CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation [20]

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words.

All the students start their journey with JIMS by undergoing an Orientation Programme, which was held on 9[th]August, 2017 for the session 2017-18, which paved the students' path to start their three year journey full of knowledge & enthusiasm.

The well planned curriculum delivery and documentation is explained below:

A. **Communication of Vision ;Mission and Objectives to stakeholders**

   Our Vision / Mission well communicated to all stakeholders.

   The College Vision, Mission, Objectives are communicated through the following.

   • In College Web site www.jimsgn.org
   • In College Magazines
   • Display boards
   • Admission Brochure   **Annexure: 1 (a)**

B. **Preparation and distribution of master and class time-tables to students**
   Time Table has been prepared strictly in accordance with guidelines of GGS IP University curriculum. The time table and faculty load maintained strictly as per the University credits. Value addition activities are also included in the time table to benefit the students in their career opportunities. Time table is also communicated to all students by pasting it on the Notice Boards/ERP and also communicated through CR and by posting on social media.
                                                                 Annexure: 1 (b & c)

C. **Adoption of diverse pedagogy including case study, role play, video recordings, flipped class technique, group discussion etc.**
   Debates, Quiz, Flip class, GD, NPTEL activities have been introduced in relevant fields in connection with the curriculum have been conducted.

Name of Activity	No. of Activity Held	Annexure
Flipped Classes	26	**Annexure: 1.1 (a)**
GD	6	**Annexure: 1.1 (b)**
Case Study	24	**Annexure: 1.1 (c)**
Presentations	1199	**Annexure: 1.1 (d)**

D. **Extent of interaction with industry to enhance employability and entrepreneurial skills:**

The department also plan for the industry visit, guest lectures, workshop, seminars and conferences. This helps the students to get to know the work culture at industrial/corporate/relevant organizational places. Summer internships and training is offered to the students as per the curriculum requirement of the University.

Name of Activity	No. of Activity Held	Annexure
Guest Lectures	3	**Annexure: 1.1 (e)**
Workshops	3	**Annexure: 1.1 (f)**
Seminar	1	**Annexure: 1.1 (g)**
Industry Visits	10	**Annexure: 1.1 (h)**

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Course	Date of Introduction and duration	Focus on Employability/Entrepreneurship	Skill development
Not Applicable				

1.2 Academic Flexibility [30]

1.2.1 New programmes/courses introduced during the Academic year

Programme With Code	Date of Introduction	Course with Code	Date of Introduction
NIL			

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmesadopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Not Applicable					

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

	Certificate	Diploma	Degree
No. of Students	Not Applicable	Not Applicable	**98**

A. **Courses available along with regular curricula for acquiring new skills (PDP, Entrepreneurship, foreign language etc.).**

- Personality development curriculum is inclusive of the domains of communication skills, team building activities and cross-cultural sensitivity. Extra time slots was made available for this purpose as reflected in time table – Entrepreneurship workshop was organized by T&P cell in the semester.

B. Institution follows semester/trimester system.
- As per the GGSIP University the semester system is followed by the department.

1.3 Curriculum Enrichment   [30]

1.3.1 Value-added courses imparting transferable and life skills offered during the year

This point mainly covers three areas, viz, Academic excellence, Personality development and Social orientation. The objectives of the courses offered by the affiliating University (GGSIP University, New Delhi) and the Vison/Mission of the institution are complementary in nature. The range and scope of the courses in each programme assure that the students achieve academic excellence in the respective discipline. Seminar presentations, project works and other value addition programs are held with the help of outside agencies are imperative for the successful fulfilment of the programmes and they help the students to develop their personality and outlook. Apart from the academic framework, each programme provides exposure to the students to interact with society, industry and institutions through dialogues, seminars, workshops and industrial visits which ensure their social/corporate interaction.

