



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

**OCF, POCKET - 9, SECTOR-B, VASANT KUNJ
110070
www.jimsd.org**

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Jagannath International Management School, Vasant Kunj, New Delhi, was established in 2003 as an affiliated college of Guru Gobind Singh Indraprastha University, New Delhi.

The College is located on 0.5 acres of land with built-up area of 35520.9 sq. ft. There are 12 classrooms, 07 labs, central library, indoor sports facility, an admin block, staff rooms, 02 common rooms, a canteen, an auditorium, a medical room, etc.

The institute offers 3 undergraduate programmes, Bachelor of Business Administration (BBA) in the Department of Management, Bachelor of Computer Application (BCA) in Department of Information Technology and Bachelor of Arts(Journalism and Mass Communications) (BA(JMC)) in the Department of Media and Communication Studies,

The institute produced its first batch of Journalism Graduate students in 2006 and Management and Computer Applications graduates in 2009.

The very next year, that is in 2010, the institute went for accreditation by National Assessment and Accreditation Council (NAAC), earning the distinction of being the first among its peers in Delhi to test the waters of academic quality certification by a national body.

Meanwhile, the institute registered enviable progress when its students earned the maximum number of gold medals ever won by any institute affiliated to the university in any one programme. The institute went on to bag 6 Gold Medals in BA(JMC) programme in the university since 2006, and one each in BBA and BCA.

In November 2016, the institute was awarded 'A' Grade in the 2nd Cycle of Accreditation by NAAC, Bangalore. In the same year, the institute was also approved under section 2(f) of the UGC Act, 1956.

Based on this, the institute applied for the grant of Fresh Autonomy by the UGC. The UGC Peer Team Visited the institute on 02-03rd March 2020 to assess its capability to implement autonomy recommended the grant of fresh autonomy to it to the UGC. In ARIIA 2021, the institute was placed in the General (Non-Technical) Band-Performer category.

The institute owes its consecutive successes in a journey of over a decade to the single-minded pursuit of its unequivocally formulated strategic intent as enunciated in its Vision, Mission, Core Values, Objectives and Quality Policy.

Vision

We visualize JIMS as an institute of higher academic learning known for its total commitment to excellence in management and technical education, research, and consultancy with a holistic concern for quality of life, environment, society, and ethics.

REVISED VISION (2022):

To be a globally recognised institution, nurturing leaders and creating social impact through excellence in education and research.

Mission

To serve society and improve the quality of life by offering world-class education in Management, Information Technology, Journalism, and Mass Communication, providing training and development services, fostering research and consultancy to industry, and disseminating knowledge through the publication of books, journals, and magazines.

REVISED MISSION(2022)

- Evolve as a globally recognized institution of learning providing high-quality education.
- Achieve academic excellence through curriculum up-gradation, faculty development, quality research and innovative learning.
- Nurture and develop future-ready students equipped with leadership skills and values essential to succeed in national and global business organisations.
- Create social impact through execution of projects and activities which change and improve lives of people and communities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Focus on sustainability, as reflected in the memberships of UNGC and UN PRME, New York
- International outlook by way of linkages with foreign institutions and experts of repute
- Systematic and time-tested mechanisms of academic quality control both during the session and at the end of each academic session.
- Dedicated, experienced, and dynamic faculty members with excellent academic background.
- Interactive and dynamic teaching-learning processes in curriculum delivery to ensure the achievement of Learning Outcomes in each program.
- A robust physical infrastructure in terms of IT infrastructure, books and journals in the library, and classrooms well equipped with learning aids such as LCDs, and Smart Boards.
- Emphasis on the holistic development of students by the inclusion of co-curricular activities such as Seminars/Conferences, workshops, Guest Lectures, Industry Visits, Weekly Quizzes and GD sessions.
- Special emphasis on the organization of soft skills and confidence-building training programmes for the development of the students.
- A wide variety of Student Clubs to suit the various cultural and co-curricular interests of the students to inculcate community and leadership qualities among students.
- Healthy student teacher ratio (STR) – 1:20
- The highest number of University Gold medals won by any institute in any one discipline, Journalism.
- The only institute in the university to have a Community Radio station, declared as one of the 24 Lead Radio Stations in the country by the Ministry of I & B, because of its excellent service of the community by way of successfully executing various awareness programs including DST Sponsored

Radio Mathematics Project.

