Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ❧ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- ❧ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- ❧ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- ❧ *To undertake quality-related research studies, consultancy and training programmes, and*

- ❧ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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Internal Quality Assurance Cell (IQAC)
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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d)   Act as a dynamic system for quality changes in HEIs;

e)   Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1.   Chairperson: Head of the Institution

2.   A few senior administrative officers

3.   Three to eight teachers

4.   One member from the Management

5.   One/two nominees from local society, Students and Alumni

6.   One/two nominees from Employers /Industrialists/stakeholders

7.   One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

*   It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

*   It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **International School of Informatics & Management Technical Campus**

1.2 Address Line 1

> **Sector-12**

Address Line 2

> **Mahaveer Marg, Mansarovar**

City/Town

> **Jaipur**

State

> **Rajasthan**

Pin Code

> **302020**

Institution e-mail address

> **iiim@icfia.org**

Contact Nos.

> **0141-2781154-55**

Name of the Head of the Institution:

> **Dr. Manju Nair**

Tel. No. with STD Code:

> **0141-2781154 - 55**

Mobile:

> **9783300005**

Name of the IQAC Co-ordinator: **Dr. Kavaldeep Dixit**

Mobile: **9783300008**

IQAC e-mail address: **iiim@icfia.org**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   **RJCOGN24167**

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

   EC(SC)/15/A&A/78.1

1.5 Website address: **www.icfia.org**

Web-link of the AQAR: **http://www.iisjaipur.org/iiim/IQAC/AQAR-2017-18.pdf**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**A**	**3.03**	**2016**	**2021**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **07/12/2012**

1.8 AQAR for the year *(for example 2010-11)*   **N.A.**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR-**2016-2017** on **17/05/2018** (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

  University   State ☐ Central ☐ Deemed ☐ Private ☐

  Affiliated College   Yes ✓ No ☐

  Constituent College   Yes ☐ No ✓

  Autonomous college of UGC Yes ☐ No ✓

  Regulatory Agency approved Institution Yes ✓ No ☐

  (eg. **AICTE✓**, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education ✓ Men ☐ Women ☐

                     Urban ✓ Rural ☐ Tribal ☐

  Financial Status   Grant-in-aid ☐   UGC 2(f) ☐ UGC 12B ☐

                  Grant-in-aid + Self Financing ☐ Totally Self-financing ✓

1.11 Type of Faculty/Programme

  Arts ☐   Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

  TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ✓

  Others (Specify)   .**Computer Applications**

1.12 Name of the Affiliating University *(for the Colleges)* **Rajasthan Technical University, Kota**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [-]

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme [-]   UGC-CE [-]

UGC-Special Assistance Programme [-]   DST-FIST [-]

UGC-Innovative PG programmes [-]   Any other (*Specify*) [-]

UGC-COP Programmes [-]

2. IQAC Composition and Activities

2.1 No. of Teachers [**7**]

2.2 No. of Administrative/Technical staff [**1**]

2.3 No. of students [**2**]

2.4 No. of Management representatives [**1**]

2.5 No. of Alumni [**1**]

2. 6 No. of any other stakeholder and

community representatives [**1**]

2.7 No. of Employers/ Industrialists [**1**]

2.8 No. of other External Experts [**1**]

2.9 Total No. of members [**15**]

2.10 No. of IQAC meetings held   **04**

2.11 No. of meetings with various stakeholders: No. | 34 | Faculty | 12 |

Non-Teaching Staff Students | 06 | Alumni | 02 | Others | 02 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [ ] International [ ] National [ ] State | 2 | Institution Level | 26 |

(ii) Themes

- **Effective Teaching and Research Methods for Academicians, Research Scholars, and Practitioners**
- **Professional Ethics in Teaching – Learning**
- **Faculty Intra-Institute Research Forum Session Series**
- **Upcoming Technologies impact on Management**

2.14 Significant Activities and contributions made by IQAC

- The orientation program 'Parichay-2017' was organized for the newly admitted batch of MBA and MCA in August 2017.
- **STAR** Initiative was conducted to improve students **S**oft Skills, **T**echnical Skills, **A**wareness and **R**eadiness.
  - ➢ Value added certificate courses & pre placement training program like:
  - ➢ Certificate Course in Citizenship and Social Entrepreneurship,
  - ➢ Certificate Course in Data Analytics,
  - ➢ Communication Skill Development Programme,
  - ➢ Certificate Course in MS Excel,
  - ➢ Business English Certificate (BEC),
  - ➢ Certificate course in Corporate Social Responsibility (CSR),
  - ➢ Certificate Course in Big Data & Hadoop,

- ➢ Certificate Course in Ethical Hacking & Cyber Security
- ➢ Certificate Course in Cloud Computing
- Annual Inter Institute IT fest Montage 2017 was organized on 22-23 September, 2017.
- IIIM in collaboration with India Development Coalition of America and Rotary Club Jaipur Gurukul organized 7th International Conference on 27-28 February, 2018 on the theme 'Challenges & Opportunities to Mitigate Poverty and Climate Change in India'.
- IIIM is an approved research centre for Ph.D. in Management and Computer Science by Rajasthan Technical University, Kota.
- Guest lectures, conferences, workshops and FDPs are organized and conducted on a regular basis on new and emerging areas beyond curriculum.
- The faculty and students are sensitized on social responsibilities by participating in extension activities and outreach programmes through NSS and CSR activities, citizenship and social awareness programmes and computer literacy programmes.
- Field projects relevant to social needs, social justice and empowerment of the underprivileged are taken up by the institution on regular basis.
- The Training and Placement cell offers career counseling to the students and helps them not only in choosing the right career but also in developing the required competencies.
- The T&P cell also focuses on wholesome learning via case studies, presentations, skill sessions for entrepreneurship and employability skills, live projects etc.
- AIMS sponsored FDP was organized on 'Effective Teaching and Research Methods for Academicians, Research Scholars and Practitioners' on July 7-8, 2017 by Prof. (Dr.) Sanket Vij, Chairperson, Dept. of Commerce, Coordinator AAC, B. P. S. Women University, Sonipat, Haryana.

Faculty Development Programme were also organized on the following themes :
- Mind Management and Successful life
- Libre Office Suite Calc Software and Scilab Software
- Android Developer Fundamentals
- Stay Happy, Stay Healthy
- Python Programming Language
- Drum Circle Emphasizing Team Building and Stress Management

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality
   enhancement and the outcome achieved by the end of the year *

Annexure 2.15

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ☐✓   No ☐

   Management ☐✓   Syndicate ☐   Any other body ☐

   Provide the details of the action taken

   **AQAR placed in Governing Body Meeting and the above mentioned plan of action was
   duly approved.**

Annexure – 2.16

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	-	-	-
PG	02	-	-	09
UG				
PG Diploma				
Advanced Diploma				
Diploma	01			
Certificate	01	-	-	-
Others				
Total	**06**	**-**	**-**	**09**

Interdisciplinary	-	-	-	-
Innovative	-	03	-	03

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (MBA & MCA)
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ✔   Parents ✔   Employers ✔   Students ✔
   (On all aspects)

   Mode of feedback   :   Online -   Manual ✔   Co-operating schools (for PEI) -

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES

Added more employability enhancement programmes, Value-added industry relevant courses, Diploma in Business Analytics based on the deliberations in Curriculum Development Workshops

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	**36**	**09**	**03**	**-**

2.2 No. of permanent faculty with Ph.D.   **20**

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	**9**	**-**	**-**	**-**	**-**	**-**	**-**	**9**	**9**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **0**   **6**   **3**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**07**	**03**	**08**
Presented papers	**14**	**05**	**-**
Resource Persons	**04**	**05**	**08**

2.6 Innovative processes adopted by the institution in Teaching and Learning:
Interactive, Collaborative and Independent Learning approach ensured through :
- Business Games
- Industrial Visits & Field Trips
- Comprehensive Viva-Voce
- Written Analysis of Cases & Case-Study discussions
- Jigsaws, Socratic Questioning
- Use of ICT Tools
- Seminars, Group Discussions
- Online Assignments
- Projects, Role plays, Simulation & In-basket exercises on the job training though myriad projects
- Interaction with eminent personalities from Industry
- International Conference, Workshops, Mock Interviews, Panel Discussion

