

## **SELF-STUDY REPORT**

### **1 Profile of the affiliated/Constituent College**

1. Name and Address of the College:

Name :	Jagan Institute of Management Studies		
Address :	3, Institutional Area, Sector-5, Rohini, Delhi-110085		
City : Delhi	Pin :110085	State : Delhi	
Website :	www.jimsindia.org		

2. For communication :

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal/Director	Dr. J.K.Goyal	O:011-45184000 R:	-	011-45184032	jkgoyal@jimsindia.org
Vice Principal	-	O: R:	-	-	-
Steering Committee Co-ordinator	Dr. Praveen Arora	O:011-45184000 R:	-	011-45184032	praveen@jimsindia.org

3. Status of the Institution:

Affiliated College  
Constituent College  
Any other (specify)

√

4. Type of Institution:

a. By Gender

- i. For Men  
ii. For Women  
iii. Co-education

√

b. By Shift

- i. Regular  
ii. Day  
iii. Evening

√

5. It is a recognized minority institution?

Yes  
No

√

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If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Source of funding:

Government

Grant-in aid

Self-financing

Any other

√

7. a. Date of establishment of the college 14/08/1993 (dd/mm/yy)

b. University to which the collage is affiliated / or which governs the college (If it is a constituent college)

Guru Gobind Singh Indraprastha University
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c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yy)	Remarks(If any)
i. 2 (f)	<b>Ref No: 8-315/2016(CPP-I/C) dated 29.08.16</b>	
ii. 12 (B)	Not Applicable	

(Enclose the Certificate of recognition u / s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/ Clause	Recognition/Appr oval detail Institution/Depart ment Programme	Day, Month and Year (dd-mm- yyyy)	Validity	Remark s
F.No.17-18-2010-NBA	NBA-PGDM	30/08/2017	30/06/2019	Approv ed
F.No.17-18-2010-NBA	NBA-MCA	21/10/2015	30/06/2017	Approv ed
F. No.North-West/1-3327722420/2017/EOA	AICTE-PGDM	30/03/2017	2017-18	Approv ed
F. No.North-West/1-3327722420/2017/EOA	AICTE-MCA	30/03/2017	2017-18	Approv ed
F.GGSIPU/Aff.letter/JIMS-Rohini-2016-17/1	GGSIPU-MCA, BBA,BCA	17.01.2017	2016-17	Approv ed
DHE-4(5)/NOC/JIMS(R)/2017-18/2608-09	DHE-BBA & BCA	15.06.2017	2017-18	Approv ed
F.1(27)/DD(SB)/NOC/2007/1461-63	DTTE-MCA	20.06.2017	2017-18	Approv ed

(Enclose the recognition/approval letter)

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

Yes ☐ No ☒

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

Yes ☐ No ☒

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

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

- b. For its performance by any other government agency?

Yes ☒ No ☐

**If yes, Name of the agency NIRF (MHRD) and Date of recognition  
:04/04/2016 and 2017**

Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. Mts.	4064 Sqmt
Built up area in sq. Mts.	5640 Sqmt+2116.98=7756.98

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

10. Facilities available on the campus (Tick the available facility and provide numbers or others details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

Specifications of Accommodation	Nos	Size (In Sq mt)
Number of Class/Tutorial Rooms	18	1216
Drawing Halls/Conference Room	3	396
Laboratories	1	70
Audio Visual Laboratories	1	35
Library	2	400

Admin Block	1	301
Computer Center	6	431
Toilets	16	355
Common Rooms	2	260
Playground	1	100
Student Canteen	2	275
Hostel	2	1200
Health Center	01	10

- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)- NA
- Cafeteria –√
- Health centre –√

First aid(√), Inpatient, Outpatient, Emergency care facility(√), Ambulance.....

Health centre staff –

Qualified doctor	Full Time	<input type="text"/>	Part Time	<input type="text" value="√"/>
Qualified Nurse	Full Time	<input type="text"/>	Part Time	<input type="text" value="√"/>

- Facilities like banking, post office, book shops: NA
- Transport facilities to cater to the needs of students and staff(√)
- Animal house: NA
- Biological waste disposal: NA
- Generator or other facility for management/regulation of electricity and voltage(√)
- Solid waste management facility: NA
- Waste water management: connected with MCD
- Water harvesting(√)

11. Detail of programmes offered by the college (Give data for current academics year)

SI. No.	Program me Level	Name of the Programme / Course	Durati on	Entry Qualificati on	Medium of Instructio n	Sanctione d/ Approved Student Strength	No. of students admitted
1.	Under-Graduate	BCA,BBA	3years	10+2	English	BBA (First Shift) – 60 BBA (Second Shift) – 60	BBA (First Shift) – 60 BBA (Second

						BCA (First Shift) – 60 BCA (Second Shift) – 60	Shift) – 60 BCA (First Shift) – 60 BCA (Second Shift) – 60
	Post-Graduate	MCA, PGDM	3years 2 years	Graduation	English	MCA(First Shift): 60 MCA (Second Shift) : 60 120 PGDM-180 PGDM(RM)-60 PGDM(IB)-60	MCA-120 PGDM-180 PGDM(RM)-48 PGDM(IB)-60
	Integrated Programmes PG	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	M.Phil.	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	Certificate courses	-	-	-	-	-	-
	UG Diploma	-	-	-	-	-	-
	PG Diploma	-	-	-	-	-	-
	Any Other (specify and provide details)	-	-	-	-	-	-

12. Does the college offer self-financed Programme?

Yes ☒ No ☐

If yes how many

All programmes are self-financing

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

Yes		No	<input checked="" type="checkbox"/>	Number	-
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14. List of departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	N.A			
Arts				
Commerce				
Any other (specify)	Department of Management Department of IT	BBA BCA	PGDM MCA	NA

15. Number of Programmes offered under (programme means a degree course like BA, BSc, MA, M.Com..)

- a. Annual system
- b. Semester system
- c. Trimester system

16. Number of programmes with

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

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

Yes  No

If yes,

- a. Year of Introduction of the programme(s).....(dd/mm/yyyy)  
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)  
Notification No.: .....  
Date: .....(dd/mm/yyyy)  
Validity: .....
- c. Is the institution option for assessment and accreditation of teacher Education Programme separately?  
Yes  No

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

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)

And number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: .....(dd/mm/yyyy)

Validity: .....

c. Is the institution option for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching position in the Institution

As on 01.08.2017

Positions	Teaching faculty						Non-teaching staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government	-	-	-	-	-	-	-	-	-	-
<i>Recruited</i>										
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies	14	7	6	14	5	53	13	23	7	5
<i>Recruited</i>	14	7	6	14	5	53	13	23	7	5
<i>Yet to recruit</i>	0	0	0	0	0	0	0	0	0	0

\*M-Male \*F-Female

21. Qualification of the teaching staff:

As on 01.08.2017

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	13	7	3	7	0	2	32
M.Phil.	0	0	1	4	0	9	14

PG	1	0	0	5	6	41	53
Temporary teachers Nil							
Ph.d.							
M.Phil.							
PG							
Part-time teachers Nil							
Ph.D.							
M.Phil.							
PG							

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

20

23. Furnish the number of the student admitted to the collage during the last four academic years.

#### BCA Course

Categories	Year 1 2017-20		Year 2 2016-19		Year 3 2015-18		Year 4 2014-17	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	3	1	1	3	2	1	2	-
ST	-	-	-	-	-	-	-	-
OBC	3	-	-	-	-	-	-	-
General	96	18	96	20	89	27	89	22
Others	-	-	-	-	-	-	-	-
Total	102	19	97	23	91	28	91	22

#### BBA Course

Categories	Year 1 2017-20		Year 2 2016-19		Year 3 2015-18		Year 4 2014-17	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	4	-	1	-	6	3	1	-
ST	-	-	1	-	-	-	-	-
OBC	1	1	-	1	2	-	-	-
General	71	43	79	38	95	14	102	17
Others	-	-	-	-	-	-	-	-
Total	76	44	81	39	103	17	103	17

#### MCA

Categories	Year 1 2017-20		Year 2 2016-19		Year 3 2015-18		Year 4 2014-17	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	1	2	-	-	1	-	-

ST	1	-	-	-	-	-	-	-
OBC	2	1	2	2	-	-	-	-
General	71	44	71	43	62	53	63	54
Others	-	-	-	-	-	-	-	-
Total	74	46	75	45	62	54	63	54

PGDM, PGDM(IB) & PGDM(RM)

Categories	Year 1 2017-19		Year 2 2016-18		Year 3 2015-17		Year 4 2014-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	-	-	-	-	-	-	-
ST	-	-	-	-	-	-	-	-
OBC	-	-	-	-	-	-	-	-
General	162	126	143	129	167	125	162	90
Others	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	216	267	-	-	-
Students from other states of India	25	141	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	241	408			

\*Data relates to the students admitted in 2017-18

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

UG	2 to 3 students per programme	PG	2 to 3 students per programme
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26. Unit Cost of Education

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

(a) Including the salary component

**Rs.2.75 Lacs for autonomous progs.  
Rs. 70,000/- for university affiliated progs.**

(b) Excluding the salary component

**Rs.1.33 lacs for autonomous progs.  
Rs. 64000/- for university affiliated progs.**

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

Yes ☐ No ☒

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☐

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

MCA=1:15

BCA=1:20

BBA=1:20

PGDM=1:15

29. Is the college applying for

Accreditation: Cycle 1 ☒ ☐ 2 ☐ e 3 ☐  
Cycle 4

Re-Assessment: ☐

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

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

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

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

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

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

31. Number of working days during the last academic year.

Autonomous Programme: 222  
IP Affiliated Programmes: 176

32. Number of teaching days during the last academic year  
(Teaching days means days on which lectures were engaged excluding the examination days)

Affiliated Programme : 154 Autonomous Programme: 192
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33. Date of establishment of Annual Quality Assurance Report (AQAR) to NAAC.

AQAR (i) .....N.A..... (dd/mm/yyyy)

AQAR (ii) .....N.A..... (dd/mm/yyyy)

AQAR (iii) .....N.A..... (dd/mm/yyyy)

AQAR (iv) .....N.A..... (dd/mm/yyyy)

34. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

## 2. Criteria – wise Inputs

### Criterion I: Curricular Aspects

#### 1.1 Curriculum Planning and Implementation

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

**VISION :** To be an Institute of Academic Excellence with total commitment to quality education and research in Management and Information Technology with a holistic concern for better life, environment and society

**MISSION:** To serve the society and improve the quality of life by imparting high quality education in management and information technology, providing training and development services, fostering research, giving consultancy services to industry and disseminating knowledge through the publication of books, journals and magazines

#### Objectives of our Institution

- To impart/provide high quality & world class education to its students.
- To prepare students to exploit opportunities being newly created in the Management & IT Field.
- To provide adequate industry & practical exposure to the students.

- To maintain employer satisfaction within the community by providing professionally trained & educated graduates for the industry.
- To encourage students to realize the importance of reaching personal & professional goals through self motivation, individual growth & pursuit of excellence.
- To continually evaluate & appraise every facet of the College's programmes to ensure relevance to the needs of the employment community, effective preparation of students for success in career & compatibility with the college's standards.

### **Dissemination**

- All these are published on our college website as well as students are also provided information about this during their orientation programme.
- These are disseminated among the stakeholders by parent-Teacher Meeting, displayed on the Notice Boards, PPTs shown to the students on the Orientation day.

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

1. To ensure effective implementation of the curriculum, the institute makes sure that curriculum is discussed with different management levels like Governing Board, Academic Advisory Council, Board of Studies-IT, Board of studies-Mgmt. and Course committees. Any new subject introduced the action plan involves discussion with subject faculty and the Expert from the Course Committee. The recommendation suggested is further put in front of the Board of studies and Academic Council before submitting to the coordination committee of the University.
2. The institute follows a systematic plan to deploy these action plans where the entire schedule for the academic year is prepared and accordingly faculty member makes teaching pedagogy plan. Every month assessment sheets are checked by the head of the department making sure the tentative plan as suggested by faculty member earlier is being followed.
3. For effective implementation, the classroom teaching and some changes, if any are supplemented by seminars, projects and industrial tours.

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

1. The faculties are encouraged to conduct FDP, MDPs, Workshop, Seminars and Conference in the institute and also encourage participating in the same in other university/Institutes and the colleges reimburses their travel allowance and registration fee for the participation in the same.
2. Faculty members are provided with modern teaching aids like smart boards, LCDs, advanced computers, Web opac facility, E-Journal, academic alliance with EMC, Oracle & SAP, the institute provides software and study materials.
3. Academic leave is granted to faculty members enrolled for Ph.D under any university.

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

The Institute follows a proper planned academic calendar to make sure there is effective implementation of curriculum and its delivery. All faculty members prepare teaching /lesson plan, assignments, tests, MCQs and Mock tests. These are monitored by a Subject Expert and Head of the Department regularly on monthly basis.

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

Regular interaction with CRMC to upgrade the level of students to ensure that student

- a.) Meets industry expectation.
- b.) The departments ensure that student activities and student committee receive adequate supervision.
- c.) Regular meeting with faculty members for innovations in teaching.
- d.) Giving suggestion and proposal to the University regarding curriculum up/gradation.

- 1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented in the Board of Studies, student feedback, teacher feedback, stakeholder feedback provide, specific suggestions etc.

As the institute is affiliated to the University, where in norms are pre suggested, there is limited scope for flexibility and changes related to curriculum. Our faculty members actively participate in discussions and meetings related to curriculum design

conducted by University. Our one professor (Dr. V B Aggarwal) has been a member of the Board of Studies of the university. After gathering the needs of the industry from industry interaction meets, alumni meets, panel discussions and taking feedback from students and other Expert faculty members, the suggestions in the changes in the course curriculum are gathered and presented in front of the Academic Advisory Council of the institute.

The institute has a much greater degree of freedom in its autonomous program.

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

The BBA, BCA & MCA courses are affiliated to G.G.S.I.P. University. Therefore the up gradation in the syllabi can only be implemented by University and the institute does not have the flexibility to develop and change the curriculum. It follows the syllabus prescribed by the University. In PGDM programs, we develop our own course curriculum.

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

The institute follows the input-process-output module of assessing whether the stated objectives have been achieved or not. Course Objectives (COs) and Program Objectives (POs) are clearly defined.

## **1.2 Academic Flexibility**

- 1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/skill development course etc., offered by the institution.

The institute focus on overall Holistic improvement of students and educate them with vision of future employability. The institute organises number of activities for the development of students like debate competitions, Robotic workshops, Competency mapping test, PD sessions, certification from IIT Mumbai, IBM Certification, Communication Lab, Bridge Courses

- 1.2.2 The institution offer programmes that facilitate twinning/dual degree? If ‘yes’, give details

The college does not offer any programme that facilitates twinning/dual degree. As the institute is affiliated to GGSIPU that does not provide any dual degree programme so it is adhering to the norms & rules of the University. In PGDM programs, we have recently signed a few MOUs to provide dual degree.

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

- Range of Core/ Elective options offered by the University and those opted by the college: Subjects are offered from University as Elective options and these are opted by the students of the Institute in BCA and MCA Programmes.
- Choice Based Credit System and range of subject options: NO. Not Offered by the University
- Course offered in modular form: NO. Not offered by the University.
- Credit transfer and accumulation facility: The University provides the flexibility of leaving 6 credits out of total Credits required in BBA Programme and flexibility of leaving 10 credits out of total Credits required in BCA and MCA Programmes.
- Lateral and vertical mobility within and across programmes and Courses: NO. Not offered by University.
- Enrichment Courses
  - a) IBM Certification
  - b) Youth Employability Initiative by GTT\_Barclay's
  - c) Spoken Tutorials from IIT, Mumbai

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

All the courses at our institution are self-financing and students need to pay the fees according to the Course. For BBA, BCA & MCA courses the fee is fixed by the State Fee Regulatory Committee (SFRC).

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

**Providing additional skill-oriented programmes**

The Institute analyses the trends across industries in conjunction with development in education sector by offering competency based modules like training to set up new venture, Live Projects and handling Micro Finance Projects under Entrepreneurship Development Cell. The Institute tries to capture recent economic and Market shift and trends and instils the tackling skills in students by organising various Market Research and survey based industrial Visits.

Besides course curriculum we gather latest trends & technologies of environment through various industry academia meets & after gathering information we provide training on latest technologies to the students in summer school like Android, IBM Worklite, Python, PHP, ASP.net to name a few. JIMS facilitates its students to participate in “The Great Mind Challenge” research project organized by IBM by offering training from the IBM Experts. JIMS had also launched a new project "Young Technology Awards", where students are encouraged to take part in innovative software projects, design concepts or research papers related to IT area which are further assessed by an eminent panel of judges and cash prizes and trophies are awarded to winning teams.

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

NO. The flexibility of combining the conventional face-to-face & Distance mode of Education is not provided by University.

### **1.3 Curriculum Enrichment**

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

To ensure that the academic programmes and Institution’s Goals & Objectives are integrated following efforts are being made-

The Curriculum prescribed by the University is fixed. However, the institute makes sincere efforts and add certain activities that supplements the university curriculum in practice. The institute organises number of activities like seminars, debates, Guest Lectures, Workshops, Conferences, Summer School, Academic Club activities and various training sessions for students on Robotics, Communication Lab, Personality Development, Mentorship Programme under Alumni Interaction Forum. These activities ensure the integration of Academic programmes and the objectives of the

institute. The institute introduced Live Research projects and corporate internship programmes for students to gain practical knowledge as well.

1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Our institute lays emphasis on providing quality education with integration of knowledge enhancement and personality development so that student can handle turbulence of Market. This initiative has been put in practise by starting career guidance workshops, Personality development sessions and Communication Lab.
- Interactive sessions regarding theoretical and practical integration of knowledge are provided in the panel discussions by veteran academicians and Corporate Experts/Speakers.
- Simulation and competency based activities are organised to meet current industrial trends like virtual stock Exchange and Business plan competitions.

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

Efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc.

- We organize Youth Health Mela which discusses issues on gender sensitivity.
- The Internal Complaint Committee (ICC) greatly encourages safety of women & also ensures “no gender bias”.
- Our Campus is a tobacco free campus.
- Various banners have been placed at different places that creates awareness about the disadvantages & harmful effects of tobacco use.
- Regular sessions and workshops conducted by counsellors and experienced professionals to make the students aware about the Human Rights Like for example,
  - ‘Introduction to Human Rights’ Workshop is being organized to make the students aware about their human rights
  - ‘Economic & Social Rights’ Workshop is being conducted to familiarize the students with issues of economic & social rights.
- Organizing debates, street play and poster making competition to educate the students about the environment issues.
- The Eco-preneur Club is a green initiative by the students towards a healthy and sustainable life. In order to spread awareness regarding environment related issues, the club periodically organizes activities ranging from

plantation drives to enacting role plays. The faculty in charge leads the students in their creative efforts to generate awareness on issues of energy saving, waste management, recycling, resource conservation, environment protection, etc. The student bearers of the club make sincere efforts to make 'eco friendly actions' part of routine life at JIMS.

- Wi Fi enabled internet access in campus.
- Various posters and banners are being placed in the campus to ensure there would be no ragging issues among the students.

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

- Moral and ethical values
- Employable and life skills
- Better career options
- Community orientation

Various value-added courses/enrichment programmes offered to ensure holistic development of students:-

➤ **Moral & Ethical values**

- We are having a special subject of Value & Ethics for students in the course curriculum of BBA Programme. The basic objective of this subject is to make the students realize the importance of Values & Ethics in Business. It endeavors to provide a background to ethics as a prelude to learn the skills of ethical decision-making and, then, to apply those skills to the real and current challenges of the information professions.
- Our institute is having its own Patriotic Club which offers various activities that helps in developing the moral & ethical values among the students through various activities like,
  - ❖ Helping the Blind
  - ❖ Ration distribution to poor & underprivileged people
  - ❖ Clothes & Books distribution to poor & underprivileged people
  - ❖ Ration distribution to old age homes
  - ❖ Cleanliness drive etc.

➤ **Employable & Life Skills**

- Various clubs have been formed in the institution each having a different aim that will help the students to develop their skills.
- Students take initiatives by being a part of these clubs and perform various activities. Like for eg, E-cell Our entrepreneurship cell "Tarkash" firmly believes and harbors the innovative thought that emerging economies like

India need. The cell brings out the entrepreneurial spirit in budding managers and provides them with the vital support system to set up new ventures.

➤ **Better Career options**

- For better career options our college is having its own placement cell where experienced professionals guide the students for various career opportunities through various counseling sessions which will help them in their personality development.
- Our CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling.
- Various mock interview sessions are being conducted for the students so that they can prepare themselves for various career opportunities in the future.
- Campus placements are also done by inviting various reputed and well known companies.

➤ **Community orientation**

- Various community orientation programmes are being organized like blood donation camp, cleanliness drive etc.

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

The Institute has established a practice of regularly taking feedback from students, Alumni, faculties, Employers and Parents. Though the curriculum prescribed by University cannot be changed, but on the basis of feedback received, attempts are made to enrich the curriculum. For instance, on the basis of students feedback the provision of extra lectures is made, Guest Lectures on topics suggested by students in the feedback are arranged. Parents feedback is taken and changes are made within the framework of University Guidelines.

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

- Proper feedback is been taken from the faculties and students for various programmes conducted in the college. Feedback ensures that the activity/programme is being conducted as planned or not and whether the objective of the particular programme have been met or not.
- The feedback given by the faculties shows the interest level and commitment of the students towards the programme. This feedback is evaluated to know the benefits & shortcomings of the programme being organized.

- Our institute conducts Self Efficacy Test for the students where students rate the perception of their own achievement in particular learning outcome.
- Student Satisfaction Surveys are also done in the institute.
- Employer surveys are also conducted on regular intervals.

## 1.4 Feedback System

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

- By getting the feedback the teachers can share their views and recommend necessary changes to be made in the syllabi or curriculum to the University.
- The senior teachers who are the members of the Board of Studies share the feedback at the University meetings and discuss the changes to be made & new plans to be implemented for ensuring better learning of the students.
- Also the teachers represent the institute in the revision in syllabus to be made during the University meetings.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally/new programmes?

Feedback on Curriculum from students is obtained through formal questionnaire. The Institute has a mechanism to collect feedback from Alumni, Parents, Employers and students. Formal meetings and Discussion forum are organised with various stakeholders and minutes of meeting are prepared. The suggestions from the same are forwarded to the University by representative from the Institute who are also the member of Board of studies in the University to make systematic implementation.

There are various ways through which a formal feedback is been taken from stakeholders such as:

### ➤ **Students & Alumni**

- Feedback form filled up by various students after the Guest lectures.
- Industrial Visit feedback form.
- Training sessions feedback form.
- Seminars/Workshops feedback form.
- Alumni feedback form.
- Infrastructure feedback form.

### ➤ **Faculties**

- Report from the Faculties about the learning & development of the students through the curriculum.
- Faculty feedback form about the students.

➤ **Employers/Industry**

- Summer Internship feedback form filled up by the Mentor from the Industry.