The well planned Value added course delivery and documentation is explained below:
- Group Discussions conducted in each semester.   **Annexure:1.1 (b)**
- Mock Interviews conducted in the month of March 2018.   **Annexure:1.3 (a)**
- Class Presentation taken by every faculty on regular basis on various topics.
  Annexure:1.1 (d)
- Time to time quiz is conducted on subject related topics as well as current affairs.
  Annexure:1.3(b)
- To provide support for teaching, learning and assessment at JIMS, we provide seminars and workshops on teaching, learning and assessment, workshops on teaching. Students were given the opportunity to attend seminars organised by other institutes in order to give new boundaries to their knowledge.
  Annexure:1.3 (c), 1.1 (g)
- To abreast the students of latest trends, conducting interactive sessions is a routine, for imparting transferable and life skills:
  - Guest Lecture   **Annexure:1.1 (e)**
  - Seminar   **Annexure:1.1 (g)**
  - Workshop   **Annexure:1.1 (e),1.1 (f)& 1.1 (g)**

A. Curriculum is revised at regular intervals.
   - ✓ Curriculum is generally revised by the university after every 3-4 years. The institution has no role in changing the curriculum of the university.
B. Academic Activities

   - ✓ The following value added courses and enrichment programmes are offered.
   - ✓ Courses at various level of students are already incorporated by the University for the benefit of the students. Courses such as Professional communication, Values and ethics and Environmental science are compulsory in all programs. Activities under academic excellence being such as FDP, Seminar, Workshop and Guest Lecture etc.

C. Initiative by institute to supplement University's curriculum (e.g. Introduction of one value added course in an academic year).
   - ✓ The institute supplements the conventional blackboard teaching with exposure to PDP (GD and Mock Interviews etc), workshop, seminars, NPTEL Video lectures (Flip Class), etc.
   - ✓ A number of NPTEL video lectures have been downloaded by the faculties for the purpose of flip classes.
D. Introduction of issues concerning Gender, Climate Change, Human Rights etc. into curriculum.
   - ✓ JEMTEC strictly follows syllabus of GGSIP University. GGSIPU has already a paper called "Values &Ethics in Business" which addresses the needs of gender, human rights etc. Every student has to additionally study environmental science as a compulsory paper in the six semester.
E. Monitoring and evaluation of quality enrichment courses (e.g. Analysis through student feedback, industry feedback etc.).
   - ✓ Monitoring & Analysis: Students feedback through weekly (AR/CR) report and faculty feedback report (twice in a semester), helps in monitoring and analysis enrichment quality. A sample AR/CR report and a sample faculty feedback analysis summary report is attached. **Annexure:1.3 (d)**

1.3.2All students have access to value-added programmes such as Communication skills/Soft-Skills

   - ✓ Special Class for communication skill and PDP, Mock Interviews, GD are arranged for all the students as depicted in time table.

Value added courses	Date of introduction	Number of students enrolled	Annexure
Group Discussions	Full Semester	4th & 6th Semester	Annexure: 1.1 (b)
Mock Interview	Full Semester	6th Semester	Annexure: 1.3 (a)
Online Aptitude Test	Full Semester	6th Semester	Annexure: 1.e (e)

1.3.3 Societal Orientation Activity

- **Roraract Club:** A rotaract club has been established in the campus under the agies of RotaractNivana Delhi. The club organized following activities during the year 2017-18.

Sl. No.	Activity	Date
1	Swatchhta Abhiyan	1-15.09.2017
2	Tree Plantation Drive	27.10.2017
3	Blood Donation Camp	10.11.2017
4	Best out of waste competition	23.03.2018
5	Cloth Donation Camp	30.01.2018

Annexure: 1.3 (f)

- **Special day Celebrations:**

Sl. No.	Day	Date
1	Orientation Day	09.8.2017
2	Fresher's day	09.09.2017
3	Zest &Dandia	13-14.10.2017
4	Farewell Party	22.04.2018
5	Anugoonj	8-10.02.2018
6	JIMS Annual day Celebration	30.10.2017
7	Holi Celebration	01.03.2018

1.3.4 Field Projects / Internships under taken during the year

- Internship / summer trainings are arranged for the students as per the academic requirements set by the affiliating university (GGSIP University New Delhi)

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Summer Training Project (Vth Semester)	62
Project Report and Viva-Voce (VIth Semester)	62

