilleur : An Ad analysis event organised by the club.; Samarth- Marketing Haat, Live Projects, etc

### **HUMAN RESOURCES CLUB- MANAS**

**Objectives-** The club aims at student engagement and talent development to fill the void of industry ready professionals in the market. The club focuses upon developing the all round personality of the students since the organizations look for multitaskers nowadays. Some of the courses and activities undertaken by the club:

- - HR Analytics, Compensation and Benefits, Labour Laws, Employee Engagement
- Role Plays, Case study analysis, Mock Interviews, HR Crisis Management, Mock Recruitment contest, etc.

### **REASONING CLUB**

**Objective:** The objective of the club is to prepare the students for competitive examination which are based on data interpretation, reasoning and comprehension.

**Trainings/Courses-** IELTS, SAT

**Activities-** Quiz, workshop, crash courses, etc

### **QUIZZING CLUB**

**Objective:** The objective of the club is to upgrade the current awareness of the students by organizing quiz on different themes. The students learn a lot about the current business and market scenario by preparing and participating in the quiz.

**Activities:** Inter-institute and intra-institute quiz competition.

**Learning Outcomes-** The Clubs have helped the institute in achieving its objectives because all the club are managed and handled by the students under the mentorship of the Club Incharge and faculty members. The students organize all events and competitions which develop the leadership, managerial and critical thinking skills of the students besides Team Management, Coordination, Organizing and Controlling. Students gain a lot of self confidence by organizing these activities thus helping them fare better in placement drives, grabbing handsome job offers and cracking higher studies GD&PI.

## 1. HONOR'S SOCIETY

The major objective of the Honour's committee is to prepare and motivate the students to achieve higher rank and become a part of University Topper Roll List.

The purpose to form this committee is to groom the students for writing better and content-oriented answers which will fetch better marks. The committee will also provide them additional study material, remedial doubt clearing sessions and guidance which will not only improve their academic score but also their overall personality.

**Reason of forming Honors committee:**

IMS students are securing rank within the Institute but somehow they are not being able to achieve the benchmark of the University Topper List. The Honors Committee will provide the necessary guidance, practical knowledge and support to bridge the gap preventing the students from featuring in the University List.

### **Categories of honor students:**

- Students would be divided into 3 different categories on the basis of academics score/percentage:-
  1. Highest Honors Student Category: Students who have secured more than 77% in academics will fall under this category.
  2. Intermediate Honors Student Category: Students who have secured 74-77% in academics will fall under this category.
  3. Best Honors Student Category: Students who have secured 70-73% in academics will fall under this category.

The motive behind categorizing the students is to counsel or groom the students according to their strength

and capabilities.

A core team of few selected students from all the departments based on the recommendation of the respective HoDs will be formed to manage all the affairs of this committee.

#### **List of Activities for grooming up of Student Committee:**

- Close interaction with the industry experts and the university examiner.
- Extra academic classes & one to one doubt clearing session with the faculty.
- Extra mentorship or guidance of the faculty.
- Knowledge sharing session.
- Different workshops on personality development and academics.
- Student grooming session / special tips session.
- Compulsory participation in Group discussion activity, debate, case study analysis, presentation skills, thinking process test, managerial or entrepreneurial skills test.
- Panel discussion
- Special Tutorials classes

#### **Perceived Benefits to the students:**

Students will be highly benefited by being a part of this committee since they will get extra exposure beyond academics in each & every field. Students will become more confident and motivated to face the challenges by getting proper training under the guidance of academicians and industry experts. The students will be equipped with additional resources and better prepared for their exams which will culminate into better marks thereby achieving the target of featuring in the University Topper List.

#### **Felicitation Ceremony:**

The felicitation ceremony for the honors committee was organized on Nov. 15, 2019

The students would be felicitated by the industry experts during a glittering ceremony and later a Round Table Conference would be held with these meritorious students for providing them inputs related to industry trends, requirements and future implications.

List of Invitees for Felicitation Ceremony:

- |                      |                                      |
|----------------------|--------------------------------------|
| 1. Mr. Piyush Pandey | Sr. Media Personality , AAJTAK       |
| 2. Ms. Runa Maitra   | Founder, People Talent International |
| 3. Amit Mehrotra     | Associate Director- Deloitte         |

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

IMS Noida is a premier Institute affiliated to Ch. Charan Singh University, Meerut, which is established in the year 1998.