➤ **Parents/Guardians**

- Feedback form from Parents/Guardians has been filled up which contains questions related to the timely completion of the course content, satisfaction level of students, provision of all facilities etc.

1.4.3. How many new programmes/courses were introduced by the institution new courses/programmes?)Any other relevant information regarding curricular aspects which the college would like to include.

The institute has not introduced any new program since 2010. In 2013, MCA 2<sup>nd</sup> shift was also started along with the first shift.

## **CRITERION II: TEACHING – LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1. How does the college ensure publicity and transparency in the Admission process?**

##### **Publicity & transparency in the admission process University Affiliated Programs:**

The Admissions of students takes place through transparent admission process based on merit as per the University guidelines. Prospectus giving the information regarding the admission process is provided to student and also mentioned on college website. The admission is made purely on merit basis and the information is circulated. The list of students admitted to various classes are, along with percentage of marks scored for the purpose of selection process is made and put up according to the schedule prescribed by the University.

The admissions to the programmes of studies in the Guru Gobind Singh Indraprastha University (GGSIPU) are primarily through common entrance tests (CET) conducted by the University or on merit of the qualifying degrees. The programmes of studies are grouped together, on the basis of common syllabi (for CET), for the purpose of conduction of CET. The programme(s) groups, wherever a CET is to be conducted, are assigned a unique CET code. If a programme or programme group is such that the admissions for them is not on the basis of a CET conducted by the University, then the CET code for that programme or programme group is treated as the Admission Code.

The programmes for which Common Entrance Tests are being conducted, the University will prepare a list of qualified candidates separately for each CET Code in order of merit based on the marks obtained by the candidates in the said Tests. The result of Common Entrance Tests will be displayed on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) on the dates specified in Part A.

The University will declare inter-se-ranks for qualified candidates only. No separate intimation will be sent to the candidates in this regard. All the admissions will be made through counsellings to be conducted by the University as per the procedure prescribed in this admission brochure, strictly on the basis of inter-se-merit of the qualified candidates.

For the programmes for which Common Entrance Tests are not being conducted, the University will prepare a list of qualified candidates separately for each CET Code in order of merit based on the marks obtained by the candidates in the qualifying examinations and other conditions as prescribed in Part A. Such merit lists will be displayed on the University's Website ([www.ipu.ac.in](http://www.ipu.ac.in)) on the dates specified in Part A. The University will declare inter-se-ranks for qualified candidates only. No separate intimation will be sent to the candidates in this regard. All the admissions will be made through counsellings to be conducted by the University as per the procedure prescribed

in this admission brochure, strictly on the basis of inter-se-merit of the qualified candidates.

The university will be conducting online counseling for eleven programmes and also offline counselling for the rest of the programmes. On-line Counselling/Admission will be held for eleven programmes such as B.Tech, Lateral Entry to B.Tech for diploma Holders/Lateral Entry to B.Tech for B.Sc. Grads, BBA, BCA, MBA, MCA,LLB, B.Ed (Excluding B.Ed. Spl. Edu.), BJMC, B.COM (H) on the basis of merit of rank obtained in the Common Entrance Test (CET) 2016. However, the candidates who will qualify CET-2016, must also fulfil the eligibility criteria of the qualifying examinations, as laid down in the Admission Brochure.

### **Autonomous Programs:**

The selection process of PGDM/IB/RM has been carefully designed in order to pick up the deserving students. As AICTE approved programmes, the minimum eligibility criteria prescribed by the AICTE approved process handbook is adhered to which is as under:

“Recognized Bachelor’s Degree of minimum 3 years duration.

Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.

Institutes offering Post Graduate Diploma in Management shall admit students who have valid CAT/MAT/XAT/ATMA/GMAT/CMAT score.”

Nearly, four years ago the AICTE had insisted on the adoption of a single entrance test for all autonomous programmes which is conducted by AICTE and is called CMAT. Various associations of the autonomous institutions ( for example: EPSI) went to the court against this decision. The court is yet to give its final ruling. However as an interim order the institutes are allowed to accept scores of six tests mentioned above. In JIMS, most of the applicants take either CAT or MAT exams. The institute participates in both CAT and MAT. Minimum eligibility is prescribed which is normally 80 percentile. Based on the information provided by the examination conducting agencies, the eligible students are invited to apply for admissions. The institute publishes its admission programmes in various online and print medium apart from its own website. The institute has a well functioning admission committee along with faculty counsellors who respond to the queries of admission seekers. A student can apply either online or via print form. A single admission fee (Rs.1000/-) is charged wherein a student can apply in all the three programmes giving his order of preferences.

The final selection is done on the basis of four parameters which are as follows :

Academic/Professional Qualification - 20 marks

Entrance test	-	40 marks
Group Discussion and Written Test	-	15 marks
Personal Interview	-	25 marks
Total	-	100 marks

1. **Academic / Professional Qualification:** The institute wants to admit students from heterogeneous background and multiple disciplines. The marks scored in graduation and the course performance as follows:

<b>Performance in 12<sup>th</sup> &amp; Graduation</b>			
<b><u>12<sup>th</sup></u> (5 Marks)</b>		<b><u>Graduation</u> (5 Marks)</b>	
40-49%	0	40-49%	0
50-59%	1	50-55%	1
60-65%	2	55-60%	2
65-70%	3	60-65%	4
70-75%	4	Above 65%	5
Above 75%	5		

<b>Work Experience (5 Marks)</b>	
Less than one year	0
One year & above	5

<b>Professional &amp; Educational Background (5 Marks)</b>	
M.Sc.(Maths) ,M.Com, MCA, MA(ECO.)	5
B. Tech, B. Architect, LLB, BDS, BAMS, B.Com (Hons.), B.A.(Eco.Hons),B.Sc (Bio-Tech), B.Sc. (IT), BBA, BCA, B. Pharma, BTM, BHM, MA(other subject), M.Sc(Others Subjects) or any other Professional / Hons. Course	4
B Com (Pass), B.Sc.	3
B.A. (Pass) , Other UG Courses, etc.	2

<b>Total Composite Score (MAT/CAT/CMAT/XAT)</b>		
<b>CAT (%tile)</b>	<b>MAT/CMAT Score</b>	<b>(40 Marks)</b>
45-49	500-549	10
50-59	550-599	15
60-64	600-649	25
65-69	650-699	30
70-79	700-749	35
80 & above	750-800	40

**Group Discussion:**

Particulars	Max. Marks
Ability to lead	5
Clarity of thought and analytical skill	5
Communication Skill	5
<b>Total</b>	<b>15</b>

**Personal Interview:**

Particulars	Max. Marks
Appearance (Dress, Body Language etc)	5
Communication Skill	5
General Awareness	5
Academic Knowledge	5
Vision and Commitment	5
<b>Total</b>	<b>25</b>

There is no elimination round. The merit list is prepared on the basis of all four parameters.

Apart from campus, the GDPI process is also carried out in some select cities mainly of north India. In both GD and PI, external experts from both industry and academia are invited. GD and PI panel consists of three persons out of which two are from outside. In order to achieve better results, the panelists are asked to award marks of the students separately so that every student has three PI scores and three GD scores. Depending upon the number of students and their performance, a cut off is decided by the examination committee and accordingly students are admitted provisionally.

- 2.1.2. Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of

merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- For the courses affiliated to GGSIPU CET is conducted by the University and selection is solely made by the University according to the rank of the students in the CET.
- Based on the ranking scored by the students and their choice of available institution from list provided by the University, the University allots different students to different colleges.
- The list of the allotted students is provided to us by the University.

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

**For Courses /Programmes affiliated to GGSIPU the minimum qualifying criteria is mentioned below:**

- **For MCA**

Bachelor degree from a recognized university in any discipline with at least 50% marks in aggregate and must also have passed in Mathematics and English at least Senior School Certificate Examination (Class XII) of the CBSE or any other examination recognized as equivalent thereto.

**or**

BCA/BIT/BIS from a recognized university of at least three years duration with minimum 50% marks in aggregate.

**or**

Bachelors Degree in Engineering or Technology or a qualification recognized as equivalent thereto with at least 50% marks in aggregate.

Candidates applying for MCA will have to take a comprehensive written test conducted by Guru Gobind Singh Indraprastha University. Based on merit in this examination, students are admitted to the programme **through Common Entrance Test (CET) conducted by GGSIPU.**

**The admissions would be based on the merit / rank in the CET.**

- **For BBA**

Pass in class of 10+2 of CBSE or equivalent with a minimum of 50% marks in aggregate and must have passed in English (core or elective or Functional) as a subject.

Candidates applying for BBA will have to take a comprehensive written test conducted by Guru Gobind Singh Indraprastha University. Based on merit in this

examination, students are admitted to the programme **through Common Entrance Test (CET) conducted by GGSIPU.**

**The admissions would be based on the merit / rank in the CET.**

- **For BCA**

50% aggregate in 12th with English (core or elective or functional) and Mathematics or Computer Science/ informatics practice/Computer applications.

or

Three year diploma in a branch of engineering from polytechnic approved by All India Council for technical education and affiliated to a recognized examining body with a minimum of 50% aggregate.

Candidates applying for BCA will have to take a comprehensive written test conducted by Guru Gobind Singh Indraprastha University. Based on merit in this examination, students are admitted to the programme **through Common Entrance Test (CET) conducted by GGSIPU.**

**The admissions would be based on the merit / rank in the CET.**

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

The admission process, last dates for applications, display of merit list are all maintained and followed strictly as per University regulations. As and when these regulations change, same are incorporated in existing process in the College.

Teachers are involved in admission Committee and the process is reviewed every year for smooth functioning and admissions are streamlined according to University regulations. Admission committee helps students to fill application forms and submit them without any ambiguity. Special attention is given to parents orientation to make them understand admission.

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

- SC/ST
- OBC
- Women
- Differently abled
- Economically weaker sections
- Minority community
- Any other

- As most of the courses are affiliated to GGSIPU and the University reserves 85% seats to Delhi Candidates only & within this there are other reservations for SC/ST, OBC, PH etc. so the admission of students for University affiliated Programmes are based on this reservation category for various students.
- As there is no such reservation for Women Category but our institute provide equal opportunities to Women Candidates.
- For Economically Weaker Section students our institute provides Scholarships on merit basis.

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

Year	2017			2016			2015			2014		
Programmes	Number of Applications	Number of Students Admitted	Demand Ratio	Number of Applications	Number of Students Admitted	Demand Ratio	Number of Applications	Number of Students Admitted	Demand Ratio	Number of Applications	Number of Students Admitted	Demand Ratio
PGDM	2959	288	1:10	2690	276	1:10	2368	292	1:8	2290	253	1:9
MCA	NA	120	NA	NA	120	NA	NA	120	NA	NA	120	NA
BBA	NA	120	NA	NA	120	NA	NA	120	NA	NA	120	NA
BCA	NA	120	NA	NA	120	NA	NA	120	NA	NA	113	NA

## 2.2 Catering to Student Diversity

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

**The Institute provides following facilities to cater the needs of differently abled students**

- Ramps
- Lift facilities
- Wheel Chair
- Provide extra time in Internal Examinations to maintain competitiveness among the students
- Provides separate room according to comfortable level of the student.
- The Institution establish common rules for all the classes and make sure that differently abled student should follow these rules and has a equal rights like other students.

- g. The Institution had restarted BBA and BCA in the year 2010. Since 2010, no student has been enrolled in this category.

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

Yes

- The Institution organizes Orientation Program before commencement of academic year for all courses BBA, BCA and MCA affiliated to G.G.S.I.P University
- In Orientation programme, students are made aware about the Rules and Regulations of the college, Club Activities, Guest Lectures, Workshops and Seminars organized and Placement details in the last academic year
- Our Faculty Counselling Team interacts with each individual student of the respective course so that they can open up about their needs in terms of Knowledge, Skills and our faculty members try to guide students as best of their knowledge.
- Special classes for accounting and finance related subjects are organized in PGDM program for students coming from disciplines like engineering, science, liberal arts etc.

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

- **Bridge Course:** The Institution organizes Bridge Course of Various subjects like Mathematics, Basics of Physics, C programming Language, Accounting and Business Economics. This course is organized for those students who don't have background in the above said subject at the school level. The aim of this course is to provide basic knowledge of these courses so that students can cope up with the course easily.
- **Remedial Classes:** Remedial classes are being organized from time to time for those students who are not able to learn the subjects properly in class room teaching. These classes are provided to improve their learning about the subject.
- **Summer School:** The Institution organizes Summer School in IV Semester of the course. The aim of the summer school is to enrich the students with latest technology so that students can meet industry needs. Project presentation competition is being held during this period and best student is being awarded to increase competitiveness among students.

- **Live Projects:** Students are being assigned live project so that students can relate class room teaching to Real World Scenarios. It is an opportunity for the students to implement what they learnt in the class room to the projects. Our faculty mentors are being assigned to them so that if any doubt occur, they can solve easily.
- **Enrichment Courses:** The Institution organizes Personality Development Activities like Guest Lecture on Body Language, Presentation Skills, Stress Management etc. The purpose of this course is to groom an individual and helps them to make a mark of their own.
- **Add-On:** The college organizes pre placement activities for which includes Aptitude Test, Technical Test, Mock Interviews, Technical Interviews , Review Session on Core Subject like C, C++, Finance etc, PDP Guest Lectures. The Institution organizes various Guest Lectures, Workshops, Seminar to update the student with latest trends, insight of the subjects.

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

Through student voluntary cell, various programmes are conducted to sensitize the students on social issues. National and international conferences/seminars are regularly held or participated-on inclusiveness, gender sensitivity and environmental change. Our college has adopted corporate social responsibility and help children who are deprived in society by organizing various social welfare and donation camps. Students organize various environmental sustainability related competitions and awareness campaigns like carbon emission, pollution etc.

- The Institution has placed the notice regarding “Anti Ragging” on all the notice board and students are also counseled about the same.
- Students of First and Second year are mandatory to fill online affidavit form in which they undertake that they will not indulge into such a activity.
- The Institution is having “Sex Harassment Committee” for staff and students. This committee has been made in order to ensure decency at work place as well as in class rooms.
- Our college is “Tobacco Free” within 500 meters of the premises as per guideline of G.G.S.I.P University.
- The Institution is having “ECO Club”. In this committee new sapling, instrument is being purchased from time to time and Gardner has been appointed on a pay roll to maintain it.

- The College organizes activities for awareness among student on Environment, Sexual Harassment, Gender Equality, and Anti-ragging. For example Cleanliness Drive, Nukkad Natak, Guest lectures, Workshops.

2.2.5. How does the institution identify and respond to special education/learning needs of advanced learners?

- College identifies students' educational needs by CR feedback form which is filled after every fortnight, Individual Feedback is taken and mentors are allotted to the students so that they can share their needs in terms of Education/Learning very easily. The information of the same is forward to HODs/Director of the Institution for necessary steps.
- CSI Membership
- Our Library has membership of E-Journal Name Springer and Cengage learning-IMC. Student can access national and international journals online anywhere in the college premises to promote advance learning
- Our Labs are equipped with latest softwares and Hardware like Rational Rose, Visual Studio2012, SQL Server 2012 and i5 processors, wifi of 64 Mbps bandwidth etc.
- Our classrooms are equipped with Smart boards, L.C.Ds.
- Students are encouraged to write some research papers, case studies, articles in our Annual Seminar "Technowiz", "Surge", TechByte, IT and Management Flash.

2.2.6. How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantage sections of society, physically challenged, slow learners, economically weaker section etc. Who may discontinue their studies if some sort of support is not provided)?

- The Institution does attendance compilation from time to time and list of students who are having short attendance is prepared. College calls meeting of parents for these student and if any student is on edge of leaving the course, proper counselling is provided to these students by our faculty counselling team.
- Students are encouraged to discuss their problems with respective faculty mentors, if need to be. Faculty mentors discuss student problems with HOD and Director so that necessary steps could be initiated.
- The Institution collects data for the students who are at the risk of dropout by analysing the Internal Marks of Course. If the student is having less marks in the respective subject, additional classes for the same are provided.

- d) If the student is from the economically weaker section or not able to continue the course due to financial crisis, proper counselling and support for continuation of studies is provided like concession in fees or student can pay their fees in instalment to reduce the rate of dropout students
- e) Physically Handicapped student:
  - e. a) Provide extra time in Internal Examinations to maintain competitiveness among the students
  - e. b) As far as possible, the buildings are accessible by differently abled students

## 2.3 Teaching-Learning Process

### 2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- The academic calendar published by the University is followed in the Institute .
- The Activity Calendar for various co-curricular activities to be organized is prepared by the respective department.
- Workload for faculties is prepared by the department.
- The Faculties prepare their lesson plans as per the curriculum & accordingly lectures are being conducted in the institute.
- A teaching time table is also prepared and is circulated among students and teachers so that lectures will be conducted on time and as per the planned curriculum.
- A schedule of all the examinations and tests to be conducted in a semester/year is made well in advance and circulated among the faculties.

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

IQAC helps in maintaining & enhancing the quality of teaching and learning process. By its evaluation & feedback process it ensures that the quality of teaching is maintained and the students feedback helps in improvement & changes to be made in the teaching process.

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

The entire learning process aims at ensuring that the students acquire required skills. The classroom teaching is not a one way process. The teacher encourages discussion,

students make presentation on various topics where teachers act as facilitators. All major club activities are planned to be carried out by the students under the guidance of teachers. Students also compere all major events such as national seminar, quiz competitions, debates, conferences, corporate checkmate etc.

#### **Support structure for students**

- Various projects & assignments are given to students to enhance their skills. Like for eg. Research Project is given to the students on a particular topic where they have to do a detailed research on the assigned topic and prepare a report on that.
- Various competitions and activities are being organized in the institution to make the students more participative and interactive like role play, debate competition, extempore, essay writing competition, cultural events etc.
- Students are also encouraged to take part in various group presentations to enhance their communication skills as well as their knowledge & learning.
- Group discussions are also being initiated on various current topics so that students can share their views & opinions for different issues.
- The reference books other than the course material is been available in the college. library from where the students can refer the books of different authors for study purpose.
- Internet facility & well equipped computer labs are available for students & faculties.
- Creative Writing Competitions are organized where the students can use their creative & innovative thinking & ideas through writing.
- E-cell, Our entrepreneurship cell “Tarkash” firmly believes and harbours the innovative thought that emerging economies like India need. The cell brings out the entrepreneurial spirit in budding managers and provides them with the vital support system to set up new ventures.

#### **Support Structure for faculties**

- Smart boards are available in the classroom for teaching purpose.
- Well stocked library with latest books & journals.
- Facility of desktop computers is available to all the faculties in the institute.
- Availability of LCDs in classrooms for PowerPoint presentations.
- Facility of Mike is also provided for various announcements as well as during seminars, conferences, Workshops etc.
- Fully Air Conditioned Auditorium is available in the Campus to conduct various Seminars, Conferences, Workshops etc.

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

### **Institution nurture critical thinking, creativity & scientific temper among the students**

- Our institution encourages the students to take part in various activities like role plays, live projects, debates, presentations etc.
- The faculty members lay more emphasis on giving practical exposure because merely understanding the concepts is not relevant and useful. Their application in the practical life and how to use these concepts in the practical life is more important & thus our main aim is to equipped the students with the necessary skills & training so that they can apply these concepts in their practical life.
- Open discussions are encouraged among the students so that every student can share their perspectives and ideas for different situations and topics.
- Various clubs have been formed in the institution each having a different aim that will help the students to develop their skills. Students take initiatives by being a part of these clubs and perform various activities.
- Various Guest lectures are organized where the experienced faculties & professionals come to our institute & share their experiences with the students.
- Live projects are given to the students where they practically apply the concepts which they have learnt. Like for e.g., Students of MCA are sent for Summer Internship Programme to various corporate after completion of 1 year of their course where they practically learn how to develop a software.
- Self Defence Training Campaign is also being organized by the institute where the students learn the importance of self-defence. Self-defence training helps to prepare the students for unexpected situations and also helps develop increased mental and physical health.
- Robotic Workshops are organized in the institute for the students.
- Facility of Communication Lab is also provided to the students.
- Competency Mapping Testis also conducted for students to identify the strengths and weaknesses of the students. The aim is to enable the student to better understand himself or herself and to point out where career development efforts need to be directed.
- Mock GD/PI Sessions are also conducted for the students to prepare them for better career opportunities.

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

1. Well equipped computer labs with internet facility.
2. Online availability of assignments.
3. LCD Projector facilities are available in the classroom to give presentations.

4. Faculties have created official e-mail ids where students can interact with them & can clear their doubts, if any.
5. Facility of various publications and journals are provided.
6. Digital Electronics, which is one of the subjects in MCA programme, equips the students with all the essential fundamental concepts underlying the working of a computer. For this subject, a specially designed lab has been created for experiments in computer architecture, switching theory, logic design, electronic devices and circuits. The lab is fully equipped with CROs, bread boards, relevant ICs and different trainer kits which include antenna trainer kit, digital signal trainer kit among others.
7. Our simple classroom teaching is aided with many modern facilities like air-conditioning convenience, internet, intranet connectivity, hi-tech multimedia and audio-visual equipments which set the tone for students to engage in stimulating discussions.
8. JIMS has two well stocked and fully equipped libraries separately for management and information technology programmes. The institute subscribes to a large number of national and international magazines, periodicals, journals and research paper of repute. The libraries also have reputed software packages of several journals. The institute pays special attention not only to strengthening the library with additional books and journals, but also to ensure that they are utilized well by the students both for their courses as well as to extend the frontiers of their general knowledge. Audio and multimedia versions of some course modules are also available.

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

1. Faculty members attend various national and international conferences, seminars and workshops on various emerging issues.
2. Faculty Development Programmes & Management Development Programmes are arranged on regular basis.
3. Various training sessions are being organized for students to give them industry exposure.
4. Students also participate actively in various competitions & also go to other universities for various events.
5. Faculties also present various papers in different seminars.
6. Faculties also visit various other colleges for guest lectures.

7. Live projects are given to the students where they practically perform what they have learnt.
8. Regular Industrial Visits also help the students in getting more industrial exposure.
9. Spoken tutorials on LINUX are done by students from IIT Bombay.
10. Besides course curriculum we gather latest trends & technologies of environment through various Industry Academia meets, Panel discussions, Alumni Meets & after gathering information we provide training on latest technologies to the students like Android, IBM Worklite, Python, PHP, ASP.net to name a few.
11. Jims is a centre of excellence by IBM & it sends its expert team to provide training & certification to faculties & students.
12. With the combined efforts of Faculties and Students various workshops & seminars are organized in the institute.
13. During the Summer Internship Programme a Faculty is assigned as a mentor to each student and they guide the student in their training report.
14. Faculty members are also encouraged by the institute to go for higher studies like PhD

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

#### **Academic, personal & psycho-social support & guidance services**

1. Various Counselors & Mentors are there in the institution who guide, motivate and counsel the students if the students face any problem in the institute.
2. For the summer internship programme the institute also invites various companies so that they can select our students for the internship with their company.
3. The Placement cell coordinators counsel & guide the students for the interview process. Various Mock Interview, GD/PI Sessions were conducted to make the students prepared for their selection process. Similarly opportunities for placements for jobs are also provided by the college.