Annexure: 1.3 (g)

1.4 Feedback System [20]

1.4.1 Whether structured feedback received from all the stakeholders

1) Student	2) Teacher	3) Employer	4) Alumni	5) Parents
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Yes	Yes	No	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The feedback is collected at various levels viz. Students, Parents, Teachers and Alumni. Then the feedback is analyzed at upper management and the action taken once the feedback is received

- ✓ **Students Feedback:**

  The feedback is collected at various level during the academic session. The academic feedback taken every week from the class representatives.

  a. General Feedback: AR/CR feedback is taken on weekly basis regarding the general facilities including mess, canteen, general hygiene and cleanliness. The actions to problems of urgent /Immediate nature are addressed by the authority immediately. The other problems which require management decisions are put up before the Chairman and also addressed accordingly.
     Annexure:1.3 (d)
  b. Faculty Feedback: The academic feedback collected from the students having 60% or more attendance are analysed and the necessary corrective measures suggested to faculties by the director by email. The feedback is also shared with department for any corrective measures   **Annexure:1.4 (a)**
  c. Syllabus Coverage: 100 % syllabus coverage feedback is also collected from the AR/CR   **Annexure: 1.4 (b)**

- ✓ **Parents Feedback:**

  The parents' meet conducted by college every semester apart from other issues enables parents to give suggestions regarding the curriculum of their wards. This is duly noted by the relevant persons in the college.

  Annexure:1.4 (c)

- ✓ **Alumni:**

  The alumni of the college who have moved on to industry or for higher studies also give a feedback on how their years in the institution have helped them perform in their places of work/study. The alumni also give constructive suggestions on helping the students achieve greater focus and improving themselves.   **Annexure:1.4 (d)**

- ✓ **Teachers Feedback:** Teachers also assess the students through various mechanism such as regular interaction with students, quizzes, assignments, daily attendance and mid-term examinations. Accordingly the students are assessed and marks awarded to them in consultation with the department and as per the institute guidelines/policy. The internal and external theory marks then becomes the final end semester achievement of the student.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile [30]
2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BBA	120	As per GGSIPU Councelling Norms	120

2.2 Catering to Student Diversity [50]

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	98	Not Applicable	Nine	Not Applicable	Not Applicable

(Annexure: 2.1)

2.3 Teaching - Learning Process [50]

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
Nine	Nine	Available	5	1	DELNET, MPTEL Flipclass

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Each Faculty has been allotted students from different sections and semesters for Mentorship. On an average **30 students are mentored by each Faculty Member**. Faculty members take extra care of academically weak students by taking **extra classes**, **solving previous years question papers**, **Question banks solutions** etc. On an average One **PTM is organized** each semester to keep parents updated on respective students performance and their requirements**.**   **(Annexure: 2.2)**

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
262	09	29

2.4 Teacher Profile and Quality [80]

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacantpositions	Positions filled during the current year	No of faculty with Ph.D
18	9+3 (Other Dept)	6	2	NIL

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Best Faculty of the Semeter Award is given to faculty for their dedication, innovative & creative contribution in the students' & institution's development. **.**   **(Annexure: 2.3)**

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Odd Sem. Even Sem.	Dr. Shikha Jalota, Mr. Mayank Kumer Pandey Mr. Mudit Tomar, Mr. Vikram Kumar Sharma	Asso Prof Asst. Prof Asst. Prof Asst. Prof	 Not Applicable

2.5 Evaluation Process and Reforms [50]

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year.

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BBA	017	Ist	14th December 2017	26th March 2018
		IIIrd	9th December 2017	26th March 2018
		Vth	18th December 2017	26th March 2018
		IInd	25th May 2018	13th July 2018
		IVth	31st May 2018	13th July 2018
		VIth	29th May 2018	13th July 2018

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

As per the GGSIPU norms Internal Assessment Mark to be assigned to every student is 25 marks in every subject in which 15 marks is based on mid term test, 5 marks on attendance and 5 marks on teacher assessment.