1. IMS Noida has permanent affiliation of the courses BBA, BCA, BJMC, MJMC and MIB.
2. The college is conducting 5 undergraduate and 2 post graduate programs. IMS Noida has state of the art infrastructure, creating an environment for progressive learning and development.
3. IMS Noida has well equipped Classrooms and Labs to cater for the academic needs of the students.
4. The Classrooms, Labs and Seminar halls with ICT such as Projector, Screen, Laptops, wifi, etc facilities. LAN facilities are available in the Campus.
5. Apart from Computer Labs, IMS Noida has Robotics Lab for students of BCA for advance learning.
6. Central Library: Library is fully automated with LIBSYS software. The Library has rich source of books, e-books and Journals, etc.
7. The entire campus of IMS Noida is wifi enabled.
8. Sports Clubs: IMS Noida has various sports clubs, such as Boxing, Dancing, Music, Badminton, Football, etc.
9. IMS Noida has hostels for girls with a range of rooms and a variety of services that make living on campus safe, comfortable and affordable. Residents enjoy the support of committed and caring wardens who are available 24X7. Supporting infrastructure includes a dedicated cafeteria, laundry services, 24-hour power supply, transport, housekeeping and medical care, etc.
10. Canteen and Cafe: There is a hygienic, multi-cuisine vegetarian canteen for both resident students and day scholars.

<b>File Description</b>	<b>Document</b>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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## 5. CONCLUSION

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### Additional Information :

#### Additional Information:

IMS Noida is focussing on the upgradation and development of right infrastructure to support the academic pursuits. A Research Block has been added to strengthen the research work of faculty and students. The target is to secure research grant from government agencies to execute the various government projects. The faculty is also in look out for funding of their own research. The library has online databases for accessing national and international journals to strengthen the review of already published literature. Looking at the need for automation in all sectors, a Robotics Laboratory has been added for training the students. Million Dollar Idea Factory Club is another initiative of the institute for churning out entrepreneurs, since it is the need of the hour looking at the minimal job opportunities.

The institute has set-up many non-academic clubs and have associated with sports academies for training the college youth in sports like Football, Cricket, Table Tennis, Volley Ball, Boxing and Self-defense. New Playground have been added and the existed ones have been renovated. Dedicated rooms for table tennis, boxing and self-defense have been added. For performing arts dance room, singing room have been added. The students are trained by experienced national and international trainers. The college reception has also been renovated as per latest architectural requirements with ergonomic furniture.

### Concluding Remarks :

IMS Noida is an institution which has its focus on strengthening the academics and presenting industry ready students. To fulfil this objective, the institute is combining its course curriculum (designed by the affiliating university) with value added courses as per industry needs. The industry requirements are changing quite frequently nowadays so upgrading & upskilling of students and the faculty is the need of the hour. These value-added courses are provided keeping in mind the latest technological and skill-based requirement of the business market and the industry. The institute has associated with ICT Academy, Palo Alto, Robotics Process Automation, AWS Educate, SAP, etc for providing IT and management-based certificate and add on courses. The Institute is a local chapter of Swayam, an initiative of Ministry of HRD for credit-based certificate courses. Information related to Courses provided by agencies/institutions which are government approved, like VSkills, NCFM, CFA, ICWAI, etc is also regularly provided to the students. For the overall personality development of the students value-added certificate courses on Soft Skill/Personality Development and Foreign Languages are provided to the students since soft skills help in the sustainability of the student in the corporate sector. Besides, academics, focus is also laid on non-academic activities to help nurture the talent of the students in the areas of sports, music, dance, self-defense, singing, etc. The students are a part and member of the clubs which are run and managed by them thereby acquiring managerial skills during their college days. The reasoning club conducts many workshops and events and activities through which the students are able to score good in the aptitude tests for higher education, group discussions and personal interviews. Counselling and Mock Interview sessions are regularly conducted for this purpose. The journalism students are successfully managing online newspapers called IMS Spectrum. IT students have developed many apps, running websites and are running their own companies. Management students have launched many successful start-ups. All this has been possible because of the all-round grooming provided to the students. The management is further looking to benchmark its academics with the best universities in the world.

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