2.7 Total No. of actual teaching days during this academic year   **180**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1.	The Internal Sessionals answer-scripts are shown and discussed with the students in the class to help them improve in the next sessionals/final examination.
2.	To make the examination process transparent the marks obtained by the students in the Continuous Assessment are displayed on the notice board and the copies are shown to the students. From the year 2013-14 the institute has implemented "Continuous assessment Booklet" (Yellow Booklet), under which after verification of marks by the students, the marks are entered in the booklet, which the students are required to sign.
3.	Internal Sessional question Papers are application-based to judge students' comprehension of theory and practice.
4.	Fictitious codes are allotted to the answer scripts before they are given to the faculty for evaluation.
5.	In case of project presentations or Viva-voce before the students undertake the final presentation/viva before the external examiners it is systematically conducted in-house for individual students by internal faculty. The faculty recommends suitable modifications in the project reports which are duly incorporated by the concerned students.
6.	The best three students in Paper & project presentations in MBA & Computer Science are awarded Certificate of Appreciation in the Annual management & IT fest.
7.	Top five best Summer Training Project Reports and Project Study reports of MBA & MCA Students are kept in the library for reference.
8.	For the benefit of students a unique initiative has been introduced from the current year wherein, model Answer Script per subject is made available for reference. The model answer script aims to provide guideline to the students to answer the question in the most effective manner.
9.	In the internal assignments additional assignments are given to students by concerned subject faculty to improve their subject knowledge.
10.	Three best software presentations of Computer Science students are stored in Computing Lab for reference.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	2	4

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

2017-2018

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

MBA	116	**6.03%**	**69.82%**	**17.24%**	**-**	**93.10%**
MCA	125	**40.08%**	**61.66%**	**-**	**-**	**61.66%**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Performance Review
- External Monitoring Practice
- Interdepartmental academic audit
- 360° Feedback Mechanism from all stakeholders

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**01**
UGC – Faculty Improvement Programme	**-**
HRD programmes	**04**
Orientation programmes	**01**
Faculty exchange programme	**-**
Staff training conducted by the university	**06**
Staff training conducted by other institutions	**04**
Summer / Winter schools, Workshops, etc.	**06**
Others	**04**

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**10**	**-**	**-**	**-**
Technical Staff	**17**	**-**	**-**	**-**

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- **Provision of Research Grant**
- **Organizing FDP's on research-based themes on a regular basis**
- **Organizing National/ International Conference on research based theme.**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	-
Outlay in Rs. Lakhs	-	0.40	0.40	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**16**	**01**	**-**
Non-Peer Review Journals	**-**	**-**	**-**
e-Journals	**-**	**-**	**-**
Conference proceedings	**02**	**01**	**-**

3.5 Details on Impact factor of publications:

Range	**1.05-4.01**	Average	**2.947**	h-index	**1-8**	Nos. in SCOPUS	**1**

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**01 year**	**ISIM**	**50,000/-**	**50,000/-**
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				

Total	**01**			

3.7 No. of books published   i) With ISBN No.   [-]   Chapters in Edited Books   [**22**]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [**Rs. 12,000/-**]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	-	-	-	-
2	Theme of the Conference: **Business Intelligence and Analytics: Emerging Strategies and Technologies** Collaborating Institutions: • University of Bolton, United Kingdom • Western International College, (WINC), RAK UAE • Indus International University, UNA, Himachal Pradesh • South Asia Institute for Social Transformation, Dhaka, Bangladesh • The IIS University, Jaipur	-	-	-	-
	Theme of the Conference: **Challenges and Opportunities to Mitigate Poverty and Climate Change in India** Collaborating Institutions: • India Development Coalition of America (IDCA), USA	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [**17**]

3.13 No. of collaborations   International [**4**]   National [**5**]   Any other [-]

3.14 No. of linkages created during this year   [**20**]

3.15 Total budget for research for current year in lakhs :

From Funding agency | -- | From Management of University/College | **3.40 Lakhs**

Total | **3.40 Lakhs**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.16 No. of patents received this year | Granted

3.17 No. of research awards/ recognitions   received by faculty and research fellows
   Of the institute in the year

Total	International	National	State	University	Dist	College
10	**5**	**5**	**-**	**-**	**-**	**-**

3.18 No. of faculty from the Institution
   who are Ph. D. Guides
   and students registered under them

19

85

3.19 No. of Ph.D. awarded by faculty from the Institution   **08**

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF **04**   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level **100**   State level -

National level **1**   International level -

3.22 No. of students participated in NCC events:

University level -   State level -

National level -   International level -

3.23 No. of Awards won in NSS:

University level	-
State level	-
National level	-
International level	-

3.24 No. of Awards won in NCC:

University level	-
State level	-
National level	-
International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	**02**
NCC	-	NSS	**23**
Any other	-		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

S.No.	Activity	Organising Body/Collaborative Agency/Resource Person	Date
1.	Mind Management & Successful Life	Brahmchari Anish Chaitanya, North – India Head, ChinmayaYuva Kendra	July 12, 2017
2.	Tree Plantation Drive	IIIM	July 26, 2017
3.	AIMS-2017	-	August 1-7, 2017
4.	NSS Orientation for batch 2017-19	IIIM	16/08/17
5.	NSS Registration for batch 2017-19	IIIM	17/08/17-18/08/17
6.	Clean Campus Day	IIIM	September 1, 2017
7.	Green Campus Day	IIIM	September 4, 2017
8.	Clean Hostel Day	IIIM	September 5, 2017
9.	Essay Contest on "Innovative Ways for spreading the message of hygiene"	IIIM	September 6, 2017
10.	Visit to slum areas to explain the concept of cleanliness	IIIM	September 7, 2017
11.	Visit to markets nearby to study the systems for cleaning	IIIM	September 8, 2017
12.	Visit to Kachhi Basti for distribution of Soaps, Tooth brush , Tooth paste etc	IIIM	September 9, 2017
13.	Elocution Contest on "Health and Hygiene is the Real Wealth"	IIIM	September 11, 2017
14.	Study of Garbage Cleaning Systems in public places	IIIM	September 12, 2017
15.	Presentation of Nukkad Natak at public places for spreading Cleanliness awareness	IIIM	September 13, 2017
16.	Video Presentation Contest on	IIIM	September 14, 2017

	Cleanliness Awareness Theme		
17.	NSS Day Celebration (Toys & Clothes Distribution to basti people)	IIIM	September 24, 2017
18.	Children's Day Celebration	IIIM	November 14, 2017
19.	National Youth Day Celebration (Distribution of Kites and Study Material to Govt. School, Bambala, Sanganer)	IIIM	12/01/18
20.	Kite & Sweets Distribution	Bais Godam Kachhi Basti, Kshipra path Kachhi Basti	13/01/18
21.	Jagrik Utsav – 2018 (20 students participated)	Pravah Jaipur Initiatives	09/02/18
22.	Blood Donation Camp	IIIM & SMS Hospital	March 14, 2018
23.	International Yoga Day	Dr. Bhagwat Singh, Patanjali Yoga Samiti	June 21, 2018

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing (Before 2016-17)	Newly created (2017-2018)	Source of Fund	Total
Campus area	6250 sq mt	NIL		6250 sq mt.
Class rooms	12	01	Self-financing	12
Laboratories	05	01	Self-financing	06
Seminar Halls	01	NIL	Self-financing	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	744	31	Self-financing	775
Value of the equipment purchased during the year (Rs. in Lakhs)		69474.00	Self-financing	69474.00
Others		Nil	Self-financing	

4.2 Computerization of administration and library

- **Library is fully computerized. OPAC Service is provided through ALICE Software for Windows.**
- **Library provides in-house and remote access to e-resources like JGATE, EBSCO, DELNET, IEEE, ACM & AOM Databases.**
- **Inter Library Loan Service (IIL) is provided through DELNET.**
- **The computing facility id provided to the Administrative staff to undertake their daily task related to Office management, accounting, Internet surfing, student record management, fees management etc.**

4.3 Library services:

	Existing (2016-2017)		Newly added (2017-2018)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11348	3616223	115	27732	11463	3643995
Reference Books	5765	2134010	198	176056	5963	2310066
e-Books	22	81360	NIL	NIL	22	81360

Journals	6248	872534	299	43539	6477	916073
e-Journals	3784	NIL	2537	NIL	6285	NIL
Digital Database	6	1239044	6	386678	12	1625722
CD & Video	702	35885	40	33643	742	69528
Others (specify)	1397	In-house	NIL	NIL	1397	NIL

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing (2016-2017)	330	05	45MBPS	NIL	01	07	NIL	
Added (2017-2018)	Nil	NIL	NIL	NIL	NIL	NIL	NIL	
Total	270	05	45 MBPS	NIL	01	07	NIL	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- **Training provided on AVIEW for Video Conferencing**
- **Training for Intranet-IIIM Connect**
- **20 Training Sessions on Online Aptitude**