- Excellent ratings by governmental and non-governmental Third-Party Agencies, placing the institute in the top category of institutes affiliated to the university and also HEIs in the country like for instance India Today Survey 2021 rating of All India Top 20th BBA B School.

Institutional Weakness

- Limited area of the campus.
- Affiliated university curriculum is not Industry Oriented.
- Constraints in implementation of MOUs with foreign universities on account of the non-grant of functional autonomy by the university despite having been recommended for the same by the UGC Peer Team under the UGC Scheme for the Award of Fresh Autonomy on the basis of NAAC Accreditation.

Institutional Opportunity

- The campus is located in Vasant Kunj (South Delhi) which enables all the stakeholders (Students, Industries and companies) easy access for placement and summer training activities.
- Location of Gurgaon as an industrial hub near the Institute provides active interaction with the Corporate Sector for arranging Guest lectures, Industry visits and placement of students.
- Opportunity for students to attend internships in companies located in Gurgaon for corporate exposure during summer vacation.
- Access to knowledge sharing by eminent international experts through online video conferencing platforms such as Zoom.
- Award of fresh autonomy by UGC, New Delhi, and its implementation by the University and the launching of dual degree programs in collaboration with reputed foreign educational institutions.
- Forging working MOUs with foreign educational institutions of repute in the wake of the UGC initiative to allow the top 200 foreign educational institutions to operate in India in different modes.
- Possibility of grooming student entrepreneurs through the aegis of JIMS Institution's Innovation Council and Entrepreneurship Cell.
- Proximity of media houses in Noida for forging industry-academia tie ups.

Institutional Challenge

- Implementation of the drastic new initiatives of the New Educational Policy
- Competition from local, regional and global educational institutions with the opening up of the educational sector to even foreign players.
- To bring an attitudinal change in the students to lead a balanced life having an optimum combination of studies, sports, talent development, love for nature.
- Upgrading the quality of faculty research and consultancy through sponsored projects.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute teaches courses in the three programmes of BBA, BCA and BA (JMC). As the institute is affiliated to GGS Indraprastha University, Delhi, the course curricula of each of these three programmes is designed in the University Board of Studies and approved by the University Academic Council. Many of our faculty members play an active role in the submission of course curriculum proposals discussed by the Board of Studies and the Director of the Institute as a member of the University Academic council is a part of the approval process of these proposals. As the university is gradually aligning its course curricula with the ones modelled by the UGC and suggested by the new National Education Policy, the university has this year introduced CBCS system in all the three programmes of study. To further add value to this course curricula, the institute has offered a number of value added courses to enhance the industry-ready professional skills of the students in the period under review. These, however, could not be continued during the COVID 19 pandemic years for various reasons. However, during these stressful years, the institute organized a number of sessions focussing on human wellbeing in collaboration with NGOs and the medical fraternity. Also, the institute has even otherwise been focussing on enhancing the life skills and community skills of the students by way of inviting experts in the area to interact with the students. The Curriculum has been enriched by way of practical projects and internship projects that the students have been undertaking as a part of their course requirements. The course curriculum is delivered by the faculty in a structured manner which includes preparation of Course Manuals and subject files and adhering to the Institute Activity Calendar. The institute regularly takes feedback from all stakeholders in regard to the efficacy of the course curricula delivered and forwards these suggestions to the university.