4. On the basis of internal tests the faculties may get to know which students need more improvement & thus provide extra attention & guidance accordingly.
5. Facility Of Bridge Course is also provided to first year students which enable the students to achieve the required level of assumed knowledge for various subjects.
6. For the Summer Internship Programme students are provided with faculties as mentors who advice and guides them for their project. They choose from different topics for the project as per their subject preference.
7. There is a separate Grievance Committee which caters & resolves the issues & grievances of the students.

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

Various innovative methods adopted by the faculties are:

1. Research Projects
2. Use of Case studies
3. Industrial visits
4. Seminars/Workshops conducted
5. Encouraging Debates and Group discussions
6. Role plays, Street Plays
7. Competitions & Quiz
8. Sending the students for live projects
9. Various assignments are given to students like projects, practicals, Research papers etc. which will help them in enhancing their knowledge & skills.

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

1. Facility of Book Bank is available with our library for the students where the students can avail one book per subject for the entire semester.
2. Also various other books related to their course & curriculum is available in the library which the students & the faculties can refer for teaching & learning.
3. The facility of various research papers & journals is also available for the students & faculties. Also other books are available for general reading.
4. JIMS has two well stacked and fully equipped libraries separately for management and information technology programmes. The institute subscribes

to a large number of national and international magazines, periodicals, journals and research paper of repute. The libraries also have reputed software packages of several journals. The institute pays special attention not only to strengthening the library with additional books and journals, but also to ensure that they are utilized well by the students both for their courses as well as to extend the frontiers of their general knowledge. Audio and multimedia versions of some course modules are also available.

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

The institute follows the Academic calendar as prescribed by the University & ensures completion of the curriculum as per the calendar within the planned time frame.

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

- Feedback taken from the students about the faculties to ensure quality of teaching process.
- Regular Faculty Development Programmes are being organized for the faculties to develop their skills & enhancing their knowledge.
- Feedback from the students for the subjects being taught are also taken and necessary improvements are made.
- The Authorities also monitor the quality of teaching of the faculties by regular visits and observation.
- Our affiliating university i.e. GGSIP University conducts an academic audit every year where in senior teachers from the university monitor and evaluate the quality of teaching and learning. Over the last four years the institute has been scoring around 80% marks in its academic audit.

## **2.4 Teacher Quality**

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

### **Recruitment**

The faculty requirement is first discussed in detail in the course committee meetings. The respective Deans/HODs convey this requirements to the Director.

Advertisements in Newspaper are given and applications are invited. The candidates are shortlisted and appointment are made on the basis of recommendation of our duty constituted selection committee as per the guidelines of GGSIPU, UGC, AICTE etc.. Their appointments are put for confirmation.

Some appointments are made on the basis when vacancies arise on A/c of short term such as longly leave or faculty resigning in between.

**Staff Retention:** The institute has been able to retain well qualified and competent faculty members over the years.

S.No.	Length of service in the institute (in years)	No. of faculty
1.	10+	12
2.	8-10	3
3.	5-8	22
4.	3-5	27
5.	0-3	30

Our attrition rate is around 10% pa.

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

The institution runs programme in management and information technology. Keeping in view, the location, service condition and reputation of the institution there is no problem of attracting well qualified teaching staff at all levels – senior, middle and junior.

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

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	6
HRD programmes	2
Orientation programmes	9
Staff training conduct by the university	25

Staff training conduct by other institutions	30
Summer / winter schools, workshops, etc.	30

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

C) Percentage of faculty

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: 15%
- Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies: 60%
- Presented papers in Workshops / Seminars / Conferences conduct or recognized by professional agencies: 51%

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

#### **Policies/Systems to recharge teachers**

- It is an obligation of every educational institution to improve the quality & standard of education. We propose to fulfill this obligation by offering certain incentives-financial and non-financial incentives to the faculty for their outstanding contribution towards improving the academic input & cooperation in the administration of the institute.
- For e.g. For International Seminar Coordination 200 points is given, 100 (coordinator) +100 (team) and One Incentive Point will have the monetary value of Rs.80 for an academic year. There are also various other events for which we assign different points to the faculties. Some of the events are
  - ❖ Organizing or Coordinating National Seminar/Workshop/FDP/MDP
  - ❖ Academic Club Activities

- ❖ IP University Exam Coordination
- ❖ Research Paper Presentation
- ❖ Management & IT Magazine editorship
- ❖ Participation in CRMC Activities
- ❖ Book Publication
- ❖ Article Writing etc.
- Faculty members are also encouraged to explore the possibility of procuring consultancy assignments. Incentives are provided to the faculties for participating in these assignments.
- Faculty members are also encouraged to provide guest lectures in other Universities and Colleges.
- Faculty members are also encouraged to pursue their PhD.
- Faculties who are pursuing their higher studies, such as PhD, M.Phil, M.Tech etc. are also entitled to Academic leave.
- Transport facility & other Reimbursements are provided to Faculties who go for various events to other Institutes or University.
- If a faculty member's articles/papers are accepted for publication, the participation fee shall be paid by the institute irrespective of the number of such publications.

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

We have well laid incentive scheme for the faculty members which helps them not to excel in teaching only but also conduct research, Workshops, MDPs etc.

Best Teacher award is given annually for outstanding performance.

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

- Our institute is having a proper feedback system to ensure that the desired outcome of the learning & teaching process is achieved.
- Feedback is taken from the students regarding their course & what issues they are facing in learning. It helps the teachers in making the necessary changes to ensure that the students can get a better understanding of the concepts being told to them. We are having different feedback forms comprising of different questions related to quality of teaching, communication skills, subject knowledge etc.

- This feedback is then analyzed by a Senior Committee and then discussed with the respective faculty members and accordingly actions are taken to improve the teaching-learning process.
- Necessary areas of improvement are discussed with the Faculty Members whose feedback is not satisfactory which will help them in improving and enhancing their teaching process.

## **2.5 Evaluation Process and Reforms**

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

### **Awareness of the Stakeholders about the Evaluation Processes**

- All the rules & regulations to conduct the examination, the course curriculum & syllabi of all the programmes offered by the University are uploaded on the University Website.
- Students and Faculties are also provided with a hard copy of the syllabus.
- During Orientation Programme students are informed about the Rules & Regulations of the College and what consequences they have to face for any misconduct in the Institute.
- Notifications regarding Internal Examinations, Tests, Practical, Viva etc. are released by the Examination Department to Faculties and Students & the same has been updated on Institute's Website & Notice Board.
- All the latest notifications regarding examination and their markings is being uploaded on the Institute's Website for faculties & students.
- Basic Guidelines and necessary information while attempting the answers in OMR sheets is provided in the answer sheet and students are informed well in advance to carefully read all the instructions before filling the sheet.
- Details regarding the Evaluation Process are also given to the students while Orientation Programme in the information booklet.
- The details regarding the Examination Centre with the date sheet is being available for the students and faculties on the University Website.
- The information regarding the Weightage for Internal & External Examination is being told to the Students and Faculties well in advance.
- Parents are also informed about the evaluation process through mail or during PTM.
- In the PGDM programme, the entire evaluation process is designed and carried out internally. The institute has an examination centre headed by the Dean, Examination. There is a examination committee which is composed of Dean Examination, Dean PGDM Programme and Dean Placement.

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

### **Major evaluation reforms of the University that the Institution has adopted**

- Our institute is affiliated to GGSIPU so it follows the same guidelines & Evaluation System as prescribed & followed by the University for the External Examinations.
- We have initiated certain reforms in our Internal Evaluation System.
- The Institute is having its own Examination Department which is headed and controlled by the Controller of Examination who deals with the University in all the Examination matters as well as controls the Internal Examination.
- The Institute has also adopted a proper system to deal with malpractices or any unfair means used during the Examination process.
- The Faculties are required to submit two set of question papers for the Internal Examination and the final question paper is being moderated by the appointed moderator of the respective subject.
- In Internal Examinations, apart from marks in Academic Subject Paper, Weightage of Marks is also allotted for different other criteria like attendance, participation in other activities, PowerPoint Presentations etc.

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

### **Effective Implementation of the evaluation reforms of the University**

- As our Institute is affiliated to GGSIPU so it follows the same academic calendar as prescribed by the University.
- The schedule for Internal Examination is prepared by the Institution and the same is communicated to the Faculties and Students.
- Details regarding the dates and timings of the internal examination is uploaded on the institute website as well as updated on the notice board.
- The Institute is having its own Examination Department which is headed and controlled by the Controller of Examination who deals with the University in all the Examination matters as well as controls the Internal Examination.
- After the Evaluation of the Answer Sheets of the Internal Examination by the Faculties the same is been shown to the students and the result is being uploaded on the notice board within a stipulated time frame.
- The External Examination Result is being published and uploaded by the University on the University's Website which is available to all the students & faculties.
- Details regarding the Re-Evaluation System of Paper is also being provided to the students.

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

### **Formative & Summative Assessment approaches adopted to measure student achievement**

- Performance in the annual result is one of the ways to assess the achievement of a student .
- For the External Assessment the Paper is being set by the University to know about the academic & theoretical knowledge of the students on different subjects.
- Internal Assessments are done on the basis of written test, attendance, performance in presentations, Performance in Mock GD/PI Sessions etc. in the class for each semester for individual subjects.
- Competency Mapping Testis also conducted for students to identify the strengths and weaknesses of the students. The aim is to enable the student to better understand himself or herself and to point out where career development efforts need to be directed.
- The student has to submit a Project Report for their Summer Internship Programme. They have to make a report on the assigned topic and present it on the basis of which the evaluation is done.
- The Weightage for Evaluation for Internal & External Examination in university affiliated programme is given below:

- Internal Marks(Based on Internal Tests & Class Performance): 25 Marks
- External Marks: 75 Marks
- Total Marks: 100 Marks

In autonomous programme the division is as under:

Internal Assessment	:	30 marks
End-Term Examination	:	70 marks
Total	:	100 marks

The internal assessment is based on attendance (10 marks), midterm test (10 marks), assignment or presentation etc.(10 marks). In the end term examination a minimum of 50% paper setters are from outside.

- The Weightage for Evaluation for Project Report for Summer Internship programme is given below:

- Presentation: 25 Marks
- Written Project Report & Viva Voce: 75 Marks
- Total Marks: 100 Marks

- Our Institute has encouraged students to participate in inter & intra College/University events like Workshops, Seminars, Debates, Competitions, Tournaments etc. which has given them a great exposure as well as helped them in increasing and enhancing their knowledge, skills, confidence level etc.
- Students participate in writing various research papers and they present them during annual seminars & conference as well as in international journals which ensures that our students are not just limited to the academic curriculum but they are involved in doing a lot of research work.
- For providing more practical exposure Live Projects are being given to the students to make the students more innovative and practically use the concepts that they have learnt.

- Feedback is taken from the students regarding their course & what issues they are facing in learning. It helps the teachers in making the necessary changes to ensure that the students can get a better understanding of the concepts being told to them.
- Feedback from Faculties is also taken on timely basis to check the performance of the students in the Written Tests as well as in other Class Activities.

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

**Significant Improvements made in ensuring rigor & transparency in the internal assessment during the last four years**

- The Institute is having its own Examination Department which is headed and controlled by the Controller of Examination who deals with the University in all the Examination matters as well as controls the Internal Examination.
- The Faculty members have to evaluate the answer sheets within a given time frame.
- Two sets of paper are made for each subject.
- After the Evaluation of the Answer Sheets of the Internal Examination by the Faculties the same is been shown to the students and the result is being uploaded on the notice board within a stipulated time frame.
- If any student has some doubt or query regarding the evaluation or marks then it can be discussed with the concerned Faculty and if there are any errors, necessary corrective measures are taken.
- The Weightage for Evaluation for Internal Examination is clearly stated in the syllabus and also being told to the students by the faculties to avoid any doubts.
- Apart from the Academic Curriculum, the institute is also engaged in organizing various activities that helps and enhances the personality, communication skills and overall skill development of the students All these activities helps in monitoring the behavioural aspects, independent learning, communication skills as well as the overall development of the students and due weightage is given for the same.
- For e.g. to name a few,
  - ❖ Communication Lab is created for the students
  - ❖ Various Mock GD/PI Sessions were conducted for the students
  - ❖ Presentations to be given on Various Topics
  - ❖ Industrial Visits to give the students the industry exposure
  - ❖ Live Projects to enhances their technical skills.
- The faculties monitor the progress & performance of the students during these class tests & participation in various activities and accordingly do the assessment & the same is being communicated to the students.

- Attendance data is also shared with students on timely basis and those falling short on attendance are warned. In case attendance of any student falls below 75% then he or she is not allowed to sit in the Internal Examination.
- The Institute ensures complete transparency in the internal assessment by providing complete access to their class tests and answer sheets.

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

Graduate Attributes are as follows:

- a) Computational Knowledge
- b) Problem Analysis
- c) Design and Development of Solution
- d) Conduct Investigations of Complex Computing problems
- e) Modern Tool Usage
- f) Professional Ethics
- g) Life Long Learning
- h) Project Management and Finance
- i) Communication Efficacy
- j) Societal and Environmental Concern
- k) Individual and Team Work
- l) Innovation and Entrepreneurship

**The Institution follows all the policies implemented by G.G.S.I.P University for the successful completion of course.**

1. The Institution provides World Class Infrastructure facilities like A/C classrooms, Wifi Facilities, Labs equipped with latest technology and software to make student comfortable with the environment so student can create innovative ideas and make new initiative
2. Our Innovation Teaching Learning process helps the student to interact with faculty members in free
3. The Institution encourage students to participate in research and organizes Industry Academia Meet, Alumni Interaction.

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

- The External Examination Result is being published and uploaded by the University on the University's Website which is available to all the students & faculties.
- Details regarding the Re-Evaluation System of Paper are also being provided to the students. Students can also file RTI for the same.
- After the Evaluation of the Answer Sheets of the Internal Examination by the Faculties the same is being shown to the students and the result is being uploaded on the notice board within a stipulated time frame. If any student has some doubt or query regarding the evaluation or marks then it can be discussed with the concerned Faculty and if there are any errors, necessary corrective measures are taken.

- The Institute has also adopted a proper system to deal with malpractices or any unfair means used during the Examination process.
- Our Institute is having its own Grievance Redressal Cell which deals with all the complaints and suggestions from students as well as their parents. They can also share their queries and give valuable suggestions to the members through mail.

## 2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

### Student Learning Outcomes for BBA Programme

We expect our graduates to display the following:

**Business Knowledge:** Students can demonstrate technical competence in domestic and global business through the study of major disciplines within the fields of business.

- ✓ **Critical Thinking Skills:** Students are able to define, analyze, and devise solutions for structured and unstructured business problems and issues using cohesive and logical reasoning patterns for evaluating information, materials, and data.
- ✓ **Communication Skills:** Students are able to conceptualize a complex issue into a coherent written statement and oral presentation.
- ✓ **Technology Skills:** Students are competent in the uses of technology in modern organizational operations.
- ✓ **Entrepreneurship and Innovation:** Students can demonstrate the fundamentals of creating and managing innovation, new business development, and high-growth potential entities.
- ✓ **Interpersonal Competence** - the knowledge, skills and attributes required to effectively manage oneself and relationships with others within organizations. Upon completion of the program, the individual should:
  - ✓ a. have self-knowledge and the ability to apply this knowledge to enhance effectiveness;
  - b. understand and apply communication models and effective communication skills, at the individual and group levels;
  - c. understand and apply leadership skills at the individual and group levels;
  - d. understand and apply team-based knowledge and skills;
  - e. understand and apply conflict management and negotiation skills required to achieve individual and institutional objectives.

### Learning Outcomes for BCA Programme

Our graduates will have

- ✓ **Technical Competence** – the knowledge, skills, and attributes required to effectively utilize common business software applications, recognize opportunities to apply technology enhancements, prepare business plans to upgrade technology, and provide leadership on technology projects. Upon completion of the program, the individual should possess:
  - a. knowledge of current software, operating systems, terminology and information technology;
  - b. the ability to analyze business operations to identify opportunities and develop plans to leverage digital technologies and innovation in business processes; and
  - c. the ability to apply a variety of computer applications required to address business needs.
- ✓ The necessary technical, scientific as well as basic managerial and financial procedures to analyze and solve real world problems within their work domain.
- ✓ Clarity on both conceptual and application oriented skills in commerce, Finance & Accounting and IT Applications in Business context.
- ✓ Improved communication and business management skills, especially in providing tech support.
- ✓ Awareness on ethics, values, sustainability and creativity aspects.
- ✓ the ability and the mindset to continuously update and innovate.
- ✓ Understanding about the theory of Digital Design and Computer Organization to provide an insight of how basic computer components are specified.
- ✓ Understanding about the functions of various hardware components and their building blocks.
- ✓ understanding of appreciating Boolean algebraic expressions to digital design.
- ✓ understanding of sequential! Combinational circuits .
- ✓ An in depth understanding of realization of different combinational/sequential circuits.
- ✓ An in depth understanding of different stages of an instruction execution.
- ✓ An in depth understanding of how different hardware components are related and work in coordination.
- ✓ Understanding of computer buses and input/output peripherals.

#### **Learning Outcomes for MCA Programme:**

- Ability to apply computer science techniques & skills necessary for developing Computer Applications in the industry.
- An ability to conduct experiments, demonstrate knowledge and understanding of the project, analyze and interpret data, and apply these in the field of computer software design.
- Ability to function as an effective Team member in the software development process.
- An ability to apply knowledge of Networking Data Structures, Database Management, Programming Languages, Software Engineering Testing, Mobile Applications, Mathematics.

- Ability to apply knowledge of research methodologies in their disciplines and capacity to interpret findings.

**Yes, Our Institute is having clearly stated learning outcomes for various programmes**

- The learning outcomes of different programmes are being clearly stated by different departments.
- An Academic Committee is formed in the institute where the Directors, Deans and some Senior Faculty Members discuss various issues related to the academic curriculum, teaching-learning outcomes, initiatives for research works etc.
- To ensure that there would be smooth running of teaching-learning process various meetings are conducted and issues were discussed and necessary changes to be implemented are shared.
- All these learning outcomes have been properly communicated to the students and faculties well in advance by displaying the stated outcomes in the campus area through flex in the library, computer labs, class rooms, CRMC. Also the learning outcomes are being updated on the College Website as well as mentioned in the Information Booklet Provided to the students.
- All the subjects are having different learning outcomes that are being mentioned in the syllabus itself of that particular subject.

2.6 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students result/achievement (Programme/courses wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

1. JIMS is a place of learning for knowledge-driven learners. Our main aim is to impart education that surpasses the benchmarks of excellence. To achieve the motto it has a Comprehensive pedagogical structure which provides paramount academic skills, curriculum with the ever-evolving dynamics of global business environment, esteemed faculty members with their vast experience and expertise and world class facilities.
2. The faculties regularly monitors the performance of the students by conducting internal tests, presentations etc.
3. After the Evaluation of the Answer Sheets of the Internal Examination by the Faculties the same is been shown to the students and the result is being uploaded on the notice board within a stipulated time frame. If any student has some doubt or query regarding the evaluation or marks then it can be discussed with the concerned Faculty and if there are any errors, necessary corrective measures are taken.
4. If the student has not performed well in their examination then the faculties discuss the problems faced by the students in the learning process or may call their parents for interaction & discussion at times.

5. Issues related to short attendance are also being discussed with the students as well as their parents and their consequences are also being told to them to ensure regularity in attendance.
6. The students of BBA & BCA have to give a presentation on their Summer Training Report which they have made for their Summer Internship Programme. On the basis of this presentation the internal assessment of the students is done and marks are given as per the assigned weightage and the same is communicated to them later on.
7. The Achievements of the students in various activities like debate competitions, seminars, writing journals etc. is being updated on the notice board & the same has been uploaded on the Institute's Website. Also various e-mails are floated as well as announcements are done for giving recognition to the students. It helps in boosting their morale as well as build up more confidence to participate in other activities.
8. Also the Students who have performed best in their academic courses are being awarded by the institute as well as the University.

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

#### **Teaching, learning & assessment strategies of the institution**

- Teaching & Learning Strategies includes
  - ❖ Well Qualified and Experienced faculty available in the Institute.
  - ❖ Creation of Communication Lab.
  - ❖ Pre Placement activities like conducting Mock GD/PI sessions, training on time management etc.
  - ❖ Stress Management Lectures.
  - ❖ Completion of course as per the curriculum.
  - ❖ Relevant Practical Training with that of theoretical Knowledge.
  - ❖ Arranging Robotic Workshops.
  - ❖ Industrial Visits.
  - ❖ Spoken Tutorial on Linux is provided from IIT Bombay .
  - ❖ Industrial Visits to give the students the industry exposure.
  - ❖ Live Projects to enhances their technical skills.
  - ❖ Facility of well stocked library is provided by the institute where the teachers can refer different books and journals for academic & research purpose & students can refer books for study purpose .
  - ❖ The Faculties prepare their lesson plans as per the curriculum & accordingly lectures are being conducted in the institute.
  - ❖ A teaching time table is also prepared and is circulated among students and teachers so that lectures will be conducted on time and as per the planned curriculum.
  - ❖ A schedule of all the examinations and tests to be conducted in a semester/year is made well in advance and circulated among the faculties.
  - ❖ Wi Fi enabled internet access in campus.

- ❖ Various cultural activities and fests are also being organized in the college to make the students more interactive and participative.
- ❖ Encouraging students to take part in Summer Internship Programme so that they can get industry exposure & also it will benefit them in future employment opportunities.
- ❖ Various research projects are been given to the students so that they can do a thorough research on a particular topic and can gain more knowledge & learning about it.
- ❖ Various clubs have been formed in the institution each having a different aim that will help the students to develop their skills. Students take initiatives by being a part of these clubs and perform various activities.
- ❖ Various activities are being organized on timely basis for enhancing the knowledge & skills of the students like Quizzes, Competitions, Debates, Seminars, Role Play etc.
- ❖ Workshops & Training sessions are conducted for teachers and students so that they can impart and gain practical exposure with that of theoretical knowledge.
- ❖ By organizing various guest lectures students can interact and gain knowledge from experienced professionals.
- ❖ Facility of Online notes & PPTs is provided to the students.
- ❖ Online Academic/Event Calendar.
- ❖ Online curriculum details & lesson plans for teachers for different subjects.
- ❖ Our Institute is having Academic Alliance with Oracle, EMC & SAP where students get the benefit of employability oriented learning, certification, free Access to education software & study material & institute also gets increased efficiency of education & learning & up skilling of the faculty staff.
  