- Transparency is followed in Evaluation System

- Examination Cell follows full security while awarding marks for internal assessment for each paper submitted to GGSIPU using OMR issued by university.
- As per GGSIPU norms mid- term exam with 50% of syllabus weightage is conducted at institutional level.

(Annexure: 2.4)

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

The affiliating University (GGSIPU) design the academic calendar for all affiliated institutions. It is implemented at our institutions as per the university. Every activity of the academic calendar is got approved by the university. Accordingly the mid-term schedule is shared for approval of the university.

(Annexure: 2.5)

2.6 Student Performance and Learning Outcomes [40]

2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

As per outcome based learning guidelines we have prepared the program outcomes, program specific outcomes and course outcomes for all the BBA subject codes offered under GGSIPU.   **(Annexure: 2.6)**

Display on the website(WIP).

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
017	BBA	62	VI Sem.	67.74%

(Annexure: 2.7)

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Students feedback: Weekly AR & CR feedback and faculty feedback from students was taken twice in a semester, students feedback have shown 100% syllabus coverage, revision & end-term question papers discussion in all the subjects. If there is any Gap then concern faculty or troubled area is addressed properly through proper channel. **Annexure: 1.4 (b)**

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research [10]

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

NIL

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem [10]

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.

Title of Workshop/Seminar	Name of the Dept	Date(s)
"Research Methods and Data Analysis using SPSS"	BBA	18-22 December'2017

(Annexure: 3.1)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

NIL

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centrecreated,   start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

3.3 Research Publications and Awards [20]

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	BBA	NIL	NIL
International	BBA	5	3

(Annexure: 3.2)

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of Publication
BBA	1 (Chapter)

(Annexure: 3.3)

3.3.5 Bibliometric of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
				NIL		

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

No. of Faculty	International Level	National Level	State Level	Local Level
Attended Seminars/Workshop	9	2		
Presented papers		3		
Resource Persons		2		

(Annexure: 3.4)

3.4 Extension Activities **[60]**

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community andNon- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Blood Donation camp	Rotary Club	2	204

Annexure: 1.3 (f)

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefitted
NIL	NIL	NIL	NIL

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, AIDS Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
1.Swatchh Bharat Abhiyan	B.Ed Dept	Swachta Pakhwada	2	15
2. Cloth Donation Camp	Rotaract	Helping Hands	2	15
3 Green Environment Initiative	BBA Department	Best Out of Waste Competition	2	16

3.5 Collaborations   **[20]**

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
NIL	NIL	NIL	NIL	NIL

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities   **[30]**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year
Budget allocated for infrastructureBudget utilized for infrastructure development augmentation

Data will be provided by the college authorities.

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area		
Class rooms	5	Nil
Laboratories	1	Nil
Seminar Halls	1	Nil
Classrooms with LCD facilities	5	Nil
Classrooms with Wi-Fi/ LAN	5 Wi-Fi	LAN Proposed
Seminar halls with ICT facilities	1	Nil
Video Centre	NIL	Nil
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	NIL	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	Nil
Others	NIL	Nil

4.2 Library as a Learning Resource   **[20]**

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBMAN	IFully	Professiona l	2015

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1392	467023	96	49956	1488	516979
Reference Books	382	126562	24	12489	406	139051
e-Books	Nil					
Journals	8	19500	2	4190	10	23690

e-Journals	4				
Digital Database	1	1840			1840
CD & Video	Nil				
Library automation	1937				1937
Weeding (Hard & Soft)	Nil				
Others (specify)	Nil				

4.3 IT Infrastructure [30]

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	66	2	YES	1 Lab with 60 system	1	1	BBA	32 MBPS	
Added								Proposal Sent for 50 MBPS	
Total									

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

Leased Line with 32 MBPS in Campus.

4.3.3 Facility for e-content

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

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

Details will be provided by the college authorities.

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

JIMS has the rigrous policy of maintain and utilizing its facility in every respect. The institute conducts regular internal audits for the physical assets and all the discrepancies are dealt with due focus. The recommendations provided by the audit committee are taken up with all seriousness and accordingly the corrective measures are taken regularly.