Teaching-learning and Evaluation

The sanctioned seat intake of the institute shift-wise, morning and afternoon shifts, for each of the three programmes is 120 for BBA, 60 for BCA, and again 60 for BA (JMC), making the total seat intake of the institute 480. As per the seat reservations for certain categories of students, four to six percent of the students admitted belong to the reserved categories. With learning competencies varying across the students admitted which cannot be accounted for in the classroom situation, the institute undertakes additional measures to address the learning requirements of the advanced and slow learners. As the institute operates in two shifts, the government permits the institution to recruit only 50 percent additional regular faculty for the second shift, with the deficit being made up in equal measure by the deployment of visiting faculty members and additional workload allotment to a few morning shift faculty members. Based on the shift-wise ratio of students and teachers, the institute has always maintained a student-teacher ratio of 20:1, which has been duly acknowledged by the Joint Assessment Committee of the affiliating university and the Govt of Delhi which inspects the institution for the renewal of its affiliation on an annual basis. This has been possible because the institute believes in keeping all the sanctioned faculty positions, numbering 55, always filled up. Besides, around 17 to 22 of these faculty members have the highest degree of PhD. Due to the faculty-friendly policies of the institute, the attrition rate of the faculty is low: the average number of years put in by the faculty members in JIMS is 7.28. The teaching-learning process adopted at the institute lays a lot of emphasis on learner empowerment through strategies such as experiential learning, participative learning, and problem-solving methodologies, apart from the extensive use of IT tools. The learners' performance is monitored against the Programme Outcomes and Course Learning Outcomes through both continuous internal assessment and summative assessment at the end of each semester in both theory and practical skill-based papers. There is a robust mechanism of grievance resolution at the institute and university level regarding such evaluation.

Research, Innovations and Extension

JIMS has strengthened research, innovations and extension activities monitored by the Research Consultative Committee under the guidance of UGC. Our College is able to provide the necessary infrastructure pertaining to research to all the concerned. All three departments are continuously involved in research activities. Few of our faculty work as research guides in different Universities. During the assessment period, we have carried out 15 research projects with a sanctioned amount of Rs. 34,600,20.

The college has initiated an incubation centre and entrepreneurship Cell to encourage entrepreneurship/start-ups and it is continuous motivating the budding entrepreneurs to come up with innovative products. One of our startup is recognized by the Government of India.

There is one award offered exclusively to our faculty for her research contribution by ICAI in 2021. Also in the last five years, our faculty have published 45 books/Book Chapters, 90 papers in reputed national/ international journals and 60 papers in conference proceedings.

All three departments (BBA, BCA & BAJMC) have established linkages/collaborations with leading institutions/organizations during the assessment period.

Our Community radio has several MOUs with UNICEF, DST and other reputed organizations of the government of India for developing different radio programs for the community. Besides We have signed different MOUs for student/faculty exchange and academic progression. Also, the linkages are used for organizing industry visits and value-added courses for the students.

OUR Institution Innovation Cell and other clubs/Committees have organized National Level Workshops on IPRs and International seminars/conferences.

Varied and relevant extension activities are carried out under the auspices of Rotaract Club & NSS which are well recognized by concerned authorities and above all by the community.

Our Rotaract Club was selected as the best at the district/zonal level many times in the assessment period. In 2020-21, our Rotaract club president has won the best president award at the district level. The NSS unite is also active and continuously contributing towards the welfare of the community.

Infrastructure and Learning Resources

The campus of the institute is Wi-Fi enabled and has state-of-the-art infrastructure and physical facilities. For enriching the teaching-learning experience in the classrooms, all the classrooms are air-conditioned and are well equipped with the latest software and hardware. The bandwidth of internet service was upgraded from 30 Mbps to 50 Mbps and also an alternate internet connection of 20mbps has also been procured for uninterrupted delivery of lectures.