4.6 Amount spent on maintenance in lakhs :

		In Lakhs
i.	ICT	47494.00/-
ii.	Campus Infrastructure and facilities	341567.00/-
iii.	Equipments	15408.00/-
iv.	Others	497570.00/-
	Total :	**902039.00/-**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has initiated following programmes and activities in enhancing awareness about student support services :

- **Conducting Certificate courses and workshops**
- **S.T.A.R. Programme**
- **A week long Orientation programme for fresher's in which they are oriented to various student support services available in the institute and corporate leaders addressing the new batch and exhorting the students to be ready to learn the management theories along with their applicability in the fast changing market places.**
- **Celebration of festivals on campus like kite festival celebration**
- **Book Bank Facility**
- **Self Defense Training for Students**
- **Student Mentorship and Development Programme**
- **Counseling Services**
- **Regular SMS Services & Mails**
- **Regular Feedback**
- **Personality grooming Sessions**
- **Institute Newspaper 'Cambuzz', handbook and institute web site provides awareness about various courses and programmes available in the Institute.**
- **Centralise Announcement System**

5.2 Efforts made by the institution for tracking the progression

- **Each Department maintains the results of the students. The interactions with students throughout the academic year and after the declaration of results help the faculty members to track the progression of the students. A review of students progression is taken during the meetings of the IQAC**
- **SWOT Analysis**
- **SMDP (Student Mentorship & Development Programme)**
- **Counselling**
- **Outgoing Student Feedback**
- **Tracking attendance shortage on periodic basis.**
- **Regular consultation with parents.**

- **Organised Guest Lecture on Career Orientation**
- **Semester wise result competition and individual student counselling**
- **Collecting data about students progression like percentage of students taking up higher studies, appointed in private and MNCs & taking up competitive examinations**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	**472**	**23**	-

(b) No. of students outside the state

15

(c) No. of international students

Nil

Men

No	%
251	**50.71%**

Women

No	%
244	**49.29%**

Last Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total
399	**04**	-	**80**	-	**483**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

In MBA & MCA programmes more thrust is given on placing the students in corporates. However, following support mechanism is available:
- **Job placement support activities like seminars and webinars in association with Industrial experts, Corporate Trainers and other placement and development trainers.**
- **Mock Test and Personal interviews were conducted to enable the aspirants to succeed in various competitive examinations.**
- **Participation in Career Fairs and Job Fairs.**
- **Training Programmes were conducted to enhance soft skills.**
- **Providing Books in Library for Competitive Examination Preparation.**
- **Personal Counselling**
- **Career Counselling.**
- **Psycho-social Counselling.**
- **Seminars & Webinars by Industrial experts.**

No. of students beneficiaries   **238**

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

- **Student Counselling Cell with a full time Counsellor is available.**
- **Student Mentorship and Development Programme with 10 students allotted under one faculty.**
- **Active Training and Placement Cell for regular Career guidance.**
- **Skill development Programme**
- **The counselling cell of the college organized the special lectures on career guidance.**

No. of students benefitted   **238**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
63	**241**	**197***	**36**

* Rest opted for Entrepreneurship & Higher Studies

5.8 Details of gender sensitization programmes

- **The CASH Committee is actively engaged in organizing events and projects focusing on social issues situated in the intersections of gender, class and caste.**
- **The events organized by the committee straddle both academic and activist concerns. This has been accomplished through talks given on themes such as sexuality, caste and gendered violence in conflict zones.**
- **Some workshops have also been organized on topics such as analyzing gender and**

space, women safety, online harassment and misogyny.
- **Informal discussion sessions have been organized for students to discuss contemporary social issues.**

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level   **1**   National level   **1**   International level   **16**

No. of students participated in cultural events

State/ University level   **-**   National level   **2**   International level   **8**

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   **-**   National level   **-**   International level   **-**

Cultural: State/ University level   **1**   National level   **4**   International level   **1**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (2017-18)	**03**	**53,625.00**
Financial support from government (2017-18)	**14**	**8,67,000.00**
Financial support from other sources	**-**	**-**
Number of students who received International/ National recognitions	**-**	**-**

5.11   Student organised / initiatives

Fairs   : State/ University level   **-**   National level   **-**   International level   **-**

Exhibition: State/ University level   **-**   National level   **-**   International level   **-**

5.12   No. of social initiatives undertaken by the students   **23**

5.13 Major grievances of students (if any) redressed: **Nil**

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To be globally responsive and socially conscious, committed to innovation and creativity by developing and disseminating knowledge and practice for learning and resource use optimization and to emerge as an organization with an optimal blend of value based growth and future preparedness, leading to prosperity of the society and nation at large.

Mission

We stand committed with a spirit of enterprise, will to succeed, zeal to grow and objective-achievement orientation through value based education for community at large by creating an environment of intellectual stimulus, scientific orientation and social responsibility.

- **To impart education that enables the students to acquire the desired skills and abilities necessary to answer the challenges of the modern world and the process of globalization, due to technological advancements.**

- **To inculcate the spirit of enquiry, self expression and independent judgment amongst the students and staff.**

- **To enhance the ability to utilize the full potential of Intellectual Capital and learning resources through quality research, consultancy, scholarship and creative performance.**

- **To cherish the Indian value system with focus on the Indian culture, traditions and heritage, imbibing the best of the West at the same time.**

- **To understand and appreciate human differences in culture, gender and race, and finally to cultivate aesthetic sensibility and moral values in society at large, leading to the strengthening of the spirit of application of knowledge towards National growth.**

6.2 Does the Institution has a management Information System

Most of the processes in the institute are computerized. The computerized processes include-

- **Library Automation- Alice, ALMA Connect- to connect the Alumni with the institute, IIIM Connect-intranet which automates ISIM Office, Examinations, Results, Attendance, Student information, Fee Information, Employee Information. The use of these automated systems facilitates provisioning management information.**

- **A web application for institute's on line journal Oorja**

- **Web application –Atithi, the Visitors/Experts database**

- **Automation of Faculty feedback analysis system**

- **Biometric attendance system for faculty and staff**

- **Subscription of CampusDope- a digital Inter-college mentorship platform**

> - **Dharohar App was launched for strengthening interaction of alumni with the students**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> - **Suggestions for the review of the syllabus are given to the Board of Studies of RTU, Kota.**
> - **Curriculum Development through linkages with IDCA ,SIDART and UN GCNI**
> - **Curriculum development workshops are organized twice every year**
> - **Value Added courses are revised every year according to the need of the corporate**

6.3.2 Teaching and Learning

Teaching and Learning

Policies and strategies for improving teaching and learning are devised along the following dimensions:

- **Organizing of academic events to keep faculty members updated with the latest trends and practices in the sphere of education and research.**
- **Constant innovation in pedagogical tools for effective delivery of content and better learning.**
- **Assessment and evaluation practices to make the examination system expeditious and transparent.**
- **Holistic development of the students through various co-curricular and extracurricular activities.**
- **Promotion of research to make learning more result oriented.**
- **Student mentoring by the alumni of the institute**
- **Blending class room learning with MOOCs**
- **Academic audits are conducted every year**
- **The institute has a central body- Internal Quality Assurance Cell (IQAC) which regularly reviews the teaching learning process.**
- **Ensuring experiential learning through industrial visits, field trips, case-study discussions, projects and interaction with eminent personalities from industry.**
- **Club Activities conducted in disciplines such as Marketing, HR and Finance, Computer Science**
- **Current Affairs Forum Meet is organized to acquaint students with the latest events taking place in global scenario.**
- **E-igniters-The NEN cell on campus develops entrepreneurial and creative skills among students.**
- **Industry Oriented, Value Added Courses**

- **Star Initiative- Initiative undertaken by the institute to focus on the soft skills, technical skills, Awareness and Readiness of the students.**

- **Faculty and Student collaboration for refining Summer Internship Project work**

- **To make the students learn the industry trends the Institute intends to collaborate with industry experts to teach certain modules of syllabus.**

6.3.3 Examination and Evaluation

- **Transparent and fully automated examination system.**
- **360 degree evaluation comprising tests, assignments, presentations, viva, seminar & discussion and attendance.**

6.3.4 Research and Development

The institute aspires to be research–intensive with targeted areas of research excellence and the following objectives-

- **Bi-annual International Journal of Management & IT- OORJA has been indexed in IIJIF Database, i2or Database[International Institute of Organized Research Database], Root Indexing. Listed in the UGC approved list of journals as Journal No. - 48386.**
- **Faculty and student collaboration for research.**
- **Deputation of faculty members for research focused workshops**
- **Enhance e-research capability.**
- **The research outputs are shared in the "Intra- Institute Research Forum" which acts as a platform for knowledge sharing.**

Academic & financial support is also extended to the faculty in the following ways:

Funding Support:

- **Seed Amount and Financial Assistance for research activities**
- **Budget for FDP programmes**

Infrastructural Support:

- **Wi-Fi Campus**
- **State of the art lab well equipped with the requisite research softwares**
- **Well stacked library with a rich collection of National and International Journals, reference books and on-line resources**

Research Collaborations:

- **Approved research centre by RTU Kota for Ph.D programme in Management and Computer Applications.**
- **Collaborative research tie up with The IIS University in Management and Computer Science.**
- **MOUs with the industry for Research and Development activities which include Tab**

India, Tamilnadu, Amsum & Ash, USA, Bosch Jaipur, BKT Tyres, Mumbai.