- Regular Servicing of Ros
- Proper check on Fire Fighting tools
- Regular Audit and check on Laboratory and computer Labs.
- Immediate Reporting System in Case of any discrepancy in the stock, if found.
- Regular Audit of Library books.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support [50]

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Not Applicable		
Financial support from other sources			
a. National	• E-District Scholarship	1	27,500
b. International	• EWS	1	13,400

(Annexure: 4.1)

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
	NIL				

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NIL

5.2.2 Student progression to higher education in percentage during the year.

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	01	BBA	BBA	MIT, PUNE	MBA

(Annexure 4.3)

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	---	--
SET	---	--
SLET	---	--
GATE	---	--
GMAT	---	--
CAT	1	--7155723
GRE	---	--
TOEFL	---	--
Civil Services	---	--
State Government Services	---	--
Any other	CET	2210002095

(Annexure 4.4)

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Collage making	Departmental	28
Stock Mind	National	98
Case Study Competition	Departmental	36
Best Out Of Waste	Departmental	19

(Annexure: 4.5)

5.3 Student Participation and Activities   [25]

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017	SILVER	National	KABADDI			
2018	BRONZE	National	FOOTBALL			
2017	BRONZE	National	FOOTBALL			
2018	BRONZE	National	KABADDI			
2017	BRONZE	National	BASKETBALL			

(Annexure 4.6)

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

NIL

5.4 Alumni Engagement **[10]**

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The institute is in the process of forming a registered Alumni Association.On the way with this the department has started making the alumnus to join facebook group started by the institute to keep the Alumnus intact.

(Annexure: 4.7)

5.4.2 No. of enrolled Alumni:

NIL

5.4.3 Alumni contribution during the year (in Rupees):

NIL

5.4.4 Meetings/activities organized by Alumni Association:

NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership   [10]

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Quality approach is necessary piece of the vision and mission of the Institution. It is included in each procedure of the Institution. Proposals from every one of the quarters particularly from the understudies and guardians are given conspicuousness for the change and the adequacy and productivity of the institutional procedures. Decentralized arranging gives the Departments the genuinely necessary self-sufficiency, adaptability and trust in making arrangements for their space territory. Decentralization, Participation, Involvement and Accountability are the key viewpoints in the execution of the quality arrangement of the Institution.
The College follows the policy of decentralization.

- The Governing Body delegates all the academic and operational decisions based on policy to the Academic Council headed by the Director.
- The Academic Council formulates common working procedures and entrusts the implementation with the HODs.
- The HOD's manage the day to day activities of the department.
- A team of Faculty members and Students coordinate the co-curricular and extra-curricular activities in the College.
- Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees/clubs/associations and students are involved from various departments in the decision-taking process.

Minute of Meeting : GBM	**Annexure:5.1 (a)**
Minute of Meeting : HOD & Faculty	**Annexure:5.1 (a)**
Organisation chart is attached at:	**Annexure:5.1(b)**

6.1.2 Does the institution have a Management Information System (MIS)?
Yes, the Institute has purchased and installed a MIS system. It is in the initial phase and updating as per faculty and staff needs are being worked out with the developers.

6.2 Strategy Development and Deployment   [10]

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

The institution believes in total quality commitment to all, the following steps are regularly taken as part of the strategical development.

- Regular feedback from all stakeholders
- Weekly Report sharing with all stake holders (Upper Management)
- Monthly Report Shared with all stake holders (Upper Management)
- All contents are put on ERP and accessible to all students/faculties/upper management
- Regular / daily inspection of infrastructure for upkeep
- Verification of academic and physical stock of the institute. The criteria wise details are given below:

- ❖ **Curriculum Development:**GGSIPU Curriculum for BBA is being followed.

- ❖ **Teaching and Learning:**All the faculty members are allotted their teaching papers in advance, like before the beginning of the academic year every faculty submits Summer Activity Report which consists of Course- Manual as well which consists of all the pedagogy schedules & methods to be followed.