The Institute focuses on the overall development of the students through participation in co-curricular activities and extra-curricular activities. To achieve this purpose, the Institute has clubs and societies. The students have been provided with Boys and Girls Common Rooms. An air-conditioned auditorium with a seating capacity of 130 equipped with LED screen, projector, and sound control system is available for conducting stage events and competitions. To conduct group activities, training and workshops for teams of students the institute has an air-conditioned conference room with state-of-the-art infrastructure well equipped with LCD, Computer system and AV aids.

Library has a rich collection of around 12156 books, both Indian and foreign authors, on all the domains of Management, Information Technology and Mass communication. All the arrangement of books in the stack area is also done subject-wise so that students can search their interest books easily. The library has subscriptions of about 74 National and International Research Journals in print & 27 best magazines. The college has been a member of the INFLIBNET N-List consortium and DELNET, it provides access to thousands of e-resources. The College Library is a member of. The Library has automated all its routine activities through library management software "LIBMAN " that also provides access to the online catalog of the Library.

The college ensures optimal allocation and utilization of the available resources and the availability of the latest equipment and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

Student Support and Progression

The institute has a strong students' support system and keeps working towards their progression. It believes in providing equal opportunities to all the students and always keeps striving for their better future prospects. Students come from diverse backgrounds. Some of them belong to the economically weaker section and disadvantaged group. To provide them the benefits of various govt. scholarship schemes, multiple Informative sessions and vast publicity of these schemes, is done among the students and many students have availed merit cum means and EWS scholarships as a result.

Conducting sessions for enhancement of Soft skills, Language and communication skills, Life skills i.e. Yoga, physical fitness, health and hygiene, and ICT & computing skills is a regular feature of the institute. Monthly one guest lecture from industry experts in each class is conducted for the purpose. For capacity building and improvement of employability skills, sessions on personality development pre-placement activities i.e. mock tests, GD and personal interviews are conducted. Many students benefitted by guidance for competitive examinations and career counseling and for their higher education. Placements of students in MNCs and corporates has improved. 714 students have got placed in last five years.

An ample number of cultural, co-curricular, extra-curricular, and sports activities are conducted on a regular basis. Each department conducts an exclusive event annually where students get an opportunity to learn and compete with their peer group, which enhances their Social, and Emotional Learning. And builds their mental toughness.

Students' administrative society, anti-ragging committee, grievance redressal committee, and internal committees are in place to address the issues, grievances and concerns of students in a structured manner.

Alumni play an important role in the growth of an institution and can work as goodwill ambassadors for it. To build a strong bonding with its alumni, the institute has a registered alumni association and a dedicated alumni web portal where alumni of all the programmes are registered and keep connected with their alma mater. They contribute by conducting lectures for the students on emerging technologies, providing internships, placements, career guidance and mentorship to the students.

Governance, Leadership and Management

The strategic intent of the institute as reflected in the Vision and mission statements is the cornerstone of its governance. The Key Result Areas of the institute and the Plans of action for achieving the benchmarks of excellence in the Key Result areas are defined by it. The strategic intent of the institute is periodically reviewed to reflect the changes in the educational and circumambient social and economic environment. The process embraces discussions at various levels and with all stakeholders so that all are on the same page. That the institutional strategic plan is effectively deployed is obvious from the fact that the institute successfully organized the UGC Peer Team Visit for the grant of fresh autonomy. Besides, the institute is system-driven in terms of planning, implementation and quality control. These systems are well documented for the general awareness of all stakeholders concerned. The institute also lays emphasis on the use of IT in processes of governance as much as in the teaching-learning processes. The institute has a robust HR Policy which lays emphasis on welfare schemes for all employees, training, and development, financial support for participation in FDPs/Seminars and Workshops, membership of professional bodies, and recognition of teachers with financial incentives for excellence in research. The institution has also a robust performance management system for all employees, as per which employees are graded for the quality of work done by them and feedback is given to each employee for areas of improvement. The institute also has a well-defined financial control system whereby resource mobilisation and deployment is done optimally. The accounts are audited on a regular basis. The institute has an effective IQAC which works for the constant updating of the quality systems through a number of initiatives such as reviewing of teaching-learning processes and organization of capacity building workshops.