- ❖ JIMS had also launched a new project "Young Technology Awards", where students are encouraged to take part in innovative software projects, design concepts or research papers related to IT area which are further assessed by an eminent panel of judges and cash prizes and trophies are awarded to winning teams.
- ❖ Besides course curriculum we gather latest trends & technologies of environment through various industry academia meets & after gather information we provide training on latest technologies to the students in summer school like Android, IBM Worklite, Python, PHP, ASP.net to name a few.
- ❖ JIMS is a centre of excellence by IBM and it sends its expert team to provide training & certification to faculties & students. Each year students participate in "The Great Mind Challenge" research project organized by IBM.
- ❖ Facility of LCD Projectors in the classroom.
- Assessment Strategies includes
  - ❖ Performance of the student during the internal tests.

- ❖ Relevant Feedback from Faculties & Students on timely basis.
- ❖ Regularity in Attendance.
- ❖ Competency Mapping Test.
- ❖ Our CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling.

2.6.2 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among student etc.) of the courses offered?

**Measures /Initiatives taken up by the institution to enhance the social & economic relevance**

- For providing Industry & Practical Exposure to the students they are being sent to various corporate for their Summer Internship Programme where they are required to make a project report about they have learnt under the guidance of an internal mentor.
- This helps them in gaining an insight of the corporate world as well.
- Our BCA student has initiated to create an e-commerce website i.e. cashnom.com .
- Various guest lectures, workshops, seminars & conferences are being organized in the institute by inviting various experienced professionals from the industry as well as from other institutes.
- JIMS is having its own Incubation Centre where an E-cell activity is performed. This E-Cell activity facilitates students to give series of presentation on their ideas and if that idea click to the committee or the management the institution initiate to invest in that particular project of the student.
- Alumni Meets are also organized by the institute where the Alumni come & share their work experiences with the students.
- Students & Faculties are also encouraged to write research papers in journals & present them during seminars & conferences.
- JIMS had also launched a new project "Young Technology Awards", where students are encouraged to take part in innovative software projects, design concepts or research papers related to IT area which are further assessed by an eminent panel of judges and cash prizes and trophies are awarded to winning teams.
- Various research projects are been given to the students so that they can do a thorough research on a particular topic and can gain more knowledge & learning about it.
- Various clubs have been formed in the institution each having a different aim that will help the students to develop their skills. Students take initiatives by being a part of these clubs and perform various activities.

- At JIMS, our quest to serve the society by imparting quality education extends much beyond the chalked out boundaries. We put efforts to bridge the gap between the privileged and the under privileged of the society through our philanthropic activities. Giving shape to our endeavor is the Rotract Club- the Social Club of JIMS, a student-driven initiative that aims to make a difference in the society.
- Live projects are given to the students where they practically apply the concepts which they have learnt. Like for e.g., Students of MCA are sent for Summer Internship Programme to various corporate after completion of 1 year of their course where they practically learn how to develop a software.
- E-cell, Our entrepreneurship cell “Tarkash” firmly believes and harbors the innovative thought that emerging economies like India need. The cell brings out the entrepreneurial spirit in budding managers and provides them with the vital support system to set up new ventures.
- For better career options our college is having its own placement cell where experienced professionals guide the students for various career opportunities through various counseling sessions which will help them in their personality development.
- Our CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling.
- Various mock interview sessions are being conducted for the students so that they can prepare themselves for various career opportunities in the future.
- Campus placements are also done by inviting various reputed and well known companies.

2.6.3 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

#### **Institution collect & analyze data on student performance**

1. The institution collect & compile the University Website Data for External Results as well the Internal Examination Data to analyze the performance of the students.
2. Various Feedback forms from the Faculties regarding the learning of students, attendance, participation in other activities also evaluated to analyze the performance of the students.
3. Meetings with the faculties are arranged to discuss improvements to be made if any to make the teaching-learning process more better to enhance the performance of the students.
4. This analysis gives an analysis on the areas of improvement & thus future planning is done accordingly so that the performance of the students will improve.

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

### **Institution Monitor & Ensure the achievement of learning outcomes**

- The result of the students in External & Internal Examination are being analyzed to monitor the performance of the students.
- The Placement Cell conducts various Mock GD/PI Sessions to prepare the students for their interviews with the corporate.
- Regular feedback from the students is being taken regarding the teaching process.
- Lesson Plans are made well in advance to ensure the timely delivery of the course content.
- The Placement record is excellent during the previous years. Various Reputed companies have come to our institution and placed many students.
- Our CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling.
- Various clubs have been formed in the institution each having a different aim that will help the students to develop their skills. Students take initiatives by being a part of these clubs and perform various activities.
- The Ecopreneur Club is a green initiative by the students towards a healthy and sustainable life. In order to spread awareness regarding environment related issues, the club periodically organizes activities ranging from plantation drives to enacting role plays. The faculty in charge leads the students in their creative efforts to generate awareness on issues of energy saving, waste management, recycling, resource conservation, environment protection, etc. The student bearers of the club make sincere efforts to make ‘eco friendly actions’ part of routine life at JIMS.
- E-cell, Our entrepreneurship cell “Tarkash” firmly believes and harbors the innovative thought that emerging economies like India need. The cell brings out the entrepreneurial spirit in budding managers and provides them with the vital support system to set up new ventures.
- Besides course curriculum we gather latest trends & technologies of environment through various industry academia meets & after gathering information we provide training on latest technologies to the students in summer school like Android, IBM Worklite, Python, PHP, ASP.net to name a few.

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

**Institution & individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives & planning**

- Yes our institution use assessment/ evaluation outcomes for evaluating student performance, achievement of learning objectives & planning.
- The institution has a proper system to analyze the achievement of learning outcomes & what necessary improvements are to be done to make the teaching-learning process better.
- Various meetings are conducted from the Academic Committee with the faculties on the basis of Internal Examination Results. In these meetings there are discussions about the performance of the students during the internal examination and other class activities as well as their attendance. This gives an idea about the top, average & below average performers of the class and on the basis of this necessary actions to be taken or any improvements to be done are discussed.
- Feedback is taken from the students regarding their course & what issues they are facing in learning. It helps the teachers in making the necessary changes to ensure that the students can get a better understanding of the concepts being told to them.
- Parent Teacher Meeting is conducted to keep the parents informed about the performance of their children.
- Feedback from Faculties is also taken on timely basis to check the performance of the students in the Written Tests as well as in other Class Activities.
- Meetings are also arranged with the parents of the students to discuss about their performance, attendance issues if any, examinations etc.
- Facility of Online notes & PPTs is provided to the students.
- Online Academic/Event Calendar is available for teachers & students.
- Online curriculum details & lesson plans for teachers for different subjects .
- The Faculties prepare their lesson plans as per the curriculum & accordingly lectures are being conducted in the institute.
- A teaching time table is also prepared and is circulated among students and teachers so that lectures will be conducted on time and as per the planned curriculum.
- Facility of well stocked library is provided by the institute where the teachers can refer different books and journals for academic & research purpose & students can refer books for study purpose .
- The institute subscribes to a large number of national and international magazines, periodicals, journals and research paper of repute. The libraries also have reputed software packages of several journals. The institute pays special attention not only to strengthening the library with additional books and journals, but also to ensure that they are utilized well by the students both for their courses as well as to extend the frontiers of their general knowledge. Audio and multimedia versions of some course modules are also available.

- An Academic Committee is formed in the institute where the Directors, Deans and some Senior Faculty Members discuss various issues related to the academic curriculum, teaching-learning outcomes, initiatives for research works etc.
- The faculties provide guidance & support to the students during their projects as mentors.
- Our simple classroom teaching is aided with many modern facilities like air-conditioning convenience, internet, intranet connectivity, hi-tech multimedia and audio-visual equipments which set the tone for students to engage in stimulating discussions.
- Facility of desktop computers is available to all the faculties in the institute.
- Availability of LCDs in classrooms for PowerPoint presentations.
- JIMS provides a fully functional Digital Electronic Laboratory to its students, complete with all the necessary and latest range of tools required to discern the true nature of the logical theory and hence make themselves adapt with the fundamentals.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3 Promotion of Research**

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

No, we do not have any recognized research centre. However, Our institution has always promoted research work among the faculties as well as students & encourages them to do various research projects.

- We provide full support to the faculties and students for their research work by providing them good infrastructure facilities like Well Stocked library with Books & Journals which they can refer books & journals for their research work, Computer Labs, Wi-Fi Enabled Campus, Research Centre for Faculties.
- There are many Senior Faculty Members who are having rich experience in research work and are undertaking various research projects & they also provide guidance & support to students as well for doing their research work.

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

#### **Institution having a research committee to monitor & address the issues of research**

Yes, we do have a research committee. **Composition of Research Committee:**

- 1) Ms. Pooja Jain, Convener
- 2) Dr. Bhupender Som
- 3) Dr. Preety Wadhwa
- 4) Dr. Amit Jain
- 5) Dr. Deepshikha Aggarwal
- 6) Dr. Manjot Bhatia

•

The Committee encourages the teachers in writing research papers to be published in various national & international journals & presenting the papers during seminars & conferences & also motivates them to write various research based articles.

#### **• Recommendations of the committee**

1. To make the teachers aware of research possibilities by providing information about various national & international conferences and motivating the staff to write research papers & publishing them in journals.
2. Providing research projects to the faculties with the necessary fund allotment to carry out the research work by the institute.
3. To conduct seminars, workshops & conferences on timely basis.

4. Presentation of research paper written in the institute during seminars & conferences.

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

- Autonomy to the principal investigator
  - Timely availability or release of resources
  - Adequate infrastructure and human resources
  - Time-off, reduced teaching load, special leave etc. to teachers
  - Support in terms of technology and information needs
  - Facilitate timely auditing and submission of utilization certificate to the funding authorities
  - Any other
- Our institution has always encouraged & promoted research work among the faculties as well as the students.
  - We have provided various facilities to our faculties to ensure smooth progress & implementation of the research schemes/projects. Some of the Measures Undertaken by the Institution are:
    - ❖ Complete freedom is provided to the principal investigator to undertake the research project & present it after completion.
    - ❖ Faculties ensure that the Research project assigned to them would get completed within the allotted & planned time frame.
    - ❖ Our Institution provides various incentive schemes to the Faculties to Undertake various research projects. Some of the activities are Research Paper Presentation, Article Writing, Research Paper Publication, Book Publication etc. All these incentive schemes motivates & encourages the faculties to participate in more research work.
    - ❖ Academic Leave, Transport Facility & other Reimbursements are also provided to Faculties who go for various events to other Institutes or University like Seminars, conferences etc.
    - ❖ Facility of library with updated books, journals & magazines is provided by the institute where the teachers can refer different books & Journals for their research work.
    - ❖ E-Journal Facility is also provided in the institute for faculties.
    - ❖ Other facilities include Wi-fi enabled campus, Computer labs, Research Centre, Auditorium, Conference Hall etc.
    - ❖ Desktop Computers are provided to all the faculties in the Institution.
    - ❖ Various Certificates & Awards are also given to the faculties to give recognition for their research work and also encourages them for more participation.

- ❖ JIMS is a centre of excellence by IBM & it sends its expert team to provide training & certification to faculties & students. Each year students participate in “The Great Mind Challenge” research project organized by IBM.

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

- Our Institute provide opportunities to the students & faculties to participate in various research projects by organizing seminars, workshops, writing research papers etc.
- A unique blend of training and research programme helps the students to achieve the professional goals in prospective industries. IBM is providing RAD, DB2 and training for the faculty and students, increasing the knowledge spectrum and opportunities. MOU has been signed between IBM and JIMS, thus strengthening the bond and with a promise that “excellent environment” would be provided to the students, to think beyond the horizons and to be better and competent professionals.
- Our Institute is having an Academic Alliance with Oracle, EMC & SAP where students get the benefit of employability oriented learning, certification, free access to education software & study material & institute also gets increased efficiency of education & learning & upskilling of the faculty staff.
- Various Debates & Group Discussion sessions are also organized for students where students can share their views regarding different issues of the society
- Various research projects are given to the students that are related to their course curriculum where they have to do the research on the assigned topic and make a detailed report on that under the guidance of internal mentors
- A well-stocked library with national and international magazines, periodicals, journals and research papers is the hub that sustains, stimulates, generates and rejuvenates the grey cells. JIMS library has come a long way from being a traditional library with manual transactions to an e-library. The library has all the relevant information available at a click for the emerging global managers who go through the grind to equip themselves with right skills and expertise to achieve world class standards in various functional areas of management and IT.
- The faculty of JIMS consists of highly qualified, experienced and dedicated members, making it one of the most admired team among B-schools in India. These elite members guide the students through their vast experience in varied corporate houses and focus on the overall growth of the student. They carry out extensive training and consultancy assignments to keep students updated with the dynamics of business world. The faculty engages in dynamic process of imparting knowledge. Thus, apart from teaching and training the students, they also keep learning and understanding the methodology that suits the students more. They constantly work towards creating new benchmarks through :
  - ❖ Regular curriculum reviews based on academic and corporate inputs.
  - ❖ Rigorous student evaluations based on case-studies, assignments, presentations etc.
  - ❖ Research work on current trends in business environment.
  - ❖ Attending faculty development programs, seminars, conferences and workshops on contemporary issues in management.

- JIMS organizes International Conference annually in the month of May. The topics are carefully selected in such a manner that the academic community feels challenges and conducts an in-depth study before sending their papers. The papers received for the conference are sent to a jury for reviewing. The jury consists of eminent academicians. On the basis of report of the jury the papers are accepted for publication either in full or as abstracts. A Conference Volume is released in the Inaugural Session. In various technical sessions, paper presenters present their papers and face question answers.
- Faculty Development is a critical aspect of the Institute's academic activities. Several initiatives are taken to make members of the faculty better equipped academically and research oriented. They are free to take up research programmes, write research paper and participate in seminars. Institute is also contributing in development of faculties by organizing programmes.
- GP Sessions are also organized in the institution where research guidance is given to the students by experienced faculties.
- Faculties also guide the students during their research work as Mentors.

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

#### **Details of the faculty involvement in active research**

- Some of the faculties of our institution are involved in writing research papers to be published in various national & international journals.
- Faculties are also involved in guiding the students in their research projects by mentoring them.
- Some of the Senior Faculty Members of our institute are involved in guiding PhD students. These are:
  - Dr. J K Goyal
  - Dr. Praveen Arora
  - Dr. VB Aggarwal
  - Dr. Ritu Bajaj

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

The institution organizes various Workshops/Training Programmes/ Seminars/ FDPs/MDPs for the faculties to enhance their skills & teaching process. Some of the Programmes conducted/organized by the institution are as follows:

- National Seminar on "Techno Tryst" 2014: Novel Paradigms of Software Engineering And Database Technologies organized by Delhi Institute of Advanced Studies held on 1<sup>st</sup> March 2014.

- FDP on Data Mining & Social Media Analytics - Emerging Trends & Challenges organized by BVICAM held on 21<sup>st</sup> December 2013.
- FDP on How to Good Research organized by University of Petroleum & Energy Studies, Dehradun held from 17-19 April, 2014.
- 3rd Indian Academy of Management (IAM) Conference organized by IIM, Ahmedabad held from 12-14 December, 2013.
- Doctoral Colloquium & IAM Conference organized by IIM Ahmedabad held from 9-14 Dec. 2013.
- International Conference on “Emerging Trends, Challenges & Opportunities in Global Business, Management, Tourism & Information Technology organized by Research Development Research Foundation held from 28-29 September 2013.
- Workshop on Design of Products and Services for Financial Inclusion organized by IIM, Ahmedabad held on 20 July, 2013.
- Workshop on Psychometric Testing & Applications organized by FORE School of Management, New Delhi held from 8-9 May, 2014.
- Training Programme on Six Sigma organized by Gitarattan International Business School held on 17 April, 2014.
- Summit on Managing Employer Employee Relationship for Competitiveness organized by PHD Chamber of Commerce and Industry held from 27-28 March 2014.
- International Seminar on Globalization and its impact on Management & IT organized by Ideal Institute of Management and Technology held on 21st January 2015.
- FDP on Entrepreneurship Development by Fore School of Management held from 2-3 July 2015.
- FDP on Vulnerability Assessment of Networks and Web Applications organized by Bharati Vidyapeeth College of Engineering held from 29 Feb - 5 March 2016.
- National Conference on Competency Building for Excellence, Innovation & Social Change organized by Lingaya's Lalita Devi Institute of Management & Sciences held from 6-7 Nov 2015.
- MANTHAN – Annual Research Conference, THEME: TEACHER EDUCATION organized by Azim Premji University, PES Campus held from 6-7 August 2015.
- International Conference on Leadership Strategies for Management of Marketing, Accounting, Business, Entrepreneurship, Economics and tourism organized by Krishi Sanskriti held from 27-28 June 2015.
- International Commerce Convention on Corporate Governance and CSR : Retrospect and Prospects organized by Dept. Of Commerce, Delhi School of Economics, DU held from 18-19 Dec.2015.
- Workshop on Information Technology - Value Claiming or Value Creating organized by PHDCCI held on 7<sup>th</sup> May 2015.
- International Workshop on Quantitative Finance organized by IBS Hyderabad held from 21-25 Dec 2015.
- Programme on Innovative Training Practices organized by ISTD held on 12 Sept. 2014.

3.1.6 Provide details of prioritised research areas and the expertise available with the institution.

a) Operational Research

b) Marketing Mix

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

- Our institute is having various senior faculties who are having rich experience in the research work and has undergone various research projects.
- At the time of appointment of new faculties the Institution prefers to employ those faculties who are having experience in research work.
- Various Experienced Professionals & Other Senior Faculties are invited to our institution to give lectures & share their views & experience with our students & teachers.
- Industry Academia meets are organized by the institute.
- Research Talk on Emerging Technologies is being conducted by the Institute.
- Various Panel Discussions are done to discuss about how to invite or attract various researchers to our institute to interact with our students & teachers.
- The organization invites people from the industries who create awareness among the students and teachers about the new research areas required in corporate organizations.
- Speakers are invited from the social sector from various NGOs that provide a research orientation in the social sector.
- Eminent scholars from other university are also invited to speak on their research findings. They interact with students and teachers.

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

Only one faculty has utilized Sabbatical Leave for Research activities.  
No, we donot have any research center.

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

**Initiatives in creating research awareness at the institution**

- The organization invites people from the industries who create awareness among the students and teachers about the new research areas required in corporate organizations.
- Speakers are invited from the social sector from various NGOs that provide a research orientation in the social sector.
- Eminent scholars from other university are also invited to speak on their research findings. They interact with students and teachers.
- Faculties are also encouraged to present their research papers during seminars & conferences so that it can be shared among other faculty members & students.
- An initiative taken towards social research & awareness is creation of Ecoprenuer Club. The club is a green initiative by the students towards a healthy

and sustainable life. In order to spread awareness regarding environment related issues, the club periodically organizes activities ranging from plantation drives to enacting role plays. The faculty in charge leads the students in their creative efforts to generate awareness on issues of energy saving, waste management, recycling, resource conservation, environment protection, etc. The student bearers of the club make sincere efforts to make 'eco friendly actions' part of routine life at JIMS.

- Our Campus is a tobacco free campus. Banners & Posters are being placed around the campus for the students to create awareness about harmful effects of consuming tobacco.

## **3.2 Resource Mobilization for Research**

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

The annual requisition comes from the Departmental Heads which is placed in governing body and thereafter financial assistance is given for research work as part of Institution policy.

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

No

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

- JIMS is having its own Incubation Centre where an E-Cell activity is performed. This E-Cell activity facilitates students to give series of presentation on their ideas & if that idea click to the committee or the management the institute initiate to invest in that particular project.
- The faculties also support the students in contacting various agencies & organizations for fund allocation for their research projects.
- Other than that we provide complete Infrastructure support, Guidance, and Administrative Support to the students for conducting their research work.

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

The Institute has two major department namely IT and Management. The faculty members remain in continuous touch and interact with each other on daily basis. It provides a very healthy environment for the Inter-disciplinary research and exchange of ideas among them. The Institute organizes "Tuesday Talks" wherein the faculty members presents their research work and progress made so far. the Tuesday talks are attended by the faculty members of both the departments.

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

1. The information regarding all upgradation, new equipments, software packages, database etc. is widely disseminated through various internal systems which include notice boards, emails, classrooms announcements etc.

3.2.6 Has the institution received any special grants or finance from the industry or other beneficiary agency for developing research facility? 'yes' give details.

The institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

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

As our institution is a Self Financing Institution so there are fewer opportunities to secure funds from funding agencies, industry and other organizations. But we do provide support to the faculties if they fail to secure funds from any other agency or organization for their research project.

### **3.3 Research Facilities**

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

- We are having our own library with updated & latest national and international magazines, periodicals, journals and research papers that are being used by faculties & students for their research work.
- A Well Established Research Centre is maintained in the institute with the facility of computers with Internet Access and other necessary material for research purpose.
- Computer Labs with internet facility is available to the students & research scholars in the campus.
- The Faculty Members also provide guidance & support to the students during their research projects as mentors.

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

1. The institute subscribes to a large number of national and international magazines, periodicals, journals and research paper of repute.
2. The libraries also have reputed software packages of several journals.
3. E-Journal Facility is also provided to the students & Faculties in the library with the provision of computers with internet connection.

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

The institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

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

The Research Projects given to the students gave them an opportunity to do a research work by involving with other companies or industries where they get a corporate exposure

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

Our library is well equipped with national and international magazines, periodicals, journals and research papers is the hub that sustains, stimulates, generates and rejuvenates the grey cells. JIMS library has come a long way from being a traditional library with manual transactions to an e-library. The library has all the relevant information available at a click for the emerging global managers who go through the grind to equip themselves with right skills and expertise to achieve world class standards in various functional areas of management and IT.

- 3.3.6 What are the collaborative research facilities developed/created by the Research Institutes in the college. For example Laboratories, Library, Instruments, computer, new technology etc.  
NIL

### 3.4 Research Publication and Awards

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

- Patents obtained and filed (process and product)
- Original research contributing to product improvement
- Research studies or surveys benefiting the community or improving the services
- Research inputs contributing to new initiatives and social
- Development

### 1 Major research achievements of the staff & student in terms of

- ❖ Patents obtained & filed: The Institution is not an engineering college.
- ❖ Original Research contributing to product improvement: The Institution has tie up with ASBAH in which our student research on the products produced by ASBAH.
- ❖ Research studies or surveys benefitting the community or improving the services: Following are the communities which are benefitted with research studies done by students and Staff.