Pure student- centric approach is used by the faculty, along with Lecture & Discussion method in the process of syllabus coverage, following student centric methods are followed to enhance their skills:-
- Active Learning- for students' participation
- Debate or brain- storming activities
- Co-operative Learning- Presentation in groups
- Inductive teaching & learning- inquiry, case, problem- solving, project based methods are used

Activity	Numbers	Annexure
GD	6	**1.1 (b)**
Class Presentation	1199	**1.1 (d)**
Home Work/Exercise	30	**5.2**
QUIZ	31	**1.3 (b)**

Each Faculty has been allotted students from different sections and semesters for Mentorship. On an average **30 students are mentored by each Faculty Member**. Faculty members take extra care of academically weak students by taking **extra classes**, **solving previous years question papers**, **Question banks solutions** etc. On an average One **PTM is organized** each semester to keep parents updated on respective students performance and their requirements**.**

- ❖ **Examination and Evaluation:** Since BBA is a Degree course therefore end semester examinations are being conducted by the University.As per GGSIPU norms Semester System is followed, two internal assessments are conducted followed by university End-Term Examination.

  Examination Cell follows full security while awarding marks for internal assessment (25 marks for each paper submitted to GGSIPU using OMR issued by university.

- ❖ **Research and Development:**One Research Paper Publication by all faculties were made compulsory for proper performance appraisal. The decision of rewarding the faculty who will publish their paper in the reputed journal is also an improvement strategy for this reference. Institute provide five academic leaves to the faculty for the research and development purpose and further enhancement of their knowledge.   **(Annexure: 5.3)**

- ❖ **Library, ICT and Physical Infrastructure / Instrumentation:**BBA Department of JEMTEC has **5 Air conditioned Classrooms** with fitted projector in every classroom. BBA department uses Institute's **Seminar hall** for Seminar. Institute's conference hall for conferences. We also have **Multipurpose hall** for Co curricular Activities. For extracurricular activities we have indoor games like **Table tennis, chess, Carom board** in common room built at basement of

BBA building. For outdoor games we have **Basket ball court, Badminton court and volley ball court**at our campus. We have **well equipped Communication lab** where students get audio visual aid for enhancing their communication skills.

BBA students undergo computer science Laboratory activities as part of their curriculum. Department has Well equipped Air conditioned Computer lab with 60 seating capacity and 60 computers. Different software and high tech computers were procured. (Details attached).

OPAC IS ADED WITH LIBMAN, IEEE, J-GATE, IJOY, DELNET, MANUPATRA, INDIANJANORALS.COM,PUBLISHINGINDIA.COM, LIBMAN.**(Annexure: 5.4)**

❖ **Human Resource Management:**

Recruitment: After careful scrutiny of the resumes, interviews are scheduled for short listed candidates. Selection of candidate is done strictly on the basis of qualification & experience. The evaluation of teaching skills, conceptual clarity communication skills and confidence is carried out by the Director of the institute for finally selecting the best talent for the organization.

For non-teaching staff, Director of the campus interviews the candidates and subsequent to his selection, test is taken to test their technical skills, succeeding in which, leads to their appointment.

Promotion:Institute follows a well-defined procedure for promotion of their faculties and staff members according to their up-gradation in his/her educational qualification and also promotes on successful completion of higher qualification. Experience is also an important aspect of their faculty and staff promotion.

Performance appraisal of the teachers has been conducted twice a year. The progress and achievements of the teachers are being appraised by the management to decide over the annual increments of the teachers. Personal interview and appraisal being held with the teachers to share appraisal reports and discuss about their career advancement.

Co-operative Society: which provides easy loans to the staff at times of necessity.

Staff Club: encourages the sports and cultural activities of the faculty members. At the end of each academic year a gathering of the family members of the faculty is organized by the staff-club.

Non-teaching staff welfare fund: such fund managed by the staff themselves.

(Documents to be provided by college administration)

❖ **Industry Interaction / Collaboration:**Students happen to interact with Industry people in Industrial visit. Faculties also keep in touch with HR of different companies in order to exploit the relation as and when required.

College also provides assistance for the internship oppurtunities with the help of its industry collaborations for the same. **Annexure: 1.1 (h)**

❖ **Admission of Students:** As per GGSIPU norms.