Institutional Values and Best Practices

The institution has taken initiatives to focus on gender-sensitive indicators for the overall development of both faculties & staff and students. The curricular aspect has integrated sessions on gender sensitization. The Institute has a community radio station, known as Community Radio JIMS, Vasant Kunj 90.4Mhz, which, since its inception has a signature program titled “Mansha” on women empowerment of half an hour broadcast daily.

The Institute has a Prevention of Sexual Harassment Committee (POSH) to look into the complaint put up by faculty, staff or student. This is currently known as Internal Committee. The committee regularly organized gender sensitization workshops for faculty, staff and students.

Green Audit Report addresses green initiatives taken/ under implementation by management, the outreach of the College, suggestions recommendations to improve the overall environmental sustainability of the campus.

The Institute has taken many initiatives by conducting various activities to promote tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. It celebrates various important days in this regard like Unity in Diversity, RashtriyaEktaDiwas etc. The institute also respects and pays a tribute to the nation by celebrating Independence Day and Republic Day of India with great zeal and enthusiasm.

Numerous activities are conducted by the Rotaract and NSS volunteers in small villages and NGOs. These activities mainly include awareness activities towards different social causes. They also conduct donation drives in villages, blind schools, orphanages and old age homes. The institute also organizes cultural programs to celebrate the cultural diversity of India. The annual college cultural gatherings provide a unique platform to represent our Indian culture and showcase the diverse culture, dress, language of our land.

The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and

everyone should obey the conduct rules. The institution takes many initiatives like conducting awareness campaigns, organizing seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL
Address	OCF, Pocket - 9, Sector-B, Vasant Kunj
City	New Delhi
State	Delhi
Pin	110070
Website	www.jimmsd.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Ravi K. Dhar	011-40619321	9313222294	-	jimsvk@jagannath.org
IQAC / CIQA coordinator	Deepak Sharma	011-40619344	9873600359	-	iqacvk.coordinator@jagannath.org

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-08-2003

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

State	University name	Document
Delhi	Guru Gobind Singh Indraprastha University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-12-2015	View Document
12B of UGC		

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1646992155.pdf
If yes, has the College applied for availing the autonomous status?	Yes

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS
Date of recognition	29-12-2021

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	OCF, Pocket - 9, Sector-B, Vasant Kunj	Urban	0.5	35520.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Management	36	Plus Two	English	240	231
UG	BCA,Information Technology	36	Plus Two	English	120	119
UG	BA (Journalism),Media And Communication Studies	36	Plus Two	English	120	118

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	5				10				40			
Recruited	2	3	0	5	4	6	0	10	9	31	0	40
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	11	8	0	19
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	3	0	3	6	0	2	6	0	22
M.Phil.	0	0	0	0	0	0	1	6	0	7
PG	0	0	0	1	0	0	6	19	0	26

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visiting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		6	2	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	821	148	0	0	969
	Female	355	71	0	0	426
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	9	14	7	7
	Female	8	3	4	7
	Others	0	0	0	0
ST	Male	1	1	2	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	315	323	334	324
	Female	140	120	130	136
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		473	461	477	475

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	NA
2. Academic bank of credits (ABC):	NA
3. Skill development:	NA

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	NA
5. Focus on Outcome based education (OBE):	NA
6. Distance education/online education:	NA

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
147	148	148	149	151
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
03	03	03	03	03

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1364	1360	1379	1368	1394
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
93	93	93	93	93

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
422	439	436	436	458

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
55	55	55	56	57

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
55	55	55	55	55

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
288.54	309.96	300.07	358.06	314.33