- a) KARMARTH: The Institution has its own NGO named KARMARTH whose aims is to positively impact the underprivileged of the country through its educational process. It also gives an opportunity to the Institute to stay at the leading edge of technological and pedagogical research in the dissemination of education and training.
  - b) JSDC: The Institution has a training organization named JSDC(JaganNath Gupta Skill Development Private Ltd); aims at providing skill based training as well as placement assistance to the youth of India. Our students provides help them to inculcate skills and developing personalities.
  - c) Patriotic Club : The Institution has its own Patriotic Club which inculcates the social and moral values among the students. Many activities has been organized by this group like “Walk for a Mile”, Silent Play on “Pathankot Air Force incident” ,Cloth and Stationary donation Camp etc
- ❖ Research inputs contributing to new initiatives & social development:
- a) UDGAM: Udgam aims to encourage the masses/people with an entrepreneurial mind to come up with unique ideas and to help them create & grow young businesses by providing them necessary support either financially or technically or both. We don’t want aspiring and budding entrepreneurs to be bogged down with the legal, accounting, office space management, mentoring support and funding. Through the incubation centre, we want to give a platform to the youth who have creative ideas but lack resources.  
positively impact the underprivileged of the country through its educational process. It also gives an opportunity to the Institute to stay at the leading edge of technological and pedagogical research in the dissemination of education and training.
  - b) JSDC: The Institution has a training organization named JSDC(JaganNath Gupta Skill Development Private Ltd); aims at providing skill based training as well as placement assistance to the youth of India. Our students provides help them to inculcate skills and developing personalities.
  - c) KARMARTH: The Institution has its own NGO named KARMARTH whose aims is to positively impact the underprivileged of the country through its educational process. It also gives an opportunity to the Institute to stay at the leading edge of technological and pedagogical research in the dissemination of education and training.
  - d) Patriotic Club : The Institution has its own Patriotic Club which inculcates the social and moral values among the students. Many activities has been organized by this group like “Walk for a Mile”, Silent Play on “Pathankot Air Force incident” ,Cloth and Stationary donation Camp etc
  - e) Enviromental Awareness: The Institution has a “ECO Club” aims to create environmental awareness among the students .
    - 1) The Instituti/on has gardener on payrollk for the maintainance of plants and trees in the campus garden.
    - 2) We have purchased fertilizers, insecticides, pesticides etc for the campus garden

- 3) We purchase new saplings for planting new trees.
- 4) Amount is spent on the maintenance of machinery
- 5) The Institution sensitize the students by organizing various activities like “Swach Bharat Abhiyan and create awareness for necessity of water etc..

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

Yes Institution publishes research Journals in 8M(Journal of Indian Management and Strategy for Management department and 8i for IT Department .

**a) Editorial Board of JIMS 8M**

**Editor in Chief**

Amit Gupta

**Publisher**

Manish Gupta

**Executive Editor**

R.P. Maheshwari

**Managing Director**

Preeti Singh

**Associate Editor**

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Yes JIMS 8M is listed in EBSO

**b) Editorial Board of JIMS 8i**

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3.4.3 Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers publications by the faculty and students in peer reviewed journal (national/international database?)
- Number of publications listed in international Database  
(for Eg: Web of Science Scopus, Humanities International Complete, Date Database – International Social Science Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN number with details with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- H-INDEX

*\*Please refer evaluation report of the programmes. The updated list is to be given at the time of visit.*

3.4.4 Provide details (If any) of

- Research awards received by the faculty

Faculty Name	Award Title	Conference / Seminar
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Ms. Parul Pal Ms. Ankita Sharma	Best Paper Award	International conference on Computer Science & Information Technology : Trends, Challenges and Issues (CSIT - TCI 2015)' held on Jan 30-31, 2015 organized by Rukmini Devi Institute of Advanced Studies (RDIAS) Delhi in collaboration with MSME - Technology Development Centre, Agra
Mr. Sanjive Saxena Ms. Natasha Narang	Best Paper Award	International Conference on computer Science and Information Technology: Trends & Challenges organized by Rukmini Devi Institute of Advanced Studies on 30th January 2016

- Recognition received by the faculty from reputed professional bodies and agencies, nationally and international recognition for research contributions.

### 3.5 Consultancy

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

JIMS maintains constant industry interaction through its multiple activities such as corporate checkmate, HR Summits, MDPs, Consultancy Projects, Guest Lectures and Workshops. The faculty members are encouraged to visit the medium and small enterprises and to conduct primary research for them. In recent times, JIMS has provided consultancy services to various small enterprises located in its vicinity. It has well functioning placement and allied services cell named Corporate Resource Management Centre (CRMC). Apart from the corporate JIMS maintains a continuous contact with its large number of alumni, many of whom have gone up the corporate ladder. This contact is maintained through a well functioning independent alumni portal, annual alumni dinners, periodic coffee meets in various cities, cultural and sports events etc. All these efforts naturally result in ensuring excellent placements year after year. Our students are known for their commitment low attrition rate and a willingness to work anywhere inside and outside the country. JIMS provides best return on investment in terms of placements. A fairly diverse set of companies ranging from multinationals to startups and belonging to all sectors such as FMCG, BFSI, Manufacturing, IT, Consultancy, FMCD, Telecom, E Commerce etc. visit the campus for recruitment. Some of the recruiters who regularly visit our campus are: Deloitte, Blue Star, Asian Paints, ITC, Nestle, Reckitt Benckiser, Ernst & Young, PWC, Axis Bank, ICICI Bank, RBS etc.

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

- Visits by CRMC Staff
- Inviting and Assessing Consultancy Requirements

- Publication of leaflet and dissemination among various industries.
- Transport facility and reduce teaching load for faculties.

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

We give the following facility to the staff:

- a) Reduction in Teaching hours.
- b) Support Staff
- c) Official Duty
- d) Transport facility

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

- Small and Medium Enterprises located in the vicinity.
- Major consultancy provided in conducting Marketing, Research, primary survey.
- Employee Engagement in assessment
- Econometric tools and the use of operations research to reduce operation cost.
- Revenue generated – As per Annual Report.

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

The revenue sharing will be as follows.

Consultancy Fee (Rs.)	Assignment brought by the faculty(Institute: Faculty)	Assignment given to the Institute (Institute: Faculty)
	30:70	70:30

### 3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The institution promotes institution-neighborhood-community network & student engagement, contributing to good citizenship, service orientation & holistic development of the students in the following ways:-

- At JIMS, our quest to serve the society by imparting quality education extends much beyond the chalked out boundaries. We put efforts to bridge the gap between the privileged and the under privileged of the society through our philanthropic activities. Giving shape to our endeavor is the Rotract Club- the Social Club of JIMS, a student-driven initiative that aims to make a difference in the society.

- Karmaarth, a CSR Initiative of Jagan Nath Gupta Memorial Educational Society, aims to enhance the employability among the underprivileged youth of the Indian Society. Our primary objective is to create a society where every individual who is deprived of knowledge & learning gets a platform for sustainable educational process. Our educational process is aimed at disseminating education & training that can help them build a better world for themselves. A world where they are endowed with skill and training in any sphere that enables them with grooming, communication etiquette, & attitude. It also works at motivating and providing supplementary education to school dropouts and other people who wish to learn short – term courses for generating fixed income. Most of the programmes aim at :
  - ❖ Educating children from slum areas.
  - ❖ Providing health and hygiene awareness among under privileged.
  - ❖ Inculcating elementary skill among uneducated youth.
- Our institute is having its own Patriotic Club which offers various activities that helps in promoting community network among the students through various activities like,
  - ❖ Helping the Blind.
  - ❖ Ration distribution to poor & underprivileged people.
  - ❖ Clothes & Books distribution to poor & underprivileged people.
  - ❖ Ration distribution to old age homes.
  - ❖ Blood Donation Camp.
  - ❖ Cleanliness drive etc.

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

The Students of our institution take various initiatives in CSR activities. Our CSR Cell organizes various activities & events for the students & faculties & ensures that there is complete involvement of students in those activities. The CSR Committee monitors the progress & involvement of students in CSR activities. Various Clubs have been formed in the institution that are offering different activities for the students to promote more student engagement that will help them in building their community network & also leads to the development of the students in various areas. Various initiatives taken by these Clubs are mentioned on the Website, Brochure as well as displayed on the notice board.

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

During the admission process our Institute provide full information to the students & their parents regarding the Course they have applied. The teachers are also involved in counseling the students if they have any queries regarding their course or any other related information.

1. An Information Booklet is provided to the students in which the information regarding the course content, various csr activities, code of conduct, attendance policies, facilities provided etc.
2. All the information is also being uploaded on the College Website which are easily accessible to everyone.
3. Proper feedback is been taken from the faculties and students for various programmes conducted in the college. Feedback ensures that the activity/programme is being conducted as planned or not and whether the objective of the particular programme have been met or not.
4. Feedback is taken from the students regarding their course & what issues they are facing in learning helped the teachers in making the necessary changes to ensure that the students can get a better understanding of the concepts being told to them.
5. Fortnight Feedback after every 15 days is being taken from the students regarding the infrastructure facilities provided by the institution i.e. Computer Labs, Library, Classrooms, canteen etc. This feedback is taken to ensure that the students are provided with good infrastructure facilities and it also indicates the areas of improvement, if any..
6. Parents Teacher Meeting is being organized to discuss about the performance of the students with their parents.
7. As our students go for Summer Internship Programme with various Corporate. The Industry Manager fills up the feedback form about the performance of the student during the internship programme according to which the Internal Mentor of our institute guides & mentor the students
8. We send our BCA & MCA students for various live projects to different industries where their manager give their feedback about their performance which can be further used to advise the students and make necessary improvements, if any.
9. Student Satisfaction Surveys are also done in the institute..
10. Employer surveys are also conducted on regular intervals.
11. Corporate feedback is also taken of the placed students that how they are doing their assigned projects.
12. During the time of placement of students, feedback from Corporate is also taken which entails the performance of students during the interview.
13. JIMS has always been taking one step ahead for Alumni engagement. To leverage relationships, JIMS has re-launched its Alumni Portal, to enhance interaction, knowledge sharing and networking amongst the JIMS community. This platform creates a private network for interaction amongst alumni, current students and faculty of JIMS. It offers excellent opportunities of engagement:
  - ❖ Social interactions through discussion groups – Freelancing, Jobs, Higher Education, Entrepreneurship, Giving Sponsorship, Placements, Mentoring and Guest Lectures.
  - ❖ Access to case study material and live projects from the industry which enhances knowledge base of the current students.
  - ❖ Opportunities for career services and mentorships.
  - ❖ Practical support and exposure to current students as they start their careers.
  - ❖ Continued support to current students through career advice, mentoring, placements, internships, pre-placement workshops.
  - ❖ Sharing talent to enhance the cultural life of campus through performances, exhibitions, etc.

❖ Maintaining communication channels within JIMS fraternity.

- JIMS has always been ahead of others in leveraging a sound network with its Alumni. To encourage this thought Alumni Interaction Forum has been launched on 13th July, 2012 to bridge the gap between JIMS & its precious Alumni Base and to inculcate social interactions.
- A day for magic of reunions, a day to revive old memories, meet the old classmates, teachers and share the times spent together – the annual alumni dinner is organized at the JIMS Campus. JIMS recognizes the outstanding achievements made by its Alumni in various areas and felicitates the alumni through the awards “Jewels of JIMS”. These awards are given every year to selected alumni of JIMS who have excelled in industry or academia and have contributed to JIMS and society. It is an evening of fun, frolic and nostalgia, which brings back the sweet memories of old college days.
- JIMS has always been taking one step ahead for Alumni engagement. To leverage relationships JIMS has launched its Alumni Chapters in Mumbai, Chandigarh and is looking forward to launch the new ones in near future in other parts of the country.
- During the Government Body Meeting a detailed report is presented to the members regarding the achievements of the Institute by faculties & students, csr activities, placement data, new admissions, training activities etc.

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

Various Clubs have been formed in the institution that are offering different activities for the students to promote more student engagement that will help them in building their community network & also leads to the development of the students in various areas.

-Rotract Club                      -Entrepreneur Club  
-Patriotic Club  
-Karmaarth

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

Our CSR Cell organizes various activities & events for the students & faculties & ensures that there is complete involvement of students & faculties in those activities. Formation of various Clubs and active involvement of students and faculties has helped them in their overall development as well as increased their community network.

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

- Our institute is having its own Patriotic Club which offers various activities that helps in promoting community network among the students through various activities like,
  - ❖ Helping the Blind.
  - ❖ Ration distribution to poor & underprivileged people.
  - ❖ Clothes & Books distribution to poor & underprivileged people.
  - ❖ Ration distribution to old age homes.
- At JIMS, our quest to serve the society by imparting quality education extends much beyond the chalked out boundaries. We put efforts to bridge the gap between the privileged and the under privileged of the society through our philanthropic activities. Giving shape to our endeavor is the Rotract Club- the Social Club of JIMS, a student-driven initiative that aims to make a difference in the society.
- Karmaarth, a CSR Initiative of Jagan Nath Gupta Memorial Educational Society, aims to enhance the employability among the underprivileged youth of the Indian Society. Our primary objective is to create a society where every individual who is deprived of knowledge & learning gets a platform for sustainable educational process. Our educational process is aimed at disseminating education & training that can help them build a better world for themselves. A world where they are endowed with skill and training in any sphere that enables them with grooming, communication etiquette, & attitude. It also works at motivating and providing supplementary education to school dropouts and other people who wish to learn short – term courses for generating fixed income. Most of the programmes aim at:
  - ❖ Educating children from slum areas .
  - ❖ Providing health and hygiene awareness among under privileged .
  - ❖ Inculcating elementary skill among uneducated youth.

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

The objectives of all these activities organized by the institution is to create awareness among the students about the various emerging social issues & stimulating them to actively participate in dealing with such issues which contributes to their self development as well as help them in building a community network.

The outcome of these activities are:-

- The students have become socially responsible & they initiate various steps to help the under privileged section of the society.
- They have been associated with different non profit organizations that are involved in providing support to these sections of the society.
- Students are now more aware about the social & environmental issues to which they are directly or indirectly involved or connected.

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

A detailed Activity Calendar is prepared well in advance by the CSR Cell of the Institute. This Calendar entails all the activities to be performed by the students during the semester & it ensures that various sections of the society are involved or covered in these activities. The members of the CSR cell ensures that all the activities are done on time as per the Activity Calendar and the agenda behind that is achieved.

Various activities that have encouraged Community Participation involves:

- ❖ Street Plays.
- ❖ Blood Donation Camp.
- ❖ Cleanliness drive etc.

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

Our institute has its own CSR vertical which is called Karmaarth; earlier we had association with various others NGOs.

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

Though, we have not received any award in this category, but we have made significant contribution in this respect over the last four years.

### **3.7 Collaboration**

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

The Institution carries out Industry Academia Meet on continuous basis. The mechanism of seeking feedback from the recruiters. The Industry personal are incorporated in the highest decision body in the Institute namely Academic Advisory Committee and Governing Board.

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

A unique blend of training and research programme helps the students to achieve the professional goals in prospective industries. IBM is providing RAD, DB2 and training for the faculty and students, increasing the knowledge spectrum and opportunities. MOU has been signed between IBM and JIMS, thus strengthening the bond and with a promise that “excellent environment” would be provided to the students, to think beyond the horizons and to be better and competent professionals.

Our Institute is having an Academic Alliance with Oracle, EMC & SAP where students get the benefit of employability oriented learning, certification, free access to education software & study material & institute also gets increased efficiency of education & learning & upskilling of the faculty staff.  
Summer School.

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

NIL

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

S.No.	Conference	Eminent Participants	Date
1	International Conference on Information, Communication and Computing Technology (ICICCT-2016)	<ul style="list-style-type: none"> <li>• Professor Saroj Kaushik, Head, Department of Computer Science and Engineering, IIT Delhi.</li> <li>• Prof Shyam Gupta, Department of Computer Science and Engineering, IIT Delhi.</li> <li>• Prof A.K Saini, <i>University School Management Studies</i>, GGSIPU, New Delhi.</li> <li>• Dr.S.K Muttou, Associate Professor Department of Computer Science, University of Delhi.</li> <li>• Dr.Anita Goyal, Associate Professor, Dayal Singh College, University of Delhi.</li> <li>• Dr.Manisha Bansal, Department of Computer Science, Indraprastha College for Women,. University of Delhi.</li> </ul>	14/05/2016
2	Annual Management Seminar –Surge2k16	<ul style="list-style-type: none"> <li>• Mr. G R Raghavender, Joint Secretary, Ministry of Commerce &amp; Industry</li> <li>• Mr. Sudhanshu Malhotra, CEO, Webcom Technologies</li> <li>• Mr. Harshdeep Rapa, CEO, Freelance Company</li> <li>• Mr. Naresh Gupta, CEO, Bang in the Middle</li> </ul>	02/04/2016
3	Annual Infotech Symposium Techno	<ul style="list-style-type: none"> <li>• Dr K K Agarwal, Vice Chancellor, K R Manglam University</li> </ul>	02/04/2016

	Whiz 2016 on Information Superhighway: Think before you click!	<ul style="list-style-type: none"> <li>• Mr. Karan Chaturvedi, City Technical Developer Evangelist, IBM Ecosystem Development</li> <li>• Mr. Sanjeev Agarwal, CIO – Executive Vice President (IT), Apollor Munich Health Insurance Co. Ltd.</li> <li>• Mr. Nitin Manchanda, SEO Head, Askme.com</li> </ul>	
4	Techbyte on Leading Edge Trends in Computing Technologies	<ul style="list-style-type: none"> <li>• Mr. Rahul Chitale, CTO, Askme.com</li> <li>• Mr. Rajeev Aggarwal, Co-founder, Baysil</li> <li>• Mr. Manish Aneja, Sr. Software Engineer Lead, IBM</li> <li>• Mr. Love Chopra, Co Founder, careerguide.com</li> <li>• Mr. Vivek, Training and Development Manager, IBNC</li> <li>• Mr. Neelmani Gautam, Birlasoft</li> <li>• Mr. Rakesh Vij, Chief Business Officer, Aricent</li> <li>• Mr. Vaibhav Gupta, Adobe</li> <li>• Mr. Sandeep, Dell</li> </ul>	
5	HR Summit on Harnessing Multigenerational Workforce	<ul style="list-style-type: none"> <li>• Mr. Anurag Batra, Chairman and Editor in Chief, Business World</li> <li>• Mr. Rajnish Dutta, Sr President-Human Capital-Lending division, Yes Bank</li> <li>• Mr. Rajeev Sahdev, Sr. Vice President, Moser Baer</li> <li>• Mr. Rajkamal Chauhan, Regional Head-North &amp; East, Cushman &amp; Wakefield</li> <li>• Mr. Rajesh Tripathi, Vice President &amp; Head- Human Resources, GHCL</li> <li>• Mr. Prateek Dubey, Zonal Manager, PEC North, Hindustan Coca Cola Beverages</li> <li>• Mr. Surajeet Banerjee, Senior VP-HR, DLF Universal Limited</li> </ul>	19/09/2015
6	International Conference on “Contemporary Business Practices: Creative or Dogmatic?”	<ul style="list-style-type: none"> <li>• Prof. Neena Sinha, Prof, USMS, Guru Gobind Singh Indraprastha University</li> <li>• Prof. DPS Verma, Prof. (Retd.), Delhi University</li> </ul>	06/02/2015
7	National Seminar on "Strategies for	<ul style="list-style-type: none"> <li>• Dr. J.K. Jain, Professor, MDI, Gurgaon</li> </ul>	21/11/2014

	Business Excellence: Scalable, Sustainable & Profitable"	<ul style="list-style-type: none"> <li>• Abhay Kapoor, Associate Vice President (Corporate HR &amp; ER) and Head - Group ER, Escorts Limited</li> <li>Ajay Hiraskar, Director- Global Application and Packaging, Dell</li> <li>Raj Kapoor, COO, JCT Electronics</li> <li>Rajiv Mitra, CEO, Govind Mills Ltd</li> <li>• Dr. Harsh Vardhan, Professor FMS, Delhi University</li> <li>• Prasoon Bhardwaj, AVP, Jubliant</li> <li>Dr Amit Pareenja, Manager, Business Solutions Consulting Group, Vodafone</li> <li>Prateek Dubey, Zonal Head, Coca Cola</li> <li>Vineet Mittal, Zonal Head Marketing, Reliance Broadcast</li> <li>• Prof. C.P. Gupta, Professor, Department of Financial Studies, University of Delhi</li> <li>• Prem Thakur, AVP, Steria</li> <li>Gopal Mandal, Director- Finance, IDFC</li> <li>Sandeep Gupta ,AVP –Finance, Jindal Stainless Limited</li> <li>Sunil Sayal, CFO- India Region, Nokia Solutions &amp; Network's India Pvt Limited</li> <li>Vikrant Singhi, Associate Director – Corporate Finance &amp; Investment Banking, PricewaterhouseCoopers</li> </ul>	
8	Techbyte on Challenges for IT professionals in new age of Technologies	<ul style="list-style-type: none"> <li>• Mr. B.P. Mukherjee, CEO – APAC operations, Edgesoft Pvt. Ltd.</li> <li>• Mr. Ashish Mittal, Founder – Turning Ideas</li> <li>• Ms. Poonam Budhiraja, Principal Consultant – TCS</li> <li>• Mr. Deepak Aggarwal, Technical architect, 3 pillar Global</li> <li>• Ms. Ratnaboli Ghorai Dinda, Sr. Technical Director, Cyber Security Division, National Informatics Centre, Delhi</li> <li>• Mr. Akshay Bhargav, Head PMO(Govt ISU), Tata consultancy services</li> <li>• Mr. Kawaldeep Singh, Sr.Developer-IBM India</li> <li>• Mr Aziz Ahmad, Technical Leader</li> </ul>	01/11/2014

		<ul style="list-style-type: none"> <li>• Mr Vinay Khandpal, Sr. Technical lead - Aricent technologies</li> <li>• Mr. Sunil Kumar Patel, TSI Infotech</li> </ul>	
9	2nd E-Summit 2014 on the topic "Innovate, Incubate and Inspire"	<ul style="list-style-type: none"> <li>• Gaurav Midha, CEO, Beyond Number Group</li> <li>• Rustam Sengupta, CEO, Boond;Rimi Oberoi, Founder &amp; CEO,Oysterconnect.com</li> <li>• Neha Juneja, Co- Founder &amp; CEO,Greenways</li> <li>• Pranav Kohli, Founder, Stag International</li> <li>• Mayank Bhateja, Co- Founder &amp; Director, Letsintern.com</li> <li>• Abhay Gupta, Founder &amp; CEO, Luxury Connect</li> <li>• Shekhar Bhattacharjee, CEO, SEED Education, Skill Tree India Knowledge Consortium</li> <li>• Gaurav Singhal, Co- Founder, Blue Digital Media</li> <li>• Gaurav Mittal, MD &amp; CEO,ITCONS E-Solution</li> <li>• Vipul Bansal, Founder &amp; CEO, Sunhill</li> <li>• Snehashish Bhattacharjee, CEO &amp; Co- Founder, Denave</li> </ul>	07/03/2014
10	Techbyte n the topic "Evolving Paradigms in Computing Technology"	<ul style="list-style-type: none"> <li>• Mr. CSR Prabhu, Deputy Director General, NIC</li> <li>• Mr. Sanjay Gupta, Editor The Financial Express B2B</li> <li>• Mr. Alok Jain, Master Principal Enterprise Architect-ORACLE.</li> <li>• Mr. Manish Pandey, Senior Windows Administrator, ADOBE.</li> <li>• Mr. Ritesh Chopra, Country Sales Manager, Consumer Products &amp; Solution, SYMANTEC CORPORATION.</li> <li>• Mr. Abhilesh Guleria, Country Head-IT Platform &amp; Display Solutions Business, NEC</li> <li>• Mr. Gurnek Singh Thiara, Manager Pre Sales, ZyXEL Technology</li> <li>• Cdr. Sukumar Pillai, Scientist of 'G level' in DRDO</li> <li>• Mr. S.P Arya Chief Information officer. AMITEK</li> </ul>	26/10/2013