- **MOUs with academic institutions like Jaipuria Institute of Management, Jaipur, Indus International University, Himachal Pradesh.**
- **MOUs with IDCA (India Development Coalition of America) and RDA (Research Development Association) for research and development activities.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **The Library is well stacked and fully computerized.**
- **It holds a rich collection of printed as well as electronic resources which include books, journals, databases, audio-visual materials, CDs/ DVDs, e-journals, reports, case studies, conference proceedings and training manuals etc.**
- **Smooth functioning of library is ensured through library committee.**
- **Library committee adopts proactive and reactive procurement methods.**
- **A separate library budget is demarcated in the institutional budget and the library committee ensures complete utilization of funds on procurement of the library resources.**
- **E-learning is facilitated through automated e-library with subscription to journals from e-resources like Delnet, EBSCO, J-Gate, etc.**
- **The institute has an ICT committee that facilitates & monitors the ICT function.**
- **Through regular ICT committee interactions, hardware(s) and software(s) upgrades for the IT lab are planned and knowledge of the upgrade is disseminated to the students & staff.**
- **Digital language learning lab**
- **Smart and Tech-enabled classrooms.**
- **Computer based tutorials and other e-learning initiatives.**
- **Online lectures and workshops using A-VIEW system.**
- **Webinars organized through Video conferencing facility.**
- **Microsoft Campus Agreement (CASA), Dream-Spark (Microsoft software up-gradation) and Other open source Software applications.**
- **The classrooms are spacious & airy with good natural lighting & ventilation.**
- **The classrooms are air conditioned with CCTV camera network.**
- **The on-campus facilities include excellent conference halls, tutorial halls, canteen and parking facility.**
- **The institute has good drinking water facility with water coolers and drinking taps and ground water boring.**
- **Water tanks, coolers and filters are cleaned on a regular basis.**

- **The institute has lush green lawns and serene ambience, which provides an appropriate environment for academic work.**
- **Every workplace on the campus like faculty rooms, classrooms, computer labs, library and administrative offices has network connectivity.**
- **The institute also provides Wi-Fi connectivity to facilitate students to get connected wirelessly and access vast intellectual resources.**

6.3.6   Human Resource Management

- **Faculty Development Programmes and workshops are conducted for the teaching staff.**
- **Encouragement to faculty members for participation and paper presentation with leave facility.**
- **Regular workshops for non-teaching staff on Office Management, Public Relations and Computer Awareness.**
- **Faculty members are encouraged to do research work and Ph.D. Programme with additional research facility and flexible leave system.**
- **The faculty is evaluated on a 360 degree basis with self evaluation, evaluation by peers, evaluation by students and evaluation by the HOD-Management-Studies and HOD-Computer Science.**
- **The recruitment and promotion policies of the faculty are clearly outlined as per the AICTE norms and standards set by the Governing Body.**
- **The Faculty and Staff Manual articulates the recruitment policy, job description, workload, appraisal policy, evaluation and promotion norms**

6.3.7   Faculty and Staff recruitment

- **The recruitment and selection system of faculty members and staff is based on sound recruitment policy as stated in the faculty and staff manual.**
- **Faculty members and staff are recruited through internal and external modes including employee referrals and promotions and advertisements published by the Institute from time to time as and when need arise.**
- **The criterion for promotion is eligibility as per the AICTE norms and the feedback of the faculty appraisal committee.**

6.3.8   Industry Interaction / Collaboration

Institute has clearly defined course of action for corporate participation which ensures regular Industry-Institute Interface through the following:-

1. Weekly guest lectures every Thursday/Saturday

2. Annual International/National conference NCMIT/ICMIT held in the month of April each

year.

3. International Conference held in collaboration with IDCA in the month of February each year.

4. Quarterly held Workshops/Seminars.

5. Local Industrial visit every second Saturday.

6. 'Parichay' - A week long Orientation Programme for the new batch of MBA students.

7. Visiting faculty from diverse corporate sectors handle courses.

8. Summer Internship/ Project Study.

9. Mini –Projects / Field work.

10. Research Projects/ Consultancy / MDPs all round the year.

11. MOUs with industry.

12. Participation of industry representatives in institute's events like Mosaic (Annual Inter-Institute Management Fest), Montage, Roopantar and B-quizzing competition for Institute and Corporates.

13. Contributions of corporate personnel in Oorja- The institute's International Journal of Management and IT.

14. Alumni & Industry Mentorship Programme.

6.3.9   Admission of Students

- **The procedure of selecting students is reserved with the affiliating Rajasthan Technical University, Kota and All India Council for Technical Education, New Delhi.**
- **Admissions to MBA Programme are done through Common Management Aptitude Test (CMAT), a National Level Test and are based on GD and interview in addition to the eligibility criteria prescribed by the AICTE/RTU.**
- **Admissions to MCA programme are done through the NIMCET -NIT MCA Common Entrance Test, a National Level Test conducted by NITs and Rajasthan Masters of Computer Application Admission Test (RMCAAT) a common admission test conducted by the Rajasthan Technical University Kota, for the state quota in MCA institutions in Rajasthan.**
- **Candidates are finally admitted strictly in order of merit of the Admission Test and in accordance with the reservation policy of the state government.**

6.4 Welfare schemes for

Teaching
- Academic budgetary allocations for research, training, faculty development programmes and participation in seminars/ workshops/ conferences.   - Career Planning for the faculty   - Academic Leaves and Grants   - Participation and conduct of faculty induction and orientation programs   - Provision for Research Assistant Fund   The faculty also have access to the following facilities: - Separate air-conditioned rooms / cabins with individual computers.   - CUG mobile phone facility.   - Crèche facility.   - Letter of appreciation for commendable services.   - Video conferencing facility.   - Gymnasium facility.   - Swimming pool facility.   - The institute creates an environment for the faculty to take up consultancy projects. The revenue generated from such projects is shared by the institute and the faculty in the ratio of 30:70 after deducting TDS @ 10%.   - Uniform subsidized by 50% for the faculty members who have clocked up three years of regular service at ISIMTC.   - Travel and Registration Fee reimbursement to attend a conference, seminar, scientific meeting and workshop is only provided to permanent faculty members holding the rank of Professor, Associate Professor and Assistant Professor with minimum two years of service with the Institute.   - Senior administrative officials are sponsored for attending out of India seminars, certificate courses and conferences.   - For participation in Fellowship Programmes / Orientation Programmes, the faculty should have spent

	three years or more at the Institute and should have a rating of Excellent or Very Good on his/her evaluation. • Duty Leaves are provided to Professor, Associate Professor and Assistant Professor. • Provision of Academic Leaves for Professor, Associate Professor and Assistant Professor. • Laptops are provided to the faculty of the rank of Associate Professor and Professor. • Provision of Study Leave for Faculty members up to the rank of Professor and Associate Professor with minimum three years of association with the institute. Salary Protection for faculty availing Study Leave and at the time of faculty appraisal seniority is protected. • The number of duty leaves that can be sanctioned in a year will be 20, 15, 10 days for Professor, Associate Professor and Assistant Professor respectively. • Provision of seed money for Professor, Associate Professor and Assistant Professor with two years of service in the institute. • Complimentary Mitti Cool Bottles were provided. • Meditation and Yoga workshops are organized regularly • Automated Birthday Greeting System • Free membership of Rotary Club Jaipur Gurukul • Decentralized structure of the administrative system • Effective performance counseling based on feedback. • Maternity benefits are provided as per the norms.
Non teaching	
	• Budgetary allocations for training, development programmes • Career Planning for the staff • Academic Leaves and Grants • Participation and conduct of staff induction and orientation programs The staff also have access to the following facilities: • Separate air-conditioned rooms / cabins with individual computers.