4.3

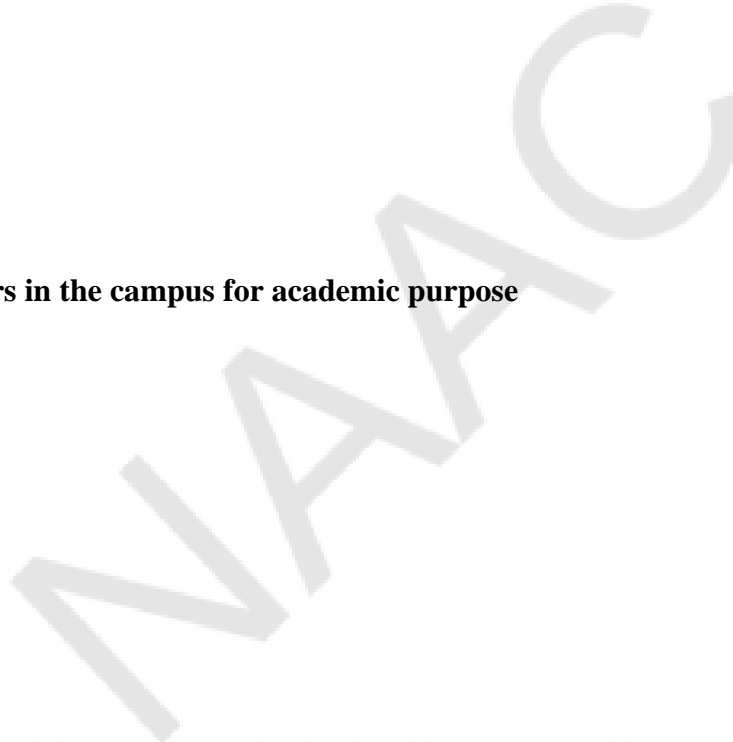
Number of Computers

Response: 232

4.4

Total number of computers in the campus for academic purpose

Response: 228



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Jagannath International Management School, Vasant Kunj offers Bachelors of Business Administration (BBA), Bachelors of Computer Application (BCA) and Bachelors of Journalism and Mass Communication (BAJMC) programs from Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. As the college is affiliated to the said university, the curriculum is designed primarily by the University constituted Board of studies for various courses in consultation with the affiliated institutions. As the above said degree programs are of three years duration, the curriculum is spread over six semesters. For the effective delivery of the curriculum, the institute prepares a detailed plan of action and KRAs. Based on these, detailed academic and activity calendars are prepared every year which outline the activities to be conducted during the semester as per the designated timeline.

Curriculum delivery is ensured through proper subject allocation. For each subject, a detailed course manual is prepared consisting of course objectives and course outcomes, detailed lesson plan, student-centric andragogy, assignments, model test papers, previous year university question papers, a question bank, handouts, and case studies relevant to the subject.

For effective credit delivery, the timetable coordinator of each department designs the Master timetable and workload under the guidance of the concerned Head of the Department. A detailed report (Weekly & Monthly) of curriculum delivery is submitted by each faculty to the concerned Head of the Department to enable him/her to ensure that the curriculum delivery is happening as per predetermined targets and schedules so that it may achieve the learning outcomes for each course effectively.

Institute believes in creating a student-centric learning environment by promoting peer learning, experiential learning, participative learning and developing critical problem-solving skills. For this, teaching pedagogy includes case studies, role-plays, group discussions, Ted talks, and e-content among many others. Further, for enhancing the learning experience, the e-lectures of all the subjects recorded by the faculty members are made available through the Institute YouTube Channel. To facilitate independent learning and reinforcement of learning skills, ICT-based pedagogy models, such as flipped classroom teaching and blended learning are aggressively used. The videos posted on the Institute YouTube Channel facilitate the implementation of flipped classroom pedagogy for better student engagement.

Apart from the regular classes, the college also organizes various webinars, guest lectures, expert lectures, seminars, industrial visits, budget sessions, symposiums and various competitions in which students participate and showcase their talents. To enhance employability skills and bridge the academic industry gap, institutes promote the inclusion of value-added and MOOC courses provided by the institution or through renowned platforms like SWAYAM-NPTEL, UDEMY, Coursera etc.