		<ul style="list-style-type: none"> <li>• Mr. Sharad Srivastava founder and managing director of RESTOR</li> <li>• Mr. Syed Aamir Naqvi, Associate test lead Xavient Technologies</li> </ul>	
11	HR STRATEGY SUMMIT- THE 'R' WORD – RE-TOOLING, RE-SKILLING and RE-JUVENATING	<ul style="list-style-type: none"> <li>• Mr. Ranjan Roy, Associate Editor, The Times of India</li> <li>• Mr. Jitin Prasada, Minister of State, human resource development</li> <li>• Mr. D.Shivakumar, ex-head of emerging markets, Nokia</li> <li>• Dr T.V Rao, chairman, TVRSL, Ahmedabad</li> <li>• Mr. Anurag Malik, Partner – People &amp; Organisation, E&amp; Y</li> <li>• Mr. Rajiv Kapoor, Executive VP and Chief People officer, Fortis Healthcare Ltd.</li> <li>• Ms. Anisha Motwani, Max New York Life</li> <li>• Mr. Nishchae Suri, Partner and Head of People and Change, KPMG</li> <li>• Mr. Rajnish Datta, Sr. VP- Human Capital Mgmt, Yes Bank</li> <li>• Mr. Prateek Dubey, Zonal Head PAC, Hindustan Coca Cola</li> <li>• Mr. A. Sudhakar, HR Head from Dabur</li> <li>• Mr. Ranjit Oak, Associate Director - Sales, Procter &amp; Gamble</li> </ul>	23/10/2013
12	International Conference 2013 on "Exploring the Soul of Business-An Eternal Sustainer"	<ul style="list-style-type: none"> <li>• Dr. R.S Dhankar, Dean, FMS, DU</li> <li>• Mr. Pradeep Bakshi, COO, UPBG, Voltas Ltd</li> <li>• Mr. Udai Upendra, CEO, The HR Company</li> <li>• Dr. V.P Singh, Executive Director- HR,RJ Corp/DIL</li> <li>• Dr. Jaswinder Singh, Principal, SGTB Khalsa College</li> <li>• Mr.Pradeep Katyal, CEO, Utsav Fashion Pvt. Ltd</li> <li>• Dr. O.P Chopra, Dean (Retd), FMS, DU.</li> <li>• Dr M.S Rawat, DCAC College, DU</li> </ul>	09/02/2013

3.7.5 How many of the linkages/ collaborations have actual resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the activities and linkages that enhance and/or facilitated-

a) Curriculum development/enrichment

- b) Internship/On-the-job training
  - c) Summer placement
  - d) Faculty exchange and professional development
  - e) Research
  - f) Consultancy
  - g) Extension
  - h) Publication
  - i) Student Placement
  - j) Twinning programmes
  - k) Introduction of new courses
  - l) Student exchange
- JIMS is a centre of excellence by IBM & it sends its expert team to provide training & certification to faculties & students. IBM is providing RAD, DB2 and training for the faculty and students, increasing the knowledge spectrum and opportunities. MOU has been signed between IBM and JIMS, thus strengthening the bond and with a promise that “excellent environment” would be provided to the students, to think beyond the horizons and to be better and competent professionals. Each year students participate in “The Great Mind Challenge” research project organized by IBM.
  - Our Institute is having an Academic Alliance with Oracle, EMC & SAP where students get the benefit of employability oriented learning, certification, free access to education software & study material & institute also gets increased efficiency of education & learning & upskilling of the faculty staff.

### 3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations,

- Industry Academia Meets
- Alumni Interaction Sessions
- HR Summits
- Nominating Industry Personnel in highest decision making bodies such as Board of Studies, Academic Advisory Council, and Governing Board
- Faculty Interaction and Case Study
- Live Projects
- Pool Campus Drive
- IBM Centre of Excellence

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include:

- Incubation Centre and providing seed capital
- Consultancy services for micro small and medium enterprises
- Skill development of the underprivileged section

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

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

1. JIMS Campus, where the strategic thought leaders of tomorrow hone their skills, is well-planned and spacious. The classrooms, the seminar and the conference halls are fully air-conditioned to facilitate long hours of teaching and interactive participation. All classrooms and seminar halls are equipped with state – of – the– art visual aids.
2. Our main aim is to provide quality education with good infrastructure facilities & conducive atmosphere for teaching & learning
3. JIMS has one of the finest computing environments amongst management institutes in India. Our contemporary and cutting edge facilities include world-class servers, Wi-Fi networked campus and heterogeneous range of hardware and software which facilitate an effective model of learning.
4. Our cafeteria setting puts forth a new method of knowledge-sharing called the “Cafeteria approach”. It is an innovative and informal method of learning where one can debate, discuss and deliberate over a cup of coffee and thereby actively nurture one’s interpersonal skills.
5. Facility of safe drinking water is provided to the students by providing Water Coolers on each floor.
6. Timely Fortnight Feedback after every 15 days is being taken from the students about the infrastructure facilities provided to them by the institute.
7. This feedback is further analyzed & used for the necessary improvements to be made, if any .

4.1.2 Detail the facilities available for

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

- Facility of LCD Projectors & Smart Boards are available in the classrooms.
- Separate rooms for Faculties with personal desktop computer.
- Medical Room with all the necessary first aid facilities.
- Separate Wash rooms for Ladies & Gents.
- Bio-Metric Machine for Attendance of staff.
- Facility of Communication Lab is also provided to the students.
- Digital Electronic Lab, a specially designed lab has been created for experiments in computer architecture, switching theory, logic design, electronic devices and circuits. The lab is fully equipped with CROs, bread boards, relevant ICs and different trainer kits which include antenna trainer kit, digital signal trainer kit among others.
- Computer Labs with the facility of sufficient computers with internet facility.

- A Separate Examination Room is available where all the work related to the examination is done.
- c) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.
- The conference hall and auditorium are an extension of our complete and holistic classroom atmosphere. These have an excellent acoustics and sufficiently large seating capacity which complements our well-planned management learning environment uniformly. It is well-resourced with state-of-the-art audio-visual and interactive tools to facilitate smooth presentations and corporate programmes..
  - Healthy & Hygienic food is available in the cafeteria.
  - Separate Sports room is allotted for various Indoor games like Table Tennis, Pool, Carrom etc.
  - Managing an organization is primarily a team game, and so is sports. The management table functions metaphorically as a field for participants who brain-storm and draw common consensus from the meet. Thus, understanding this belief, we at JIMS give due importance to sports. The Institute has many sports facilities, which include Volleyball court, Basketball court, TT rooms and badminton court.
  - Cultural fests are also being organized in the Campus area that provides an opportunity to the students to showcase their talent in various fields. Annual fests are being conducted in the institute every year. It marks the crystallization of the energy of the youth and clarity of the mind of the modern manager. The events include strategy games, workshops, JAM sessions, dance and fashion competition etc. Students are also awarded and rewarded on the basis of their performance. It instills lots of confidence in the students as this showcases their talent and gives them an opportunity to show their management skills because this event is solely managed and organized by the student teams.

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

- Our conducive classroom atmosphere has been a significant factor in creating a harmony in the teacher-student relationship. It has been designed to propel an inquiry-based learning that fosters liberation of mind, thereby creating an eagerness to learn. Our simple classroom teaching is aided with many modern facilities like air-conditioning convenience, internet, intranet connectivity, hi-tech multimedia and audio-visual equipments which set the tone for students to engage in stimulating discussions.
- Computer Labs with the facility of sufficient computers with internet facility.

- Two Libraries with updated books, Journals, Magazines, Periodicals etc. Facility of E-Journal is also provided in the library. The libraries also have reputed software packages of several journals.
- Proper Parking facility is provided to the staff members & students. Students are also allowed to park their two wheeler vehicles outside the campus area. Security Staff is available to facilitate smooth entry & exit of students & staff.
- Separate Wash rooms for Ladies & Gents.
- Facility of safe drinking water is provided to the students by providing Water Coolers on each floor.

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

Facility of Lift & Entrance Ramp is provided to the students with physical disabilities. There are other people also to support the students if they are facing any problem.

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

- **Hostel facility- Accommodation Facility:** JIMS provides well-furnished hostel facility exclusively for girls. The aim of our hostel is to make it a home away from home. It has spacious rooms with windows opening into balcony, other facilities include common room and dining room, Apart from the infrastructural soundness, it provides sufficient scope for interaction and relationship-building. It provides a congenial atmosphere that gives the new students full scope to know their seniors, learn from them, leverage their knowledge and build lasting relations with them.
- **Recreational Facilities:** In the form of Recreational facilities, the Institute has many sports facilities, which include Volleyball court, Basketball court, TT rooms and badminton court.
  - **Computer facility including access to internet in hostel:** Computer facility is provided to the students by giving the facility of Separate Computer Labs with internet facility. Personal Desktop Computers are provided to each faculty in the institute. Facilities for medical emergencies
  - Library facility in the hostel
  - Internet and Wi-Fi facility
  - Recreational facility-common room with audio-visual equipments
  - Available residential facility for the staff and occupancy Constant supply of safe drinking water
  - Security

**Residential facility & various provisions available:**

- **Facilities for Medical Emergencies:** Medical Room is available in the institute with all the necessary first aid facilities. A Doctor on Call is available in case of any emergency.
- **Library facility in the hostels:**
- **Internet & Wi-fi Facility:** Operating round the clock, with a large number of desktops, world-class server, Wi-Fi networked campus and a wide network with access to Internet and other facilities, the campus facilitates an effective mode of learning. The network links the computing resources in the faculty offices, student labs and administrative units. Internet bandwidth of 20 Mbps is taken from Tata Communications, to provide internet facilities to the Institution.
- **Recreational facility-common room with audio-visual equipments:** Facility of separate common rooms for ladies & gents is available in the institute. Conference Room, Auditorium, Research Centre are made available in the institute with all the audio-visual aids & necessary equipments & facilities to be utilized by faculty & students.
- **Available residential facility for the staff & occupancy with constant supply of safe drinking water :**
- **Security:** For ensuring security in the campus Web Cameras are being installed in the Campus & Entrance Area. Security Guards are also being appointed at different gates to ensure that no stranger is allowed to get enter in the campus. After proper identification & taking necessary information from them they are being allowed to enter the campus area.

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

- Medical Room is available in the institute with all the necessary first aid facilities. Doctor is available twice a week. The institute has a tie up with Jaipur Golden Hospital which is located at a distance of 3 KM. In case of any serious emergency this facility is utilized besides there are many other hospitals and private clinics in nearby area.
- Health check-up camps are organized in the institute.
- Cleanliness drive is organized in the institute by the initiative of the students & faculties.
- To create awareness among the students regarding various health issues and problems, banners are placed at different areas in the campus.

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

- **IQAC:Room No B204**
- **Grievance Redressal Unit :** Institute has appointed Dr. Praveen Arora, as Registry who is authorized to receive all communication related to students and parents grievances. She can be contacted at Room No A204.
- **Women's Cell: Room No A206**
- **Counselling & Career Guidance:** At JIMS, we sincerely believe that activities must have a positive bearing on a students' academic and personal development.

This balance is essential to equip them with the strategies to handle challenging schedules. Keeping these demands in consideration, Corporate Resource Management Centre (CRMC) acts as a vital interface among the student, industry and the faculty. It actively conducts varied activities like workshops, seminars, industrial visits and etc. to support its core objective of formulating need-based and result-oriented training programs. The placement activities are further supplemented through consultancy projects, business expert interaction and faculty-corporate inter-disciplinary discussions on updating the institute's curriculum. Various initiatives of CRMC are:

- ❖ The CRMC recognizes that students knowledge, skills, and attitude play a vital role in their career choices. CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling. In the Counseling sessions students' queries pertaining to the understanding of their psychometric test reports and their applicability in the real world situation are handled.
  - ❖ Counseling is also provided to assist students in adjustment with self and environment and also to explore career options while at the institute.
  - ❖ In order to provide students with proper exposure of the real world, distinguished professionals from the leading industries are invited to conduct the mock campus. The extensive activity which is conducted to prepare the students for the final placement proves a boon for the students and give them an opportunity to introspect themselves on different parameters.
  - ❖ Corporate Mentorship Program enables students to take control of their career. This program aims at providing a unique platform for interaction between the industry professionals and the students; available 24 \*7; one click away on the internet. This program allows students to enhance their interpersonal and communication skills; engage with industry experts, seek guidance and career assistance from the industry experts, expand their industry knowledge through frequent interactions with the industry professionals.
  - ❖ They have been allotted Room No ALF-005(A),ALF-005(B), ALF-005(C), ALF005(E)
- **Placement Unit:** Placement is a part of CRMC. Well structured placement team is functioning under the guidance of Director and Deans to maintain cordial relations with the corporate and inviting them for Final Placements as well as for Summer Internship Programme. They assigned a space in Room no ALF-005(D)
  - **Health Care:** Medical Room BLF 010 is available in the institute with all the necessary first aid facilities. A Doctor on Call is available in case of any emergency.
  - **Canteen:**Healthy & Hygienic food is available in the cafeteria.
  - **Recreational spaces for staff & students:** Facility of separate common rooms for ladies & gents is available in the institute. Conference Room, Auditorium, Research Centre are made available in the institute with all the audio-visual aids & necessary equipments & facilities to be utilized by faculty & students.
  - **Safe drinking water facility:** Facility of safe drinking water is provided to the students by providing Water Coolers on each floor.
  - **Auditorium:** The conference hall and auditorium are an extension of our complete and holistic classroom atmosphere. These have an excellent acoustics and sufficiently large seating capacity which complements our well-planned

management learning environment uniformly. It is well-resourced with state-of-the-art audio-visual and interactive tools to facilitate smooth presentations and corporate programmes A302.

## 4.2 Library as a Learning Resource

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

Yes. We have a library committee. Its composition is as follows:-

1. Ms. Deepti Kakar    Convener
2. Ms. Yukti Ahuja
3. Ms. Suman Madan
4. Ms. Deepti Sharma
5. Dr. A R Mishra
6. Ms. Harmeet Narula (Ex-Officio)

The working of the library committee involves provisioning of a judicious platform to collect, discuss and suggest solution(s) to problem issues related to Library. Non problem issues and improvements are equally focused.

Some of the significant initiatives led by the Library Committee in recent times have brought about considerable improvements; these include -

1. Availability of computer terminals in the Library
2. Availability of electrical ports on tables for connecting Laptops
3. Revision of online database and acquisition of online management cases
4. Improvement in the rate of new book acquisition

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.): 400 sqmts
- Total seating capacity: 118
- Working hours : Library working hours are from 8 A.M. to 8 P.M. on all working days; half days on Sundays\*
- Layout of the library : – Library is working in two halls with total 18 tables with 125 chairs.

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

On start of every session, a meeting of all departmental heads and other faculty members and indent for purchase of books and journals and other reading materials is discussed and books are purchased as decided by departmental head/faculty members.

	2016-17		2015-16		2014-15		2013-14	
Library	year -1		year -2		year -3		year -4	
holdings	Number	Total cost	Number	Total cost	Number	Total cost	Number	Total cost
Text Books	3131	1265046	3412	1342542	4052	1381247	5931	1129179
Journals/ Periodicals	128	320628	125	140481	124	251742	100	126466
e-resources	Springer, Proquest & Sage	346912	Cengage Learning-IMC& IEEE, Sage	544075	Cengage Learning-IMC& ACM, Sage	332307	Cengage Learning-IMC& IEEE	352779
Any other (Specify)	DELNET, British Council Division	21500	DELNET, British Council Division	21500	DELNET, British Council Division, ISTE	46500	DELNET, British Council Division	18000

#### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

1. OPAC : This facility is available for users to search library books by author, title and publisher wise.
2. Electronic Resource Management package for e-journals : Information in respect of availability of e-journals is circulated through net/ mail/noticeboard.
3. Federated searching tools to search articles in multiple databases: Programmes are available in computer for searching of articles/ other related materials as per requirements for the users.
4. Library website is accessed through the institute website.
5. In house / remote access to e-publications: user id and password have been given to students and faculty members by mail / noticeboard.

6. Library automation: For automation of library necessary package have been already arranged.
7. Total number of computers for public access : 10.
8. Total numbers of printers for public access : two only.
9. Internet band width/ Speed : 20 mbps
10. Institutional Respository: Text Books, Reference books, National journals, International journals, e-journals , Project Reports , CD`s, Newspapers etc.
11. Content management system for e-learning : e-learning facility is available for all the users.
- 12.** Participation in Resource Sharing network / Consortia ( like Infflibnet) : N.A
- 13.** Participation in Resource sharing network/consortia (like Infflibnet)

4.2.5 Provide details on the following items:

- Average number of walk-ins: 150
- Average number of books issued/returned: 250
- Ratio of library books to students enrolled: 20:1
- Average number of books added during last three years: 3530
- Average number of login to opac (OPAC):50
- Average number of login to e-resources:100 approximately
- Average number of e-resources downloaded/pronted:NA
- Number of information literacy trainings organized : NIL
- Details of “weeding out” of books and other materials: Books Approx.1034

4.2.6 Give details of the specialized services provided by the library

- Manuscripts: Not Available
- Reference: : Biography, dictionary, Encyclopaedia, survey, Handbooks, Reports, Atlas, Travel Guide, Year books are available in our library for our students and teachers.
- Reprography: Yes
- ILL (Inter Library Loan Service): Yes (We have taken the membership of DELNET)
- Information deployment and notification (Information Deployed and Notification)
  1. New library books are informed to faculty members through staff email.
  2. New books are displayed on New arrival book stand for the benefit of the students.
  3. On special occasion like birthday of various dignitaries like LauhPurush Sardar vallabhbhai Patel, Maulana Abul Kalam Azad, special exhibition of related books are organized.
  4. Publishers are invited to display/ exhibit their new titles

- Download: Yes
- Printing: Yes
- Reading list/Bibliography compilation: NIL
- In-house/remote access to e-resources: Yes
- User Orientation and awareness: Information in respect of availability of books, periodicals, e-journals is circulated through mails and notice board.
- Assistance in searching Databases: Library staff is available for assisting the users in searching databases.
- INFLIBNET/IUC facilities: NIL

4.2.6 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Library staff is always helpful in providing the required information / help to students and teachers of the college.

4.2.7 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Wheel chairs and ramp is available for physically challenged person.

4.2.8 Does the library get feedback from its users? If 'yes', how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

**Feedback:** Through departmental heads and teachers, feedback is provided to the library management. In the meeting held periodically, the feedback is discussed and steps taken to improve upon the facilities and work on arranging the necessary input is initiated.

### 4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration:
  - a) 30 Computers with Intel Core i5 4<sup>th</sup> Gen, Intel D87RL Motherboard, 4 GB DDR3 RAM, 500 GB HDD WD, Keyboard and Mouse
  - b) 30 Computers with Veritron M200-H61, Core i3 2120, 4GB RAM, 500 GB HDD, 15.6" LED TFT, Keyboard and Mouse
  - c) 30 Computers with Dual Core M200, 3.2Ghz, DG-41 chipset, 3GB RAM, 320 GB HDD, 15" Wide TFT, Keyboard and Mouse.

- d) 30 Computers with DUAL Core 2.7, 2GB RAM, 250 GB HDD, 15.6" TFT, Keyboard and Mouse
- e) 20 Dual Core E2220, 2.4 Ghz, DG-31 Chipset, 2GB RAM, 320 GB HDD, DVD Writer, 15" Wide TFT Keyboard Mouse
- f) 10 Dual Core 1.6, 2GB RAM, 160 GB HDD, 17" TFT, Keyboard and Mouse
- g) 60 P-IV, 2.4 GHZ, 2GB DDR, 80GB HDD, LAN CARD, Keyboard Mouse and TFT Color Monitor
  - Computer-student ratio: 1:6
  - Stand alone facility: YES
  - LAN facility: Yes
  - Wifi facility: Yes
  - Licensed Software: Yes
  - Number of Nodes/Computers with Internet facility: 210
  - Any Other
    - A) Printers/Scanners

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Operating round the clock, with a large number of desktops, world-class server, Wi-Fi networked campus and a wide network with access to Internet and other facilities, the campus facilitates an effective mode of learning. The network links the computing resources in the faculty offices, student labs and administrative units. Internet bandwidth of 64 Mbps is taken from Tata Communications, to provide internet facilities to the Institution.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

Reviews & Feedbacks are being taken from the staff members & students regarding the infrastructure facilities and the requirements that are to be fulfilled for each department. Necessary facilities are provided to the staff & also improvements & changes are initiated to upgrade the IT infrastructure & associated facilities.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of computers and their accessories in the institution (Year wise for last four years).

Upgradation of computer facilities takes place on regular and continuous basis as per the requirement. Proposals are received from faculty members which are forwarded to the academic advisory committee and finalizing to the governing board for taking financial approvals

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

- Internet facility & well equipped computer labs are available for students & faculties.
- Smart boards are available for faculties in the classroom for teaching purpose.
- Facility of desktop computers is available to all the faculties in the institute.
- Online availability of assignments.
- Faculties have created official e-mail ids where students can interact with them & can clear their doubts, if any.
- Digital Electronics, which is one of the subjects in MCA programme, equips the students with all the essential fundamental concepts underlying the working of a computer. For this subject, a specially designed lab has been created for experiments in computer architecture, switching theory, logic design, electronic devices and circuits. The lab is fully equipped with CROs, bread boards, relevant ICs and different trainer kits which include antenna trainer kit, digital signal trainer kit among others.
- Our simple classroom teaching is aided with many modern facilities like air-conditioning convenience, internet, intranet connectivity, hi-tech multimedia and audio-visual equipments which set the tone for students to engage in stimulating discussions.
- Wi Fi enabled internet access in campus.
- Facility of Online notes & PPTs is provided to the students.
- Online announcements and notifications are also provided by the institute.
- Online assignments & tests facility is also provided.
- Important circulars displaying information for faculties & students is also available online.
- Details of upcoming & ongoing events is also provided online.
- Online Schedule of various Seminars/Workshops/Conferences.
- Online Academic/Event Calendar.
- Online curriculum details & lesson plans for teachers for different subjects.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the students at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- Our institute is a technology-driven campus & thus provide all the necessary facilities to our students & faculties. Like for e.g.
  - Online assignments & test facility is provided by the institute.
  - Online curriculum details & lesson plans for teachers for different subjects.
  - Facility of Online notes & PPTs is provided to the students.
  - Faculties have created official e-mail ids where students can interact with them & can clear their doubts, if any.
  - Online Academic/Event Calendar etc.
- JIMS is having its own Blog where the Alumni can share necessary information on a particular topic and other people can share their views on that by commenting on that. Its an effective & easy way to become more interactive. It

can be used for various discussions on different topics. Online Chat option is also available on the portal.