	• CUG mobile phone facility.
	• Crèche facility.
	• Letter of appreciation for commendable services.
	• Video conferencing facility.
	• Gymnasium facility.
	• Swimming pool facility.
	• Uniform subsidized by 50% for the staff members who have clocked up three years of regular service at ISIMTC.
	• Complimentary Mitti Cool Bottles were provided.
	• Meditation and Yoga workshops are organized regularly
	• Automated Birthday Greeting System
	• Free membership of Rotary Club Jaipur Gurukul
Students	
	• The institution has the provision for financial aid to meritorious students on merit cum need basis.
	• Sessions on Education loan from nationalized banks are regularly organized in institute for students and required resources are made available to the students.
	• The institute facilitates the financial aids provided by various government bodies.
	• Apart from this the Management also extends fee concessions and facility to pay fees in increased number of installments, to needy students.
	• The college also provides Book Bank facility to the students every year.
	• The college runs Earn & Learn Scheme for beneficiary students.
	• Value added certificate courses are organized for students.
	• Group mails given to students on important information like: ▪ Examination fees and time table. ▪ Fee submission dates. ▪ Holidays schedule and reopening dates.
	• Health checkups and blood grouping camps.
	• Stress management – counselling.

	- Training for increasing employability potential, self-employment and entrepreneurship. - Subsidized canteen facilities The Canteen Committee works in tandem with the canteen contractor to ensure cleanliness, nutritious drinks and eatables and also fix the rates of all the items being sold there. The rates there are much lower than those in the market which make the canteen fare suitable for everyone's pocket and palate. - Free institute Bag, Blazer, T-Shirt and Tie. - Anti-Ragging Committee. - Committee against Sexual Harassment - Students are given easy access to computer and internet facility. - Railway concessions are given to the students as per State Government norms. - Grievance Redressal Cell interacts with the students to help them to sort out their grievances. - Intranet - Student Mentorship Development Programme (SMDP) for providing guidance to the students. - Aptitude Test Series - Meditation and Yoga workshops are organized regularly - Participation in Inter Institute activities is funded by the institute. - Star Initiative was undertaken for the holistic development of students. It aimed to improve the Soft Skills, Technical skills, Awareness of self and Readiness of the students

6.5 Total corpus fund generated   **Rs. 550000**

6.6 Whether annual financial audit has been done   Yes ✓ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Rajasthan Technical University All India Council of Technical Education (AICTE)	Yes	Principal & Deans
Administrative	Yes	R. Sogani & Associates	Yes	Principal & Deans

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes   Yes [ ] No [ ]

For PG Programmes   Yes [ ] No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N. A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N. A.

6.11 Activities and support from the Alumni Association

The alumni association has been named "Dharohar".

> **Dharohar has contributed in the progress of the institution through:**
> * **Final Placements and leads thereof**
> * **Summer internships / mini projects / field visits**
> * **Student mentoring and career counseling**
> * **Suggestion on curriculum revision, new courses and infrastructural upgradation**
> * **Guidance on development of entrepreneurial skills of the students**
> * **Guest lectures / Workshops / Industry Institute Interfaces**

The Alumni shares reminiscences of the institute, and their professional experiences in the organizations where they are employed.

6.12 Activities and support from the Parent – Teacher Association

There is no formal parent teachers association. But each department under SMDP arranges meetings with the parents from time to time to apprise them of the students' academic progress and discuss various students' related issues.

6.13 Development programmes for support staff

Staff Development Programmes and workshops are organized from time to time.
For skill up-gradation and training of the staff, the staff development programmes in recent years were conducted on:

- **Stress Management**
- **Art of Living**
- **Healthy living through Yoga**
- **Digital Banking**
- **Operational Efficiency**
- **Work Life Balance**

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **The institute is set amidst natural surrounding with beautiful landscaping. Landscaping is aesthetically designed to create tranquil ambience.**
- **Green cover within institute is enhanced by arranging tree plantations on various occasions like national festivals under the NSS programme.**
- **A permanent horticulturist is responsible for scenic beauty of the campus.**
- **Guest lectures are organized for students addressing the environmental issues.**
- **Solar heaters in the hostel.**
- **Plastic free zone has been introduced. Students are encouraged to plant trees.**
- **The campus is smoke free and tobacco free.**
- **Green audit is done from time to time.**
- **The barren land adjacent to the institute has been developed into a lush green lawn.**
- **Institute has taken various initiatives to save paper by emphasizing on making the systems and procedures Paperless.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. To enhance Students proficiencies and personality, Institute has started STAR Initiative which aims to improve the Soft Skills, Technical skills, Awareness of self and Readiness of MBA and MCA students.
2. Organized week long NSS Special Camp from 1st August To 7th August, 2017
3. The NSS Unit of IIIM celebrated Children's Day on November 14, 2017 with children of slum areas of Jaipur. More than 70 student volunteers visited different slum locations to convince the guardians of children to send them to the institute, ensuring pick and drop facility and also regarding the safety of them.
4. IIIM organized a two day faculty development programme on "Effective Teaching and Research Methods on 7-8 July 17. The resource person was Prof. Sanket Vij, Chairperson ,Department of Commerce Coordinator – AAC, B.P.S Women University , Sonipat.
5. Institute organized Faculty Development Programme on Sci Lab and Libre Office Suite Calc Software in collaboration with Spoken Tutorial project initiative by IIT Mumbai and was held on 11-12 July 2017.
6. Three Faculty members from MBA and One Faculty from MCA have been approved as Research Supervisor for Rajasthan Technical University, Kota
7. To motivate students for research work, this year students had been allotted to each faculty members to Write and Present Research Paper as their term paper presentation.
8. Open house for the students was organized and students offered critical appraisal of both the curricular and Co-curricular programs.
9. IIIM received Certificate of Excellence in the fifth Dialogue India Academic Award and was ranked second among the private Management colleges of Rajasthan.
10. The institute has been ranked among the Best 25 Preparation Centers in South Asia for "Best Employability Support for students" by the Cambridge English Assessment, 2017.
11. The institute has been ranked first and has been awarded "Certificate of Excellence" in the category "A" through the Quality Index Value (QIV) Survey conducted by the Rajasthan Technical University, Kota for MBA and MCA Programmes for session 2016-17 & 2017-18 consecutively.
12. OORJA-International Journal of Management & IT , a Bi-annual double-blind, peer-reviewed refereed journal of International School of Informatics and Management, a new milestone has been added to its successful journey it has been listed in the UGC approved list of journals as Journal No. – 48386 and also been listed with EBSCO.
13. In Batch 2014-17, Ms. Jyoti from MCA secured 7th position and in Batch 2015-17 Ms. Megha Jain

	from MBA secured 5th position in merit of Rajasthan Technical University, Kota.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the
beginning of the year

	ACTION PLAN	STATUS
1	To strengthen strategic alliances with industry partners to promote research and consultancy.	• Institute Organized workshop on Cloud Computing for MCA Students from 24 to 27 July 2017. The workshop was conducted by Mr. Lalit Pawar – Senior Technical Analyst, WebTek Labs, Hyderabad. • Under Faculty Development programme Institute hosted 5 Days workshop on "Android Development " in collaboration with Google and Rajasthan Technical University, Kota.
2	Organizing Conferences /workshop/ awareness programs.	• Institute organized Session on Emerging Trends in IT industry on 31st August Mr. Sumit Yadav, COO, OYS Infotel Pvt. Ltd addressed MCA students about latest emerging Technology. • A workshop on 'Global Economy' was conducted for MBA students by Prof. Nawal Kishore, Former Director, School of Management Studies, IGNOU on September 6, 2017. • On 9th September, 2017 Dr. Kawaljeet Singh, Director, Computer centre, Punjab University, Patiala addressed the MCA students on the topic "Assessment of Intelligent Access Tools for Creating Digital Diaspora ". • On 14th September, 2017 Mr. Himanshu Kumbhat, Director, Mr. Zubin Malik Technical Manager and Mr. Amit Paul Operations Manager, Extensible IT solutions addressed the MCA students on "Career in IT sector and Industry expectations from fresh pass outs.