To enhance the learning environment, the Institute gives special emphasis to the state-of-the-art

infrastructural facilities like well-equipped classrooms and labs along with a resource-rich library in terms of the physical holding of books and journals and membership of online national depositories of books and journals.

Assessment of academic performance is done through continuous internal evaluation with the help of assignments, class tests and mid-term examinations.

Institute also has a feedback mechanism that is taken twice in each semester. To discuss the student progress, behavior and socio-metric development, a Regular parent-teacher interaction is organized every semester.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

Adherence to the academic calendar which includes activities related to the conduct of CIE is based on a system of ownership of these activities by the departments concerned. Based on the plans of action formulated by the individual departments and the academic calendar issued by the affiliating University, the institute's academic calendar is prepared. The departments prepare their plans of action based on their respective KRAs after a thorough deliberation at the faculty level.

As the academic calendar incorporates activities planned by individual departments, there is a sense of ownership in the execution of these activities. Besides, every activity is clearly defined and its responsibility is allocated specifically to individual faculty members. This ensures that the faculty concerned takes proactive action in the execution of the activity as per the timeline indicated in the academic calendar.

The academic calendar which is shared among all stakeholders specifies the timeline of activities pertaining to Curricular, Co-curricular, extracurricular and Institutional Social Responsibilities. As such the academic calendar is a comprehensive GANT Chart of all the important activities undertaken at the institute. The curricular activities scheduled in the institutional academic calendar pertaining to activities such as commencement of classes, the orientation of new students, feedback from students, the conduct of class tests, the conduct of makeup tests, and parent-teacher meetings. At the department level, the curricular activities that are added to these are related to the filling up and submission of OMR to the university, submission of assignments, the conduct of quiz, student presentations, project report submissions, research report submissions, value-added courses, bridge classes, advanced learner classes, remedial classes and the organization of structured summer internship programme.

As is obvious, activities pertaining to the conduct of continuous internal evaluation are an integral part of the academic calendar at the institute and the departmental levels. The University Ordinance on the

conduct of internal evaluation examination is splits the internal evaluation into the following components:

1. Class Test – 15 marks
2. Class Participation – 10 marks

While the 15 marks of the class test are awarded to the students on the basis of their performance in the class tests, the 10 marks allocated for class participation are awarded on the basis of the performance of the students in the following activities:

1. Assignments
2. Presentations
3. Quizzes
4. Attendance

The departments ensure that the performances of the students in each of these continuous internal evaluations activities are mapped over the entire semester to ensure that the students remain proactive learners throughout the semester.

To ensure that no student misses out on the opportunity to appear in the class tests because of extraneous reasons such as sickness, the institute conducts makeup tests which are designed to give equal opportunity to all students to display their learning competency. So the adherence to the conduct of CIE is ingrained in the departmental activities and monitored by the Department Heads, Controller of Examinations, and the Director through the submission of action taken reports at periodic intervals.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: A. All of the above

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

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
Response: 100	
1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.	
Response: 03	
File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years				
Response: 9				
1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.				
2020-21	2019-20	2018-19	2017-18	2016-17
01	02	04	01	01
File Description	Document			
Institutional data in prescribed format	View Document			
Brochure or any other document relating to Add on /Certificate programs	View Document			

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

Response: 11.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
413	96	160	58	56

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The cross-cutting issues of gender, environment, sustainability, human values and professional ethics as per the university curriculum have been integrated in the curriculum across the three disciplinary boundaries of Mass communication, IT and Management. The engagement of the institution with these issues has been boldly emphasized through active participation in the UN Global Compact and UN PRME initiative. The Vision and Mission statements of the institute are well aligned with our Commitment of Engagement (COE) with UN SDGs and Human Values. The leadership of the institute also embodies these values and hence the trickle down is possible effectively.