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

We have implemented the ERP system in order to have better supervision and control on the

following given sub points.

- ❖ Planning and Development

- ❖ Administration

- ❖ Finance and Accounts

- ❖ Student Admission and Support

- ❖ Examination

6.3 Faculty Empowerment Strategies [30]

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	NIL			

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	International Level Faculty Development Programme in association with the QT Analytics on Research Method & Data Analysis using SPSS, **(Annexure: 3.1)**		18-22December 2017.	43	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
FDP on "Research Methods & Data	09	Dec 18-22, 2017

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
02	1		

6.3.5 Welfare schemes for:

Teaching	**Co-operative Society:** which provides easy loans to the staff at times of necessity.	Group Health Insurance
Non-Teaching	Non-teaching staff welfare fund: such fund managed by the staff themselves	
Students	NIL	

All the supporting documents will be provided by the institute.

6.4 Financial Management and Resource Mobilization   [20]

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)
The institute conducts the financial audits both internal and external.
Details will be provided by the Accounts Office.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)
NIL

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL	NIL	

6.4.2 Total corpus fund generated: Nil

6.5 Internal Quality Assurance System [30]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	GGSIPU	Yes	Inter Institute
Administrative	Yes	GGSIPU	Yes	Inter Departmental

Details will be provided by the Institute authorities.

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

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

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

6.5.5
a. Submission of Data for AISHE portal   : (No)
b. Participation in NIRF   : (No)
c. ISO Certification   : (Yes)**(Certificate as Annexure 5.5)**
d. NBA or any other quality audit   : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---- -to-- ----)	Number of participants
Formed in 2018				

(Annexure: 5.6)

CRITERION VII – INSTITUTIONAL VALUES AND BEST

PRACTICES 7.1 - Institutional Values and Social Responsibilities   [50]

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
NIL	NA	NIL	NIL

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

✓ Tree plantation drives in the campus.   **Annexure: 1.3 (f)**
✓ Roof Top Solar Power Panel.
  (Details of percentage of power requirement of the College met by the renewable energy sources will be provided by the administrative department.)

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	No such differently abled student uptil now
Provision for lift	Yes	NIL
Ramp/Rails	Yes	NIL
Braille Software/facilities	No	NIL
Rest Rooms	Yes	NIL
Scribes for examination	No	NIL
Special skill development for differently abled students	No	NIL
Any other similar facility	--	--

7.1.4 Inclusion and Situatedness
Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	NIL	NIL	NIL	NIL	NIL	NIL

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of Ethics	6th June 2018	It has been implemented and duly followed by the employess.

(Annexure: 6.1)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from------- To-----)	Number of participants

NIL

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

- ✓ Usage of Solar panel for Electricity.
- ✓ Usage of ERP for information sharing to avoid paper usage.

7.2 Best Practices   [30]

- ✓ AR CR Feedback System
- ✓ Extra Class for Slow Learners
- ✓ Grievance Redressal Cell
- ✓ Student Mentoring System   **(Annexure: 1.4, 2.2, 6.3)**

7.3 Institutional Distinctiveness   [20]
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words.

JIMS is committed for creation, archiving and dissemination of knowledge in Engineeringand

Management for the service to the humanity. Itundertakes to carry out high quality researchin the frontiers oftechnology as well as develop professionally groomed manpower with sound knowledge and skill, respect for profession, social and national values and ethics.

The organizational and technical interfaces between different faculty and external expert groupsproviding input to the instructional design are defined, committees are constituted and their reports are documented. Faculty members from different disciplines connected with the design & development activity are associated with the process. The restructuring is carried out as the design process progresses. Clear responsibilities are assigned and effective communication is ensured.

8.Future Plans of action for next academic year (500 words)

- ❖ To get accredationby NAAC.
- ❖ To form a Social Departmental Group to make the department participate actively on the social issues.
- ❖ To develop better industry collaborations in order to have qualitydelivery of industry exposure to the students.
- ❖ To have a fully fuctional recognised Alumni Association.

Name _____   Name _____

_____ _____

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