		• On November 8th, 2017 a workshop on 'Future of Startups' was conducted for students. The resource persons were Mr. Sahil Agrawal, Co-founder of Hippo Cabs, Miss Sonal Agrawal, Head of Robin Hood Army Jaipur and Miss Parul Joshi, campaign manager of Josh Talks. • A workshop on 'Art of Public Speaking' was conducted on December 04th, 2017 and addressed by Prof. Gurcharan Singh, Professor in School of Management Studies, Punjabi University Patiala. • Students of MBA and MCA attended a webinar on Smart India Hackathon 2018 on January 16th, 2018 and it was addressed by General Bipin Rawat, Chief of Army Staff. • A workshop on Banking Industry was organized for MBA students on January 16th, 2018 and the resource person was Mr. Akash Kumar CEO, Sr. VP Axis Bank. • From 17th January to 20th January, 2018, A workshop on 'Data Analytics' was conducted for MBA students by Mr. H. K. Singh, Service Delivery Manager, Cognizant Technology Solution, and Data Scientist to enhance the analytical skills of the students. • The Institute organized a Workshop on 'Imports and Exports procedure' on February 16th, 2018 for MBA students and the resource person was Ms. Bhumi Kalra, Branch Manager, IIIEM. • To endow with practical and conceptual knowledge of Python Programming language, a Certification Programme of 4 days from 21st to 23rd Feb., 2018 was organized for MCA students. The resource

		person was Mr. Ajeet Kumar Yadav , Sr. Trainer, Technoglobe.
		• A workshop on 'Confidence Building and Body Language' was conducted for MBA and MCA students on March 7th, 2018 by Ms. Winfred Crawford, Founder, Winfred Crawford Behavioural Academy
		• On March 26th, 2018 A workshop on Digital Marketing was organized for MBA students and the resource peron was Mr. Prince Kapoor Digital Marketing P The Beginners, NIIT Professional.
		• An International Conference IDCA 2018 was organized in collaboration with India Development Coalition of America (IDCA), USA on 27th-28th March, 2018 and the theme of the conference was Transforming India: Initiatives, Challenges and Road Ahead.
		• An International Conference ICMIT-2018 was organized on 12th-13th April, 2018 in collaboration with University of Bolton, United Kingdom, Western International College, Indus International University, UNA, Himachal Pradesh, and The IIS University, Jaipur. Theme of the conference was Business Intelligence and Analytics: Emerging Strategies and Technologies
		• A workshop on 'Recent Trends in data Mining' was organized for MCA students on 20th April, 2018 by Prof. Ramadoss from Department of Computer Application, National Institute of Technology, Tiruchirappalli, Tamil Nadu.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Two Best practices of Institute are:
1. Development of entrepreneurial skills through E-Igniters
2. Activities beyond curriculum for holistic development of students.

Details are provided in annexure

7.4 Contribution to environmental awareness / protection

• On 7th August 17 under NSS Initiative Institute organized a tree plantation drive and distributed tree sapling to nearby area.
• On 2nd October 2017 institute had organized cleanliness campaign to promote Swachh Bharat Mission
• Institute has taken initiative to present tree sapling to invited guest instead of bouquet

7.5 Whether environmental audit was conducted?　　　YES *

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC analysis of the institute and Future plans

  Strengths

- A Systematic process of curriculum delivery is in place.
- Thrust on innovation, research and employability.
- Industry relevant Value-Added Courses to supplement the academic curriculum.
- Approved Research Centre for Ph.D. in Management and Computer Application by Rajasthan Technical University, Kota.
- Collaboration with national and international institutions and organizations for academic interchange in the areas of teaching, learning and research.
- Well qualified, dedicated and committed faculty with a wide range of expertise.
- Conducive working environment for faculty and staff leading to faculty and staff retention.
- Most of the faculty members are Ph.D. holders and approved Research Supervisors.
- Faculty members are actively engaged in authoring book and quality publications and also are resource person for workshops, seminars FDPs and refresher courses.
- Extensive use of Case analysis in MBA teaching and Application oriented and project based teaching & learning in MCA.
- Students actively engaged in Live Projects/Internships with organizations of repute.
- Plethora of activities organized under various student clubs including Genesis-The Marketing Club, White Knight-The Finance Club and Humanagers-The HR Club ,#include – The programming club, Webscape- The website designing club .
- An Active and widespread Alumni Network.

  Weakness

- Lack of flexibility in admission of students, as admissions are governed by State Government norms.
- Lack of flexibility in curriculum designing.

Opportunities

- Exposure to recent technological advances through Webinars and networking platforms.
- Capitalizing the online opportunities through online courses.
- Strategic alliances and partnerships with institutions / organizations of national and international repute.
- More students from rural areas are opting for Higher Education
- Enhance scope for entrepreneurship development
- Opportunities of collaborative research with research institutions.

Challenges

- Locational disadvantage for strengthening academia-industry linkages.
- Mushrooming growth of technical institutions.
- Job Market slowdown/ recession
- Migration of students to universities / institutions in metros and abroad.

Future plans of the Institution.

- Setup a training academy for designing and delivering industry ready courses to cater to various manufacturing and service industries to train their employees with requisite industry specific skills.
- Setup an incubation centre for identifying, promoting and nurturing novel ideas to launch successful business ventures.
- Online development of teaching modules.
- Introduction of paperless campus.
- Setup a software solutions center to provide software solutions to specific sectors of the industry.

Best practices

1. Development of entrepreneurial skills through E-Igniters

Institute organized various E Cell activities in the year 2017-18

E Cell Activities in the year 2017-18

S. No	Number of students Invited	Dates	Brief Description
1.	**Movie Review**	August 14, 2017	Movie screening of 'Moneyball'
2.	**Orientation of e-igniters**	August 17 & 21, 2017	Rationale of this programme is to acquaint the students about entrepreneurship and its success factors.
3.	**E-Talk by Mr. Ankit Jain, Travloncards**	August, 3, 2017	The guest speaker- A successful Entrepreneur addresses students about the different facets of entrepreneurship based on his experiences. The talk intends to stimulate the knack and aptitude.
4.	**E-Talk by Mr. Bhawan Parmar,**	August 10, 2017	

	Grow Well Organics		
5.	**E-talk by Mr. Paresh Gupta, MyCareer Architects**	August 16, 2017	
6.	**E- Talks by Mr. Pramit Mathur, Vismay Innovation**	August 12, 2017	
7.	**E- Talks by Mr. Raunak Khandelwal, Nibs Café & Chocolataria**	August 18, 2017	
8.	**E- Talks by Mr. Vikramjeet Singh, INAS Social**	August 18, 2017	
9.	**E- Talks by Ms. Bhumi Kalra, IIIEM**	February 16, 2018	
10.	**Rs. 100 Excercise**	September 8, 2017	In this activity each group is expected to come up with a product or service with the investment given and make profit. The objective behind this activity is to expose the student to entrepreneurial skills such as marketing, managing cash flow, taking decisions etc.
11.	**Manthan**	September 9, 2017	E-Manthan- a Panel discussion of successful Women Entrepreneurs for motivating and guiding the current students towards entrepreneurial ventures. Entrepreneurial ventures help in creating innovative products and services, creating more jobs, improve earning and spending capacity of people and thus in-turn it revitalizes the economy as a whole. To support this, a panel discussion was organized on 9th September, 2017, amongst three notable women entrepreneurs Ms. Shipra Bhutani, Director, Quantam Career Academy and an alumnus of Indian Institute of Management, Kolkata, Ms. Ranoo Srivastava, Chairperson All India Ladies League (AILL), Jaipur Chapter, and an active member of Chamber of Commerce, owns a Jewelry manufacturing and export house and Ms. Bela, Director and Consultant, Adbhut Interio Pvt. Ltd. and Adbhut Jewels Pvt. Ltd., Silgo Retail Pvt. Ltd. served as Chairperson, FICCI Ladies Organization for 2013-14 Chapter.
12.	**Pitch Yourself**	September 13, 2017	Competition for selection of e-leaders
13.	**E-Baithak**	November 3 2017	E-Baithak - a Panel discussion of successful Alumni Entrepreneurs for motivating and guiding the current students towards entrepreneurial ventures. Entrepreneurial ventures help in creating innovative products and services, creating more jobs, improve earning and spending capacity of people and thus in-turn it revitalizes the economy as a whole.