- Teachers have created their official e-mail id's where the students can interact with them & can clear their doubts, if any. Any mass information can also be shared easily through mails.
- Through the use of LCDs & Smart boards various presentations can be given to the students as well as various motivational & educational videos can be shown to the students to make the teaching-learning process more effective.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

- National Knowledge Network Connectivity is not available

#### 4.4 Maintenance of Campus Facility

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statement by providing details of budget allocated during last four years)?

		2015	2014	2013	2012
a.	Building	-	6768575	-	10228269
b.	Furniture	1184743	2638312	1592979	2310407
c.	Equipment	99500	77500	155750	433748
d.	Computers	1385802	1156000	863367	852264
e.	Vehicles	889593	4620904	-	2902123.53
f.	Any other	228153	887235	1274358	8958220

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The Administration Department is responsible for all the maintenance and upkeep of infrastructure, facilities and equipment in the college. They maintain proper inventory of all equipment and fittings. They also keep a check list, as a part of the maintenance plan, for various inspections/maintenance routines to be conducted on equipment/systems such as Water, Electricity Firefighting, sanitary systems and equipment etc

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

- These are taken up as per the requirements & need of the institute.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Necessary staff is appointed to take care, upkeep & look after the maintenance of the equipments.

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Management and Support**

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- Yes, the institution publish its updated prospectus/handbook annually. It contains information about the college as well as all the courses available in the institute
- All the relevant information regarding the college, faculties, courses offered, infrastructure facilities etc are also being uploaded on college website i.e. [www.jimsindia.org](http://www.jimsindia.org)
- As our institution is an IP affiliated Institution so all the admissions for BBA, BCA & MCA students are done through GGSIPU. The information regarding the admission process & Eligibility Criteria is mentioned in the prospectus provided by the University as well as on University Website.
- At the time of Orientation of the students, they are informed about the Vision/Mission & the Core Values of Our Institute, rules & regulations of the college, about their course curriculum, activities of the college etc.

Our Management consists of various Committee Members who look after the proper functioning of the institution & ensures the commitment & accountability is properly met. There are Internal Audits also at regular intervals which ensures the effective working of the institute.

5.1.2 Specify the type, number and amount of institutional scholarships/freeship given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Institution provides "merit cum need" basis scholarship to those students who are not able to pay the fees. The committee receive applications from the students regarding the same and final list is forwarded to Account Department. The Institution provides the facility to the students to pay the fees in installments

5.1.3 What percentage of students received financial assistance from state government, central government and other national agencies?

Our Student receive financial assistance under Economically Weaker Section Scheme of G.G.S.I.P.University and Post Matric Scholarship Schema of Directore of Higher Education. The Institution notifies the student about the financial assistance scheme issued by these agencies.

5.1.4 What are the specific support services/facilities available for:

- Students from SC/ST, OBC and economically weaker sections:As mostof the courses are affiliated to GGSIPU & the University reserves 85% seats to Delhi candidates only & within this there are other reservations for SC/ST, OBC, PH

etc. so the admission of students for University affiliated Programmes are based on this reservation category for various students. For Economically Weaker Section students our institute provide Scholarship on merit basis.

- Students with physical disabilities: Facility of Lift & Entrance Ramp is provided to the students with physical disabilities. There are other people also to support the students if they are facing any problem.
- Overseas students: : As our institute is affiliated to GGSIPU and it does not permit admission to overseas students so we cannot provide admission to any such student in our institute.
- Students to participate in various competitions/National and International: We always encourage our students to participate in various competitions at state, national & international level. Students are selected for various events & competitions that involves individual as well as team participation for which they have to go to various colleges & universities. Some of the competitions are debate competition, Quizzes, participation in various sports etc. The students who perform well are being awarded with certificates, medals & trophies at various levels. Transport facility is given to the students to participate in various cultural and sports events at intercollegiate, university and State level. Arrangements are also made for refreshment during practice sessions.
- Medical assistance to students: health centre, health insurance etc.
  - ✓ Medical Room is available in the institute with all the necessary first aid facilities. A Doctor is available twice a week.
  - ✓ Transport facility is available in case of any person to be taken to the hospital in medical emergency.
  - ✓ Health Awareness is being created among the students regarding various health issues by placing various banners & posters inside the campus.
  - ✓ Blood donation camp is being organized in the institute by the combined efforts of teachers & students.
- Organizing coaching classes for competitive exams
  - ❖ Skill development (spoken English, computer literacy, etc.): Various Workshops, Seminars & Training Sessions are being organized for the students that enhances their learning & helps in skill development.
  - ❖ Communication Lab is being created for the students to make them more interactive & enhancing their communication skills.
  - ❖ Various PD sessions are being conducted for the students where the Experienced Faculties guide the students that will enhance their personality.
  - ❖ Various Mock GD/PI sessions are conducted to make the students prepare for their placements and interviews so that they came to know how to communicate & answers the questions of the Interviewer.
  - ❖ Spoken tutorials on LINUX are done by students from IIT Bombay.

- Support for “slow learners”: The teachers identify the slow learners by assessing the performance of the students in the class activities as well as tests. They make sincere efforts to provide more support & guidance so that they may be able to improve upon their performance. Extra classes are organized for these students so that they can make more efforts towards their academic improvement.
- Exposures of students to other institution of higher learning/corporate/business house etc.:
  - ❖ Our Institute is having an Academic Alliance with Oracle, EMC & SAP where students get the benefit of employability oriented learning, certification, free access to education software & study material & institute also gets increased efficiency of education & learning.
  - ❖ Summer School is organized during the month of June-July for students where we gather latest trends & technologies of environment through various industry-academia meets, panel discussions, alumni meets & after gathering information we provide training on latest technologies to the students like Android, IBM Worklite, Python, PHP, ASP.net to name a few. All these trainings leads to skill development of the students.
  - ❖ Expert Team from IBM also comes to our institute to provide training & certification to the students & faculties.
  - ❖ Various guest lectures are being organized for students from experienced professionals who came to our institute to deliver lectures & share their knowledge from different industries, other colleges, universities etc.
  - ❖ Industrial visits are being organized for students to give them an industry exposure
  - ❖ Live projects are given to students where they used their learning concepts practically in various corporate.
  - ❖ Students have to gone Summer Internship Programme with corporate where they have to make a project on a particular assigned topic and this gives them an opportunity to experience the exposure of the industry environment & working.
- Publication of student magazines: **“ELDORADO”** - Exploring New Horizons is an Annual in house Management Magazine of JIMS. It includes various articles on management topics contributed by the students and the staff. Eldorado plays a major role in enhancing the creative acumen of students. It is edited by an editorial team comprised of the faculty and students.

Institution publishes ‘JIMS Round up Quarterly Newsletter’ on quarterly basis . The News Letter contains contributions from all members of JIMS Family-staff, faculty, students etc. It covers various topics of interest to the students and faculty as well a motivation message from Chairman’s desk.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the student and the impact of the efforts.

- E-Cell, Our entrepreneurship cell “Tarkash” firmly believes and harbors the innovative thought that emerging economies like India need. The cell brings

out the entrepreneurial spirit in budding managers and provides them with the vital support system to set up new ventures.

- Various workshops are conducted in the institute to facilitate entrepreneurial skills among the students.
- Various sessions are conducted with Successful Entrepreneurs & Alumni in which they provide necessary guidance to our students regarding Entrepreneurship & share their experiences with them.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, culture activities etc.

To promote active participation from students in various extracurricular & co-curricular activities various strategies are formulated or facilities are provided by the institution:-

- The institution encourages the students to participate in the activity or event according to their area of interest so that they can perform their best in that.
- Students are given various opportunities to showcase their talent by organizing various activities.
- Cultural Club at JIMS works towards exploring enormous talent among the students. The overall formation of cultural club is such, that it lets the students understand various management concepts of event management, team work, public appearance management etc. It encourages creative talent.
- A competitive spirit is being build up among students.
- Information regarding various events and competitions in other colleges & University is disseminated to the students by displaying it on notice board or updating on college website.
- The Institute encourages or prefers the students for admissions who have shown their excellence in sports in cultural activities.
- Training & Practice sessions are being organized to make the students well prepared for any event or competition.
- Proper sports material, track suits, instruments, dress material & other necessary material is provided to the students according to the event.
- Special class arrangements for students who have missed the lectures during the event are arranged by the institute.
- Refreshment facility is also provided during various events.
- Transport Facility is also provided to the students during events.
- Felicitation of outstanding performers is done by providing them recognition through certificates, trophies, medals and cash prizes.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-NET,SLET,ATE/CAT/GRE/TOFEL/GMAT/Central/State services Defence, Civil Services, etc.

The Institute does not provide any guidance to the student preparing them competitive exam. However, students are informed about the opportunities available and wherever need career guidance is provided by organizing special lectures. The Institute has the mentorship scheme where the students can seek guidance from the respective faculty members.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- The faculty members are involved in counseling students for their academic curriculum & performance. They guide the students on the study plan, books to be referred, specialization to be taken etc. They are involved in providing support & counsel to the students in their summer internship programme & guide the students on which topic they have to choose for making the project.
- Mentors are assigned to each student with whom the student can discuss issues related to their performance during exams, attendance issues or any other disciplinary issues.
- Parents Teacher meeting is also conducted to keep the parents informed about the academic performance of their children.
- In CRMC Counseling is provided to assist students in adjustment with self and environment and also to explore career options while at the institute.
- Apart from Academic Counselling the faculties also engage themselves in counseling the students in their personal matters or problems, if any.
- Women Development Cell is also there to address the issues of female students & staff of the institute.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its student? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

CRMC acts as a facilitator between corporate luminaries and students in intellectually stimulating environment; it lays a platform for a staunch and productive relationship to prosper. As a team, we thrive on the philosophy of evolution and innovation in quality and contemporary education. Hence, the team constantly tries to add value to the professional life of the students by various initiatives such as:

- **Assessment Center:** The CRMC recognizes that students knowledge, skills, and attitude play a vital role in their career choices. CRMC Assessment center conducts psychometric tests to measure the students career related competencies, further develop them to the fullest by providing guidance to the students by counseling.
- **Student Counseling:** In the Counseling sessions students' queries pertaining to the understanding of their psychometric test reports and their applicability in the real world situation are handled. Counseling is also provided to assist students in adjustment with self and environment and also to explore career options while at the institute.

- **Mock Campus:** In order to provide students with proper exposure of the real world, distinguished professionals from the leading industries are invited to conduct the mock campus. The extensive activity which is conducted to prepare the students for the final placement proves a boon for the students and give them an opportunity to introspect themselves on different parameters.
- **Corporate Mentorship Program:** Corporate Mentorship Program enables students to take control of their career. This program aims at providing a unique platform for interaction between the industry professionals and the students; available 24 \*7; one click away on the internet. This program allows students to enhance their interpersonal and communication skills; engage with industry experts, seek guidance and career assistance from the industry experts, expand their industry knowledge through frequent interactions with the industry professionals. The objectives of the Corporate Mentorship program are –
  - ❖ Accessibility to students to ask questions relating to career, aptitude & business knowledge via email, telephone, faceto-face meeting or by getting engaged as an apprentice.
  - ❖ It provides opportunities for live projects, recruitment proposals/internships, industry visits, workshops, etc.
  - ❖ Alumni Engagement: An easy framework to interact with Alumni for a variety of Alumni level activities.
  - ❖ Inviting industry participation for seminars, workshops, MDPs, etc.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Grievance Redressal Committee

1. Ombudsman / Members are yet to be appointed by the affiliating university i.e. GGSIPU.
2. Institute has appointed Dr. Praveen Arora, as Registry who is authorized to receive all communication related to students and parents grievances. She can be contacted at: Address: 3, Institutional Area, Sector-5, Rohini, Delhi – 110085  
Ph:011-45184000  
Email: [praveen@jimsidia.org](mailto:praveen@jimsidia.org)  
Dr. Sumesh Raizada  
Dr. Ashok Bhagat  
Ms. Surbhi Jain

If the committee receive any greivences from the student, immediate action will be taken by the respective committe.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Institute follows the guidelines of Honourable Supreme Court in this respect. Every year a committee of the Sexual Harrassment is constituted as per th provisions of Vishaka Guidelines.

The Vishakha Guidelines are made available in all departmental rooms . The guidelines are incorporated in HR Manual. All staff members who joins the Institute are made aware about the same

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been taken on these?

An anti-ragging committee has been set up by the institute. No incident reported till date.

- The Committee consist of various members who look into these matters and ensures that there would be no such issue reported in the institute by any student.
- Various posters & banners are being placed in the campus to ensure there would be no ragging issues among the students.
- Sessions are conducted where the students are keep informed about the consequences they have to face and what strict actions could be taken against them if they get involved in any ragging issue.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

**The welfare schemes made available to the students by the institution are :**

- Cafeteria with good & hygienic food facility.
- Students are given free access to computer and internet facility in the campus.
- Bus pass concessions are given to the students as per State Government norms.
- Proper assistance from faculty members in all the academic and non-academic issues of the student.
- Grievance Redressal Cell interacts with the students to help them to sort out their grievances if any. It attends to minor complaints of the students as well.
- Adequate sports & medical facility is provided to the students.
- Air Conditioned classrooms, labs, library, reception etc.
- Wi-fi enabled campus.
- Parking facility to the students & staff members.
- Drinking water facility with water coolers at each floor.
- Separate Washroom Facility for Ladies & Gents.
- Corporate Resource Management Centre which will take care of the placement & career related matters of the students.
- Transport Facility for students.
- Tobacco free campus.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

- JIMS Elite-Alumni Association is a reunion thread of the entire alumunus living in all parts of the world. Life has become a hustle affair of prolonged happenings which makes us busier & occupied. Alum Association society helps in integrating & bringing together all the Alumni of JIMS to connect with each other in the most relaxed rejuvenated & serene manner.

- JIMS has always been taking one step ahead for Alumni engagement. To leverage relationships, JIMS has re-launched its Alumni Portal, to enhance interaction, knowledge sharing and networking amongst the JIMS community. This platform creates a private network for interaction amongst alumni, current students and faculty of JIMS. It offers excellent opportunities of engagement:
  - ❖ Social interactions through discussion groups – Freelancing, Jobs, Higher Education, Entrepreneurship, Giving Sponsorship, Placements, Mentoring and Guest Lectures.
  - ❖ Access to case study material and live projects from the industry which enhances knowledge base of the current students.
  - ❖ Opportunities for career services and mentorships.
  - ❖ Practical support and exposure to current students as they start their careers.
  - ❖ Continued support to current students through career advice, mentoring, placements, internships, pre-placement workshops.
  - ❖ Sharing talent to enhance the cultural life of campus through performances, exhibitions, etc.
  - ❖ Maintaining communication channels within JIMS fraternity.
- JIMS has always been taking one step ahead for Alumni engagement. To leverage relationships JIMS has launched its Alumni Chapters in Mumbai, Chandigarh and is looking forward to launch the new ones in near future in other parts of the country.
- JIMS has always been ahead of others in leveraging a sound network with its Alumni. To encourage this thought Alumni Interaction Forum has been launched on 13th July, 2012 to bridge the gap between JIMS & its precious Alumni Base and to inculcate social interactions.
- A day for magic of reunions, a day to revive old memories, meet the old classmates, teachers and share the times spent together – the annual alumni dinner is organized at the JIMS Campus. JIMS recognizes the outstanding achievements made by its Alumni in various areas and felicitates the alumni through the awards “Jewels of JIMS”. These awards are given every year to selected alumni of JIMS who have excelled in industry or academia and have contributed to JIMS and society. It is an evening of fun, frolic and nostalgia, which brings back the sweet memories of old college days.

## 5.2 Student Progression

5.2.1 Providing the percentage of students. Progressing to higher education or employment (for the last four batches) highlight the trends observed.

BCA Course				
Student progression	2013-16	2012-15	2011-14	2010-13
UG to PG	63.1% (72 students)	81.8% (90 students)	72.5% (87 students)	79.3% (69 students)

PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	100% (42 Students) -----	100% (20 Students) -----	100% (33 students) -----	100% (18 students) -----

#### BBA Course

Student progression	2013-16	2012-15	2011-14	2010-13
UG to PG	75.2% (85 students)	85.5% (94 students)	88.2% (98 students)	71.5% (73 students)
PG to M.Phil.	-	-	-	-
PG to Ph.D.	-	-	-	-
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	100% (28 students) -----	100% (16 students) -----	100% (33 students) -----	100% (29 students) -----

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish performance of the same institution and that of the Colleges of the affiliating university within the city/district.

	PGDM Batch 2015-17	PGDM Batch 2014-16	PGDM Batch 2013-15	PGDM Batch 2012-14
No. Of Student Intake	292	251	249	274
No. Of Dropout	7	2	1	15
No. Of Student Appeared	285	249	248	259
No. Of Student passed	274	236	245	254
No. Of Student failed	11	13	3	5
Distinction Obtained	6	7	5	1

	<b>BBA Batch 2014-17</b>	<b>BBA Batch 2013-16</b>	<b>BBA Batch 2012-15</b>	<b>BBA Batch</b>
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							<b>2011-14</b>	
No. Of Student Intake	60	60	56	60	58	60	60	60
No. Of Dropout	5	8	4	4	3	4	3	6
No. Of Student Appeared	55	52	52	56	51	57	60	57
No. Of Student passed	45	48	51	51	49	54	57	52
No. Of Student failed	10	4	1	5	02	03	03	05
Distinction Obtained	7	10	2	4	13	12	02	03

	<b>BCA Batch 2014-17</b>		<b>BCA Batch 2013-16</b>		<b>BCA Batch 2012-15</b>		<b>BCA Batch 2011-14</b>	
No. Of Student Intake	57	60	60	53	60	60	60	60
No. Of Dropout	2	2	3	3	2	5	2	2
No. Of Student Appeared	55	58	57	50	53	55	56	56
No. Of Student passed	53	53	54	47	50	51	52	53
No. Of Student failed	2	5	3	3	3	4	4	3
Distinction Obtained	5	4	10	6	26	29	26	22

	<b>MCA Batch 2014-17</b>		<b>MCA Batch 2013-16</b>		<b>MCA Batch 2012-15</b>		<b>MCA Batch 2011-14</b>	
No. Of Student Intake	58	60	58	60	60	60	60	60
No. Of Dropout	2	2	2	0	2	2	2	2
No. Of Student Appeared	56	58	56	60	58	58	58	58
No. Of Student passed	55	57	56	60	57	58	58	58
No. Of Student failed	1	1	0	0	1	0	0	0

Distinction Obtained	44	36	38	30	34		38	
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5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- Apart from the academic curriculum our institution also encourages our students to participate in other co-curricular activities so as to enhance their overall personality development. Various other activities are performed in the organization through which students get a direction towards their career opportunities
- Various guest lectures, workshops, training sessions, seminars are organized for students where they meet with experienced professionals & get an opportunity to interact with them & also get knowledge about the latest trends & technologies
- They are also encouraged to write various research papers & present them during national & international conferences
- Annual day is being organized in the institute every year where recognition is being given to the students who has performed well during the year. Various Experts are invited from industries & other colleges or University to felicitate our students

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Special support & Extra attention is being provided to the students who are at risk of failure & drop out in the form or organizing extra lectures, personal guidance, question bank etc.
- Class tests are being conducted on timely basis to make the students prepare & check their performance before the final examination
- Personal counseling Career counseling, parent teacher meeting is being organized to guide the students at different levels. Various counseling sessions are also being conducted by the Counseling cell for the students
- Students are also keep informed about their attendance regularly so that the students with short attendance make themselves prepared for the consequences. Also their parents are called so that it does not hamper their examinations.
- We provide convenient room, writer and extra time to physically disabled students, as per the University rules and regulations during examinations.

### 5.3 Student Participation and Activities

5.3.1 List the range of sports, games, culture and other extracurricular activities available to students. Provide details of participation and program calendar.

Managing an organization is primarily a team game, and so is sports. The management table functions metaphorically as a field for participants who brain-storm and draw common consensus from the meet. Thus, understanding this belief, we at JIMS give due importance to sports. The Institute has many sports facilities. A variety of indoor and outdoor activities are organized for students to participate in during our sports,

cultural festivals and other competitions such as Debate, Presentation, Quiz etc. These are listed below:

**Indoor Games:-**

Table Tennis  
Carrom  
Chess  
Badminton

**Outdoor Sports:-**

Kho-Kho  
Cricket  
Volleyball  
Basketball

Badminton

**Extra Curricular Activities:-**

Street play  
Folk dance  
Singing  
Clay Modelling  
Painting  
Cartooning  
Rangoli  
Poster making  
Easy writing  
Debate  
Story writing  
Poetry and Recitation  
Quiz

**Other Extra Curricular activities:-**

Industrial visits  
Participation in Marathon

**Cultural Activities**

The two annual festivals provide an opportunity to the students to showcase their talent in various fields. It marks the crystallization of the energy of the youth and clarity of the mind of the modern manager. The events include strategy games, workshops, JAM sessions, dance and fashion competition etc. Students are also awarded and rewarded on the basis of their performance. Oasis instills lots of confidence in the students as this showcases their talent and gives them an opportunity to show their management skills because this event is solely managed and organized by the student teams.

- 5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/International, etc. for the previous four years.

Annexure attached

- 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- JIMS Elite-Alumni Association is a reunion thread of the entire alumnus living in all parts of the world. Life has become a hustle affair of prolonged happenings which makes us busier & occupied. Alum Association society helps in integrating & bringing together all the Alumni of JIMS to connect with each other in the most relaxed rejuvenated & serene manner. Our College takes regular feedback from the Alumni about the institution & accordingly what changes are to be implemented for necessary improvements are discussed & further applied
- We also take feedback from the employers with whom our students have been placed to know about the performance & working of our students which will further help us to guide our students & train them for more career opportunities

- 5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Students are encouraged to write articles in IT Flash, Management Flash, TechnoWhiz, TechByte, Surge, and International Conferences and they present case study, presentations in Prastuti.

- 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The Institute has a system of selecting CR from every section. The CRs meet the HOD on a regular basis and give their feedback and suggestions.

- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

We have student representative from the following clubs:

- a) Academic Club
- b) Cultural Club
- c) Patriotic Club
- d) Sports Club
- e) Economics Club
- f) Placement Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Any other relevant information regarding Student support and Progression which the college would like to include.