			In this session, four of the college alumni were invited who are currently running their entrepreneurial ventures successfully. They were Mr. Surya Mohan Roy, Founder of Grey Matter Financial Services, Mr.Puneet Gupta, Proprietor, Swastik Bath Creation, Mrs. Anuradha Agarwal, Founder, Multibhashi: Online Language learning platform and Mr. Ankit founder of Construction business.
14.	**Workshop on 'Startups'**	November 7, 2017	The speakers were Mr.Sahil Agrawal, co-founder of Hippo Cabs, Miss Sonal Agrawal, Head of Robin Hood Army Jaipur and Miss Parul Joshi, campaign manager of Josh Talks.
15.	**E charcha**	February 2, 2017	Mentoring Session
16.	**Bazaar on Campus**	February 12, 2018	The students host bazaar on campus and make & sell their own products like handmade bags, book marks, chocolates etc. are also organized in the entrepreneurship season.
17.	**Flash Mob**	February 14, 2018	A flash mob performance was organized as fun activity for students.
18.	**Paricharcha**	February 15th, 2018.	Paricharcha - a Panel discussion of successful Entrepreneurs for motivating and guiding the current students towards entrepreneurial ventures. Entrepreneurial ventures help in creating innovative products and services, creating more jobs, improve earning and spending capacity of people and thus in-turn it revitalizes the economy as a whole. The panel consisted of Mr. Nikanj Pareek, Founder, Shree Anupamam Interior Products & Office Furniture, Ms. Suhani Sood, Associate Partner, Blackwood Architects & Director, Heritance Design, Mr. Vijendra Shekhawat, Founder, Elephant Paper, Ms. Sheela Soni, Owner, E-Mitra and Banking Correspondence kiosk, Ms. Shilpa Arora, Owner, Fashion Apparels - Rang and Ms. Richa Lodha Singhi, Owner, Plant Studio.
19.	**Jugaad to Jhakkas**	February 16, 2018	The activity provides students an opportunity to create business out of waste, and equipping them to sell the product in a virtual market.
20.	**E week**	10-16 February, 2018	The Institute every year organizes e-week. E –week is designed to create public awareness and support for focuses public attention on available opportunities and encourags participants to reflect on their role as leaders and innovators.

2 . Activities beyond curriculum for holistic development of students.

- Institute organized conferences, seminars, workshops, inter-institute activities, excursions, industrial visits, industrial tours,Industry-Academia Interface etc.

- To enhance Students proficiencies and personality, Institute has taken an initiative named the 'STAR Initiative' which aims to improve the Soft Skills, Technical skills, Awareness of self and Readiness of MBA and MCA students.

- Pre-Placement Initiatives**:** To enhance the marketability of the students, institute organized activities like, public speaking, group discussion, business etiquettes, effective time

management, presentation and negotiation for final semester students. Special technical sessions as per market requirements, on-line tests etc. were also conducted in this session.

- Club Activities
    1. Genesis Club – The Marketing Club
        - The club organized a session on 'Branding and Marketing strategies of DUNES Harley-Davidson in Rajasthan 'on August 2nd 2017. The session was conducted by alumnus Mr. Mrigank Sharma, Manager Chapter and Marketing, DUNES Harley-Davidson, Rajasthan.
    2. White knight club-The Finance Club
        - The white night club organized a talk of Ms. Munmun Desai, Director-Institutional Sales at B&K Securities India Private Ltd. Mumbai, on 'Institutional sales and client handling in financial sector 'on August 4,2017
    3. Webscape Club – The web –designing club
        - on 23rd August 2017 organized a website development competition on the topic 'Women in Blue " 30 teams have participated to showcase their skills in web technologies.
        - Further, the club organized an activity SEO Analytics and Reporting on 23rd March, 2018.
    4. # include club - #include club
        - The Club organized a competition "Algorithm to C code "for MCA students on August 17, 2017.
        - The club also organized a session by Prof. Swati V. Chande on 'Concepts of Programming' on 26th Feb., 2018. The session was based on activity based learning.

- The institute organized Current Affairs Forum on 20th December 2017.
- Under Student Mentorship & Development Program (SMDP) several meeting were conducted between students and their respective mentors
- Under Industry and Alumni Mentorship Mr Amit Kumar Sharma, Project Manager, CVS Caremark, Motivated students by their professional experience.
- Institute organized various Co-curricular Activities, Mosaic (Annual Inter Institute Management Fest), Montage (Annual Inter Institute IT Fest), B-Quizzing (Annual Business Quiz for B-School & Corporate), Roopantar (Annual Inter-Institute Business Plan Competition), Freshers' party (Abhinandan), Alumni Meet (Dharohar) and Farewell Party (Udaan) from July 2017 to May 2018.

- Students have taken participation in various activities organized by 'CRS Radio 7'. The CRS Radio 7 is positioned to provide 'edutainment' through the efforts of the students, for the students and by the students.

8. **Plans of institution for next year**

IQAC - Plan of action to be decided upon at the beginning of the year.

➤ **Academics**
- To offer interdisciplinary seminars, workshops and conferences.
- To offer Value-added industry-relevant courses to enhance the employability of the students
-

➤ **Development Programs and Collaborations**
- To encourage Faculty to propose new industry-relevant value-added courses
- To firm up Faculty and student exchange programs nationally
- To focus on technical skills with National and International Resource Persons

➤ **Research and Innovations**
- Enhance research funding
- To explore possibilities for active industry participation
- Encourage Quality Publications by Faculty
- To promote Joint paper publication between Faculty & Students
- Online development of teaching modules.

➤ **Institutional Social Initiatives**
- Introduction of paperless campus
- Implement the existing awareness programs on environmental issues.
- Undertake social drives under NSS Unit of the Institute.

➤ **Others**
- Setup an incubation centre for identifying, promoting and nurturing novel ideas to launch successful business ventures.

Name   **Dr. Kavaldeep Dixit**   *Name*   **Dr. Manju Nair**

_____   _____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Plan of action by IQAC/Outcomes

Plan of Action	Achievement
Organizing seminars/workshops/conferences/guest lectures	A total of **139 activities** were conducted, the number of various activities is as follows: • International conferences – 02 • Workshops – 21 • Value added courses – 09 • Live projects – 19 • Industry-Institute interface – 31 • E-Igniters' (Entrepreneurship cell) activities – 21 • NSS activities - 21 • Local Industrial visits – 03 • Club Activities - 11 • Seminar – 01
Planning STAR Initiative	Improved **S**oft Skills, **T**echnical skills, **A**wareness of self and **R**eadiness
Introducing globally recognized industry relevant value added courses	09 Value added courses were conducted. Certificate Course in Citizenship and Social Entrepreneurship, Certificate Course in Data Analytics, Communication Skill Development Programme, Certificate Course in MS Excel, Business English Certificate (BEC), Certificate course in Corporate Social Responsibility (CSR), Certificate Course in Big Data & Hadoop, Certificate Course in Cloud Computing, Certificate Course in Ethical Hacking and Cyber Security.
Incorporating diverse training methodologies regularly	21 Workshops were organized on various themes to inculcate practical learning • Workshop on Digital Marketing • Confidence Building and Body Language Workshop • Workshop on Python Programming Language • Workshop on Imports and Exports procedure • Workshop on Data Analytics • Workshop on Banking Industry • Webinar on Smart India Hackathon • Workshop on Art of public speaking • Workshop on 'Future of Startups' • Workshop on Interpersonal Skills

	- Workshop on Methods to overcome the barriers of effective communication - Workshop on Entrepreneurship - Workshop on Career Prospects and Expectations from Fresh Pass-outs - Workshop on Emotional Balance and Corporate Expectations - Workshop on 25 Tips to have your Social Media presence (Brand) - Workshop on Global Economy - Workshop on Upcoming technologies - Workshop on Corporate Expectations from Students - Workshop on start ups - Workshop on Branding and Marketing Strategies - Workshop on Mind Management
Conducting Pre-placement initiatives to bridge the gap between theory and practice	52 industry institute interfaces (including workshops) were organized The status of placements were as follows: 85% students placed in Corporates Opted for family business/Start-ups – 10% Higher studies – 05%
Encouraging faculties for developing new teaching methodologies	07 Faculty Development workshops were conducted to make greater use of IT 02 curriculum workshops were organized
Encouraging Publications among Faculty	16 Publications in Journals of international repute. 02 Research Papers published in conference proceedings 12 Research Papers presented in conference
Upgrading Oorja -Rrefereed International Journal of Management & IT,	Available online - E - ISSN 2395-6771 Listing at Delnet, EBSCO, J-Gate, etc
Publishing of in-house Newsletter	*Two issues of CAMBUZZ - a biannual newsletter of IIIM,* providing the budding managers and technocrats a platform to showcase their literary and editorial skills.
Sensitizing students for social responsibilities	NSS, Cell contributed significantly in sensitizing students towards social responsibility and around 21 activities were organized for the same.
Encouraging students to opt	21 activities were conducted to promote a culture of

for entrepreneurship	entrepreneurship.
Arranging live projects/industrial visits for students	19 Live projects were arranged. 03 Local Industrial visits were organized. 31 Industry-Institute Interfaces were organized.
Encouraging students to excel in various sports events	Represented the institution in National Level and regional level sports events.
Faculty Development Programme organized	07 FDPs were organized on the following themes: • Effective Teaching and Research Methods for Academicians, Research Scholars and Practitioners • Mind Management and Successful life • "Libre Office Suite Calc Software" and "Scilab Software" • Android Developer Fundamentals • Stay Happy, Stay Healthy • Python Programming language • Drum Circle emphasizing team building and stress management

Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year −2017-18

Proposed course of action	Action Taken
Organizing Conferences/Workshops/Seminars	**International conferences** were organized. - ICMIT on the theme "Business Intelligence and Analytics: Emerging Strategies and Technologies" on April 12 -13, 2018. - IDCA was organized on the theme 'Challenges & Opportunities to Mitigate Poverty and Climate Change in India' on February 27-28, 2018. - Following **workshops** were conducted for the year 2017-18 'Digital Marketing' on March 26, 2018. The resource person was Mr. Prince Kapoor, Digital Marketing Professional, from The Beginners, NIIT. 'Confidence Building and Body Language' On March 7,2018, the resource person was Ms. Winfred Crawford, Founder, Winfred Crawford Behavioural Academy. 'Python Programming Language' on February 21-23, 2018, the resource person was Ajeet Kumar Yadav, Senior Trainer, Technoglobe. 'Imports and Exports procedure' on February16, 2018. Resource person was Bhumi Kalra, Branch Manager, IIIEM. 'Data Analytics' from January 17-20. Mr. H. K. Singh, Service Delivery Manager, Cognizant Technology Solution, and Data Scientist was the resource person. 'Banking Industry' on January 16, Mr. Akash Kumar CEO, Sr. VP, Axis Bank was the resource person. - Webinar on 'Smart India Hackathon' on January 11, the resource person was Mr. General Bipin Rawat, Chief of Army Staff. 'Art of public speaking', on December 4, Prof. Gurcharan Singh, Professor in School of Management Studies, Punjabi University Patiala was the resource person. - Future of Startups on November 7, the resource persons were Mr. Sahil Agrawal, Co-founder of Hippo Cabs, Ms. Sonal Agrawal, Head of Robin Hood Army Jaipur, Ms. Parul Joshi, campaign manager of Josh Talks. 'Interpersonal Skills' on November 8, Ms. Meeta Mathur, Entrepreneur/Trainer was the resource person. 'Methods to overcome the barriers of effective communication', on October 4, the resource person was Mr. Sandeep Menghani, Director,

	Yashaswi Bhava – a Training and Management Solution firm.
	• 'Entrepreneurship' on September 18, the resource person was Mr. Abhishek Gupta, founder, START UP-OASIS.
	• 'Career Prospects and Expectations from Fresh Pass-outs', on September 16, the resource person was, Mr. Himanshu Sharma, Vice President, Extensible solutions.
	• 'Emotional Balance and Corporate Expectation', on September 14, the resource person was Ms. Meeta Mathur, Entrepreneur/Trainer.
	• '25 Tips to have your Social Media presence (Brand)' on September 7, Ms. Ruchika Beri, Entrepreneur was the resource person.
	• 'Global Economy', on September 6, 2017, the resource person was Prof. Nawal Kishore, Former Director, School of Management Studies, IGNOU.
	• 'Upcoming Technologies' on August 31, 2017, the resource person was Mr. Sumit Yadav, COO, OYS Infotel Pvt. Ltd.
	• 'Corporate Expectations from Students' on August 4, 2017, the resource person was Mr. Deepak Pramanik, Founder & Chief Strategy Officer, AIDIAS Consulting
	• 'Start ups' on August 3, 2017, the resource person was Mr. Ankit Jain, Founder, Travel on Cards
	• 'Branding and Marketing Strategies', Mr. Mrigank Sharma, Manager - Chapter & Marketing, DUNES Harley-Davidson
	• 'Mind Management' on August 12, the resource person was Mr. Bhramchari Anish Chaitanya, North-India Head, Chinmaya Yuva Kendra
	Following **Faculty Development Programme** were organized
	• Effective Teaching and Research Methods for Academicians, Research Scholars and Practitioners
	• Mind Management and Successful life
	• Libre Office Suite Calc Software and Scilab Software
	• Android Developer Fundamentals
	• Stay Happy, Stay Healthy
	• Python Programming language
	• Drum Circle emphasizing team building and stress management
STAR Initiative	The initiative was divided into two phases, the details are as follows: • A total of 39 activities (23-Phase I, 13-Phase-II) were conducted for MBA students. • A total of 29 activities (22-Phase I, 7 – Phase - II) were conducted for MCA students.
Annual	• Montage – an annual IT fest, organized on 22-23 September, 2017.

| IT/management fest | • Mosaic – An annual Management fest, Organized on 19-21 March, 2018. |
	• B-Quizzing competition for B-Schools & Corporates on 27 January, 2018.
NSS **Contribution to** **social services**	• Tree Plantation Drive on July 26, 2017.
	• AIMS National Management Week was organized from August 01-07, 2017.
	• NSS Orientation for batch 2017-19 was organized on August 16, 2017.
	• NSS Orientation and registration, August 17-18, 2017.
	• Clean Campus Day was organized on September 1, 2017.
	• Green Campus Day was organized on September 4, 2017.
	• Clean Hostel Day was organized on September 5, 2017.
	• Essay Contest on "Innovative Ways for spreading the message of hygiene" was organized on September 6, 2017.
	• Visit to slum areas to explain the concept of cleanliness was conducted on September 7, 2017.
	• Visit to nearby markets to study the systems for cleaning on September 8, 2017.
	• Visit to Kachhi Basti for distribution of daily routine items on September 9, 2017.
	• Elocution Contest on "Health and Hygiene is the Real Wealth" on September 11, 2017.
	• Study of Garbage Cleaning Systems in public places was conducted on September 12, 2017.
	• Presentation of Nukkad Natak at public places for spreading Cleanliness awareness on September 13, 2017.
	• Video Presentation Contest on Cleanliness Awareness Theme on September 14, 2017.
	• NSS Day Celebration (Toys & Clothes Distribution to basti people) on September 24, 2017.
	• Children's Day Celebration at IIIM on November 14, 2017.
	• National Youth Day Celebration (Distribution of Kites and Study Material to Govt. School, Bambala, Sanganer) on January 12, 2018.
	• Kite & Sweets Distribution on January 13, 2018.
	• Jagrik Utsav – 2018 (20 students participated) on February 9, 2018.
	• Blood Donation Camp on March 14, 2018.
Entrepreneurial **activities under** **E-Igniters' cell**	• Movie Review on August 14, 2017
	• Orientation of e- igniters on August 17 & 21, 2017
	• E-Talk by Mr. Ankit Jain, Travloncards August 3, 2017
	• E-Talk by Mr. Bhawan Parmar, Grow Well Organics on August 10, 2017

	- E- Talks by Mr. Pramit Mathur, Vismay Innovation, on August 12, 2017 - E-talk by Mr. Paresh Gupta, MyCareer Architects on August 16, 2017 - E- Talks by Mr. Raunak Khandelwal, Nibs Café & Chocolataria on August 18, 2017 - E- Talks by Mr. Vikramjeet Singh, INAS Social, August 18, 2017 - Rs. 100 Exercise, September 8, 2017 - Manthan, September 9, 2017 - Pitch Yourself, September 13, 2017 - E-Baithak on November 3 2017 - E charcha on February 2, 2017 - Roopantar on February 10, 2018 - E week, 10-16 February, 2018 - Bazaar on Campus, February 12, 2018 - Flash Mob, February 14, 2018 - Paricharcha on February 15, 2018. - E- Talks by Ms. Bhumi Kalra, IIIEM, February 16, 2018 - Jugaad to Jhakkas, February 16, 2018 - Movie Review on 26 April , 2018
Developing new teaching methodologies	02 curriculum Development Workshop were organized on May 6, 2017 and April 21, 2018
Alumni Interaction	Dharohar - Alumni Meet was organized on April 20, 2018, and March 21, 2018.