- JIMS Elite-Alumni Association is a reunion thread of the entire alumnus living in all parts of the world. Life has become a hustle affair of prolonged happenings which makes us busier & occupied. Alum Association society helps in integrating & bringing together all the Alumni of JIMS to connect with each other in the most relaxed rejuvenated & serene manner.
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  - Access to case study material and live projects from the industry which enhances knowledge base of the current students.
  - Opportunities for career services and mentorships.
  - Practical support and exposure to current students as they start their careers.
  - Continued support to current students through career advice, mentoring, placements, internships, pre-placement workshops.
  - Sharing talent to enhance the cultural life of campus through performances, exhibitions, etc.
  - Maintaining communication channels within JIMS fraternity.
- JIMS has always been taking one step ahead for Alumni engagement. To leverage relationships JIMS has launched its Alumni Chapters in Mumbai, Chandigarh and is looking forward to launch the new ones in near future in other parts of the country.
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society. It is an evening of fun, frolic and nostalgia, which brings back the sweet memories of old college days.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

#### OUR VISION

To be an Institute of Academic Excellence with total commitment to quality education and research in Management and Information Technology with a holistic concern for better life, environment and society

OUR MISSION	
To serve the society and improve the quality of life by imparting high quality education in management and information technology, providing training and development services, fostering research, giving consultancy services to industry and disseminating knowledge through the publication of books, journals and magazines	<ol style="list-style-type: none"><li>1. To provide holistic education in the fields of management and information technology.</li><li>2. To fulfill the training and developmental needs of micro small and medium enterprises situated in our vicinity</li><li>3. Encouraging primary research</li><li>4. Providing consultancy services to small and medium enterprises enriching the knowledge base of technical education through the publication of books, journals and magazines.</li><li>5. Discharging social responsibility by serving the underprivileged.</li></ol>

- 6.1.1 What is the role of top management, Principal and faculty in design and implementation of its quality policy and plans?

- The main aim of our institution is to provide quality education to our students, imparting them with the required skills & preparing them to become tomorrow's leaders. Our Management ensures to fulfill this commitment by providing them good academic & infrastructure facilities. The Director has full support of the Management Committee in catering the needs of the students & design the policy & plans that will meet the quality standards of the institute.
- Adequate Academic & financial support is provided to each department to ensure smooth functioning of the institution.
- All the activities & academic performance are regularly monitored by the top management & necessary guidance & support is provided to the staff & the changes to be implemented or improvements to be made, if any are discussed & further applied.
- Regular meetings are conducted with the staff to keep a check on their performance as well as to discuss various issues related to the academic or other events or activities of the institute.

- The Management ensures that there is availability of qualified faculty staff required in the institute for various programmes and new hiring are done based on the requirements of the institute.
- Timely Internal Audit is done by the Committee to fulfill the purpose of quality education & make regular improvements to make the system better.

#### 6.1.2 What is the involvement of the leadership in ensuring:

- The policy statement and action plans for fulfilment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

- **The policy statements & action plans for fulfillment of the stated mission**

Mission: To serve the society and improve the quality of life by imparting high quality education in management and information technology, providing training and development services, fostering research, giving consultancy services to industry and disseminating knowledge through the publication of books, journals and magazines.

- ❖ Ensuring that the syllabus is completed as per the planned curriculum.
- ❖ Organizing various training sessions, workshops & seminars to make the students updated with the emerging trends & technologies.
- ❖ Focuses more on practical training by providing them the opportunity to do live projects, internships, research projects and jobs with corporate to give them industry exposure.
- ❖ Encourages students & teachers to write research papers, articles, books, newsletters etc. to increase & enhance their knowledge & skills.

- **Formulation of action plans for all operations & incorporation of the same into the institutional strategic plan**

The Director encourages the active participation of staff members in formulating the action plans to fulfill the stated mission of the institution. The goals & objectives are clearly communicated to all the staff members & the director guides them towards the importance of these mission & goal & what actions are to be taken that will result in the achievement of this mission. The staff members are provided with autonomy to give their valuable suggestions towards the action plans and their feedback on how to make the system of teaching-learning process better. All the Heads of Department are involved in guiding & supervising the process of making action plans.

- **Interaction with Stakeholders**

Stakeholders consist of students, their parents, faculty, alumni, employers, society or community etc. Our institution makes continuous efforts to interact with our stakeholders on regular basis to ensure that they are fully satisfied with the quality of education as well as other services provided by the institution. Regular feedbacks from students have been taken to ensure that they are provided with good curriculum content, teaching quality, academic facilities etc. Also fortnight feedback is taken from them regarding the infrastructure facilities provided to them. Regular interactions with their parents are also done so that they may be aware about the performance of their children. Teachers also provide feedback regarding the performance of students in class & other activities. Alumni meets are organized to ensure regular interactions with our Alumni & maintain contacts with them. We also take feedback from employers with whom our students are being placed to know about how they are performing at their current job.

Also feedbacks from mentors from industry under which our students are doing internship are taken to know about what they have learnt and how they have performed during their internship. Various interactions with the society are also being initiated through organizing street plays, blood donation camps, cleanliness drive, serving & helping the underprivileged & poor sections of the society by various activities like helping the blind, ration distribution to old age homes, ration & book distribution to orphanages etc.

6.1.3 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

Advisory and Governing Board meeting takes place twice in a year and also of the Governing board.

The Institutional functioning is carefully analysed and improvement are suggested. Thereafter, the minutes are recorded and action taken report is submitted subsequently

6.1.4 Give details of the academic leadership provided to the faculty by the top management?

- The Academic leader is provided by the various continents of Top Management namely the Governing Board, Chairman, the Academic Advisory Council and the Director. The Governing Board and Academic Advisory Council have academicians drawn from reputed Universities and Institutions such as Delhi University, Indian Institute of Technology, Delhi Technical University etc.

The Director of the Institute has vast academic experience spanning over 4 decades.

6.1.5 How does the college groom leadership at various levels?

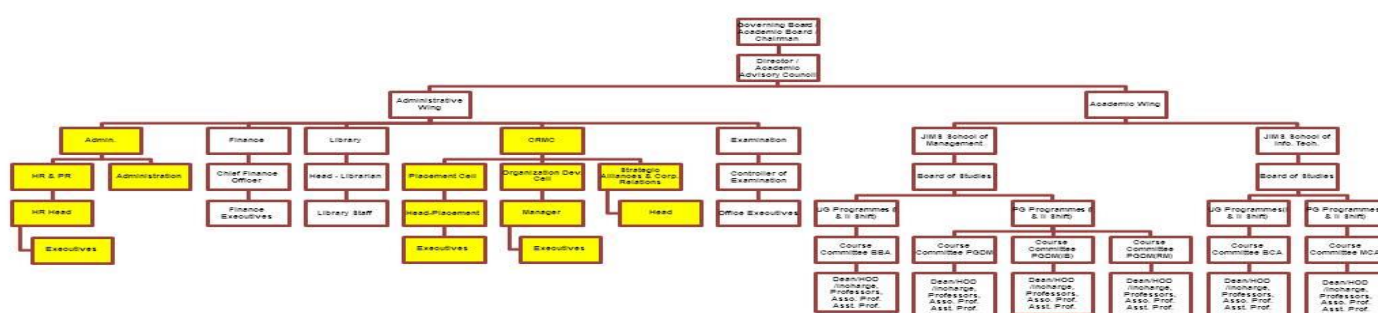
Students are encouraged to organize various co-curricular activities and extra curricular activities. The entire planning and executive is done by the student under the guidance of faculty members. For example, We encourage to enterprenual ideas and provision of seed capital to enterprenuership.

6.1.6 How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

Attached



JAGAN INSTITUTE OF MANAGEMENT STUDIES - TECHNICAL CAMPUS  
ORGANIZATION CHART



6.1.7 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Meeting with CR after every fortnight is way to promote participative management. We have four differnt Academic Club, Cultural Club, Patriotice Club and Sports Club which provides student to participate in curricular and co-curricular activities and provides suggestions for the betterment of functioning

## Strategy Development and Deployment

6.2.1.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviews?

Our Quality policy is documented and Director is responsible for formulating it. The Quality Policy is circulated amongst the staff and displayed at prominent places in the institute. We provide an ideal learning environment to the young techno savvy minds as per the needs and requirements of the Society and Industry. We conduct Governing

Board meetings, academic council and Board of studies meeting twice an year for discussing various issues and focus on improvement. We provide excellent infrastructure to students and faculty staff and adapt to the changing needs of the students, staff, society and industry.

- 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspect considered for inclusion in the plan.

The IQAC develops the perspective plan. The objective of the plan is to impart high Quality professional education in the fields of Management and Information Technology to provide a better life and environment to the society. JIMS strives to build a reputed Unit for research and entrepreneurial activities. We focus on the following points to reach to our goal:

- We run an incubation centre, a sub division of E-Cell where students gives series of presentations for a Business proposal and if the idea of the students strikes the decision making authority of the institute, the institute invests the seed capital in the proposal of the students.
- Motivate Faculty and students to take up sponsored research projects and consultancy assignments.
- Engage our alumni with the current students so to have cross fertilization of ideas between Industry and Academia.
- Involvement of students in the live projects.

- 6.2.3 Describe the internal organizational structure and decision making processes.

The organization chart of the institute which defines its internal structure is placed at Annexure.

All decisions of Governing Board and Academic Advisory Committee are implemented under the direct supervision and control of the Director. The Dean/HOD under the guidance of the Director ensures the smooth functioning of their respective departments. The controller of Examination and HR-head perform their duties under the direct guidance of the Director. The above team is assisted by Faculty members at Professor, Associate Professor and Assistant Professor levels. Competent staff at the Manager, Executive and Assistant level help in areas of Administration, Accounts, Corporate Relations, Library, Computer Labs etc.

- 6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

### **Teaching & Learning**

- The faculty maintains a subject file (Separate Theory and Practical file) and record the topic of the lecture delivered, also records the details of the assignment, case study or test given to students. The teaching plan of the entire semester is made by the respective subject faculty and it is monitored by the HOD on regular basis. The first year students are facilitated with bridge course which a short term course on a particular subject. The teaching-learning process is monitored through the individual feedback forms received from the students and is communicated to the faculties. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness
- Wi-Fi facilities in the campus, classrooms with state of the art furniture, white interactive boards and overhead projectors in all classrooms, library with a wide range of books, journals, newspapers to further facilitate the process of teaching and learning.

### **Research & Development**

- Our institution has always promoted research work among the faculties as well as students & encourages them to do various research projects.
- We provide full support to the faculties and students for their research work by providing them good infrastructure facilities like Well Stocked library with Books & Journals which they can refer books & journals for their research work, Computer Labs, Wi-Fi Enabled Campus, Research Centre for Faculties.
- There are many Senior Faculty Members who are having rich experience in research work and are undertaking various research projects & they also provide guidance & support to students as well for doing their research work.
- Special grants & facilities are provided to the faculties for conducting their research work like funds allotment, granting leaves, providing various incentive schemes etc. to motivate them to engage in more research projects.
- This Committee grants approval to the faculties for undergoing a specific research project.
- The Committee also encourages the faculties to participate in writing research papers to be published in various national & international journals & presenting the paper during seminars & conferences & also motivates them to write various research based articles.
- Conferences, Seminars, Workshops, Guest lecturers & Alumni Meet are being organized from time to time and students also go to the industry visit in different organizations.
- Students are also trained on latest technologies in their summer schools by different organizations some of the students undergone live projects for different organizations and also participate in IBM TGMC Research Projects.
- JIMS is a centre of excellence by IBM and it sends its expert team to provide training & certification to faculties & students. Each year students participate in “The Great Mind Challenge” research project organized by IBM.
- Research papers written by students in annual seminars and conferences as well as in international journals.

- JIMS had also launched a new project "Young Technology Awards", where students are encouraged to take part in innovative software projects, design concepts or research papers related to IT area which are further assessed by an eminent panel of judges and cash prizes and trophies are awarded to winning teams.

### **Community engagement**

The institution promotes institution-neighborhood-community network & student engagement, contributing to good citizenship, service orientation & holistic development of the students in the following ways:-

- At JIMS, our quest to serve the society by imparting quality education extends much beyond the chalked out boundaries. We put efforts to bridge the gap between the privileged and the under privileged of the society through our philanthropic activities. Giving shape to our endeavor is the Rotract Club- the Social Club of JIMS, a student-driven initiative that aims to make a difference in the society.
- Karmaarth, a CSR Initiative of Jagan Nath Gupta Memorial Educational Society, aims to enhance the employability among the underprivileged youth of the Indian Society. Our primary objective is to create a society where every individual who is deprived of knowledge & learning gets a platform for sustainable educational process. Our educational process is aimed at disseminating education & training that can help them build a better world for themselves. A world where they are endowed with skill and training in any sphere that enables them with grooming, communication etiquette, & attitude. It also works at motivating and providing supplementary education to school dropouts and other people who wish to learn short – term courses for generating fixed income. Most of the programmes aim at :
  - ❖ Educating children from slum areas.
  - ❖ Providing health and hygiene awareness among under privileged.
  - ❖ Inculcating elementary skill among uneducated youth.
- Our institute is having its own Patriotic Club which offers various activities that helps in promoting community network among the students through various activities like,
  - ❖ Helping the Blind.
  - ❖ Ration distribution to poor & underprivileged people.
  - ❖ Clothes & Books distribution to poor & underprivileged people.
  - ❖ Ration distribution to old age homes.
  - ❖ Blood Donation Camp.
  - ❖ Cleanliness drive etc.

### **Human Resource Management**

Both the Teaching and the Non-Teaching staff employed in the organization are put through a selection process after the vacancies are only notified and published in the newspapers. The CV's received are shortlisted then brought before the selection committee.

The HR policy Booklet is given to all the staff which defines the Leave Rules and Incentive Policies.

The College has adopted a Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programmes. At the end of the academic year every teacher is given self Assessment Approval Form performance of faculty, which help to assess.

### **Industry interaction**

- To make our students Industry ready, we invite eminent speakers from top institute & industry so that they can share valuable information and practices with the students.
- Conferences, Seminars, Workshops, Guest lecturers, Panel discussions, Industry Academia Meet& Alumni Meet are being organized from time to time and students also go to the industry visit in different organizations.
- Students are also trained on latest technologies in their summer schools by different organizations some of the students undergone live projects for different organizations and also participate in IBM TGMC Research Projects.

6.2.5 How does the head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

An open house discussion is done with the students to discuss their problems, take feedback and suggestions from them and is recorded for further action. The students feedback on various aspects of the institute facilities is regularly assessed and improvement plan based on the comments received is initiated. The institute collects fortnightly feedback from students on Lab and Library resources, Canteen facility etc. The feedback forms collected from students are analyzed and corrective actions are initiated. The individual feedback forms based on the quality of teaching is taken from the students. Parent teacher meeting is conducted to brief them regarding progress of students. The institute's Governing Body is also informed on student examination results and achievements in co-curricular and extra-curricular activities.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Regular interaction of Management representatives and the Director ensures a high degree of participation of all staff members in the decision-making process. Committees of the faculties and students are formed to work on different tasks where they are involved in planning, arranging the resources, organizing, coordinating and completing various club and committee activities. The involvement of faculty and staff members ensures the effective and timely completion of the activity. Incentive schemes for the Staff members, encouragement and support to the quality endeavors is highly encouraging and

keeps the staff motivated. Monthly get together for the staff is also organized by the institute.

6.2.7 Enumerate the resolution made by the Management Council in the last year and the status of implementation of such resolutions.

In its last meeting of the Governing Body held on 11<sup>th</sup> May 2017, the following suggestions were made:

1. Some events from alumni be held batch wise instead of doing it for all twenty two batches together.
2. The alumni association should be duly registered.
3. The institute should apply in various schemes of Govt. Of india such as Atal Incubation Centre.
4. The institute make some long term future plans.

Action Taken so far:

1. Alumni association is exploring the possiblity of organizing events in smaller batches.
2. There is no plan to regsiter the alumni association at the moment.
3. Compliances done
4. The long term plans are:
  - To seek global accreditation such as AMBA
  - To enter into academic alliance with reputed foreign universities and institutions
  - To admit students from NRI Category.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No autonomy is being given with regard to Academic Programme, Curriculum and functioning of the College. Institutional process and system will be run as per the AICTE/GGSIP University and Delhi Government Guidelines.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

We have multi-laid system of addressing in the grievances of all stakeholders. Periodic feedback is precured from class representative, faculty feedback in every semester from entire class. These students are asked to make suggestions also without disclosing their identity. Random rounds of the Institute is taken by

the Director/Dean and student's opinion is also precured wherever possible, parents are also requested to give their suggestions and express their grievances.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

None.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

There is a mechanism in the Institution to take students' feedback in the following manner:

Feedback from existing students is taken to assess Teaching Quality and Course coverage per subject per faculty. The feedback is analyzed by the HOD and Director. The faculty members are informed about the outcome of feedback so that further improvements on the feedback can be planned by faculty members in imparting their teaching. Feedback for institutional performance and infrastructure is also taken from the students and immediate steps are taken to enhance the performance of the institute.

### **6.3 Faculty Empowerment Strategies**

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- Faculty development programs in various areas are regularly conducted in the college.
- Faculty members are encouraged to do higher studies, contribute in Research and publication, Seminars and Conferences.
- Faculty members are provided official duty for attending Seminars/Conferences/FDP outside the Institution along with boarding and lodging facility.
- Experts from the industry and academia are called to conduct special lectures on latest trends in the market.
- Incentives are given to Faculty staff each year as per their annual academic performance.
- We regularly organize Panel discussions and Industry academia Meet.
- Best teachers' award is given on Teachers day.
- Encouraging faculty to be active members of the local, state,national and international-professional associations.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- For training and re-training of faculty members, the Institution organizes Faculty Development Programmes (FDPs), Seminars, Conferences, Panel discussions and Industry academia meets for the faculty and students.
- The faculty members are also motivated by awarding them with Best Teachers award.
- Incentives are given to Faculty staff each year as per their annual academic performance.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The performance Appraisal System of faculty and staff is well-documented in our HR Booklet. Faculty appraisal is conducted once in a year. Faculty fills up the self-appraisal form designed on the various parameters which include Teaching Ability, Research Output, Student Engagement, Participation in Co-curricular and Extra-curricular Committee activities etc. Individual Feedback from students taken once during the semester is taken into account while assessing teaching ability of faculty.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Performance appraisal is conducted once in a year and is assessed by the Director in consultation with the Management Representatives. Incentives are given to the faculty members as per their performance and feedback is floated to the faculty members. In case of deficient performance, faculty is advised to improve upon that area.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The following welfare schemes are available for teaching and non-teaching staff.

- a) Maternity leaves for female staff
- b) Compensatory leaves
- c) Academic leaves
- d) Duty leaves
- e) Medical facility

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

### Measures for attracting and retaining eminent faculty

- Institution provides healthy and conducive work environment.
- Faculty is given all freedom to work on research Projects along with students.
- Faculty is given incentives as per academic performance.
- Faculty has the freedom to undertake new initiatives in teaching and other activities.
- Faculty is encouraged to upgrade their knowledge through participation in FDPs, Seminars, conferences and writing research papers in reputed journals.
- Faculty is also encouraged to work on research consultancy.
- Faculty and staff are being paid sixth pay commission salary including all the allowances. DA is being implemented yearly.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

The institute takes the financial requirements from the departments before the start of the financial year. Event-in charges also prepare the proposed budget and sources of revenue and then presented to the Director. Director of the institute takes the Prior approval of the Budget sanctioning for undertaking expenditure and then the final Budget is prepared for the upcoming Academic session by the Director and submitted to the Budget sanctioning Authority.

### **6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

Internal Audit Conducted by External Auditor(Monthly /Quarterly) and Stautory Audit conducted by External Auditor only

### **6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institution, if any.**

Fees , No deficit. Annexure attached

### **6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The institute is working towards the efforts to generate resources by undertaking consultancy assignments and organizing MDPs.

## **6.5 Internal Quality Assurance System (IQAS)**

### 6.5.1 Internal Quality Assurance Cell (IQAC)

- a) Has the institution established an internal Quality Assurance Cell (IQAC)? .6 If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The Institution has Internal Quality Assurance Cell which is composed of the following:

- a) Dr. J K Goyal
- b) Dr. Sumesh Raizada
- c) Dr. Ashok Bhagat
- d) Dr. Pratima Daipuria
- e) Dr. Bhupender Som
- f) Dr. Deepika Saxena
- g) Dr. Praveen Arora
- h) Dr. Joydeep Goswami
- i) Ms. Pooja Jain
- j) Mr. Akshay Kumar
- k) Ms. Harmeet Narula
- l) Two students Representatives
- m) One Industry Representative
- n) One Parent Representative
- o) Dr. V K Agarwal, Vice Chancellor, Jagannath University, Jaipur
- p) Dr. H L Verma, Vice Chancellor, Jagannath University, Haryana

It takes continuous Feedback from students like CR Feedback, Individual Faculty Feedback Form (Filled once in a semester), It checks on course coverage, students falling under short attendance category. The Institution runs mentorship programme for the benefit of the students.

- b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

The IQAC has been constituted only recently.

- c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has an alumni representative, one parent, one industry person, one corporate representative and two vice chancellors.

- d) How do students and alumni contribute to the effective functioning of the IQAC?

By giving feedback of students, opinion of class representative, alumni discussion forum and alumni events

- e) How does the IQAC communicate and engage staff from different constituents of the institution?

By providing information through google groups, notice board and announcement on website from time to time.

- 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization. As stated earlier, the IQAC has been formulated recently. However, the institute was having a well laid out quality policy.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact. Yes, the staff members are made aware of quality policy from time to time, based on the feedback received due action is taken wherever necessary.

- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provision? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, Our affiliating university i.e. GGSIP University conducts an academic audit every year where in senior teachers from the university monitored and evaluate the quality of teaching and learning. Over the last four years the institute has been scoring around 80% in the academic audit.

- 6.5.5 How are the internal quality assurance mechanism aligned with the requirement of the relevant external quality assurance agencies/regulatory authorities?

Yes

- 6.5.6 What institutional mechanism are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operation and outcome?

The various institutions mechanism to review teaching learning process are faculty feedback, feedback from class representative, holding open houses, surprise checks, analysing the periodic assessment of teaching progress assignments, case studies presentation given and finally a detailed analysis of academic results and placement status.

- 6.5.7 How does the institution communication its quality assurance policies, mechanism and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

We propose to hold regular meetings of the recently constituted IQAC. However, in the past the action taken on feedback received from students is communicated to them

either by the Director or the respective Dean. In case of external stakeholders such as Alumni, parents, recruiters periodic meetings are held.

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

### **7.1 Environment Consciousness**

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- Energy conservation
- Use of renewable energy
- Water harvesting
- Check dam construction
- Efforts for Carbon neutrality
- Plantation
- Hazardous waste management
- E-waste management
  - a) Cylothon
  - b) Water harvesting

### **7.2 Innovations**

7.2.1 Give details of innovations introduced during the four years which have created a positive impact on the functioning of the college.

- Increased emphasis on self employment and entrepreneurship
- Providing guidance and seed capital to startups.
- Special training on relevant software packages to increase employability
- Corporate mentorship programme.
- Recorded mock interviews and group discussion sessions.
- Sector specific inputs to select students.
- Greater surveillance on summer internship project.
- Making provisions for live projects.

### **7.3 Best Practices**

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

- a) Incentive for research and Best Teacher Award
- b) Placement

## **6. Declaration by the Head of the Institution**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

with seal

Place: Delhi

Date: 16.03.2017