These cross-cutting issues are an entry point and give the students a glimpse of extremely pertinent global issues that expand their multidisciplinary approach to learning. Approaching things from the point of view that development needs to be inclusive, helps to set a foundation stone for holistic learning and development. These concepts also strengthen the belief of the students in collaborative thinking and learning and allow a stimulation of their thought process which in turn enables them to interrogate and integrate them in their personal and professional lives.

In its commitment to sustainability, the institute continues to sensitize students on the Sustainable Development Goals as detailed by the UN and as quoted in the National Education Policy 2020.

Various activities ignite the spark of intellectual discussion amongst the bright minds and set them on a path of lifelong learning. This in turn gives them the confidence to explore and look beyond obvious solutions and answers. The students critique, debate and ultimately learn by doing, which facilitate conversion of tasks to long term memory.

The exposure to a gamut of co-curricular activities attempts to harness the untapped potential of students

each with his or her own unique learning style. The end goal of course is a transformative thought process that takes the learner beyond curriculum.

Issues relevant to Environment and Sustainability:

The final year students of BA(JMC) are taught a core course in Environment Communication, while the second year students of BBA, (third semester) are taught an Environmental science course.

They have been integrated, so that students from different streams may incorporate them in their lives. Environmental issues share a commonality and it is imperative for all students to realise that without harmony with nature, existence is impossible. This is an attempt at creating globally conscious future - ready students.

Issues relevant to Professional Ethics

The second year students(third semester) of the Management stream are taught Business Ethics and Corporate Social Responsibility, while the BA(JMC) students are taught a core course on Media Law & Ethics.

In addition, the management stream students learn about Business Communication as a dedicated subject while the BA(JMC) students learn it as part of Corporate Communication in semester four. The BCA stream focusses on ethics in the Cyber genre, while for the BBA stream, ethics relate to CSR and Business. Professional ethics and code of conduct are discussed with relevance to each subject across the three disciplines.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

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

Response: 33.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
53	48	51	48	48

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 98.68

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 1346

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 98.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
473	461	477	475	482

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
480	480	480	480	480

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 18.71

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

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	13	15	23

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

It is a known fact that in any class, the learning competence levels of students are often heterogeneous. While, the classroom teaching method cannot address the wide range of this heterogeneity, we can at least bridge it by identifying advanced and slow learners, who have separate learning needs. In order to facilitate the whole learning environment and bring everyone at par with each other, the Institute undertakes various activities for both, the slow learners and the advanced learners. To identify the learning capabilities of the students, their examination results & involvement in classroom activities are considered.

Measures for Slow learners:

Remedial Classes

Remedial classes are conducted to improve the learning skills and to individualize the teaching learning for the students experiencing difficulties in specific subject areas and guiding them on the difficult topics so that increased standards of competence can be achieved.

Peer Learning

Peer learning is promoted for both advanced and slow learners as this helps in improving the attitude of students towards learning.

Study material

To help the slow learners, faculty provides study materials to the students.

Video Lectures

To cater to the requirement of the wide variety of learners, the institute has taken up an initiative of creating e-lectures in the form of videos which the faculty members record and upload on JIMS YouTube channel. Enabling students to access the content 24*7 as per their comfort, pace and need.

Question Bank

A comprehensive list of questions is shared with students for each subject. It includes last year question paper, model questions, MCQs and other important questions covering the whole syllabus.

Mentor-Mentee system

Each student (Mentee) has been assigned a faculty member as a mentor who takes care of their mental & social well-being on regular basis

Counselling Session by professional Counsellor

A special counsellor has been appointed for guiding and resolving personal, social or psychological issues of the students, which could get in the way of the students' pace of learning.

Parent Teacher meeting

The institute believes in continuous parent teacher interaction for which a well-structured parent teacher meeting is conducted each semester where the feedback from the parents is solicited.

Measures for Advanced learners:

Advanced Level Classes: -

To felicitate the learning experience and to fulfill the complex need of the high ability students, special classes are organized for them.

Value-added Courses: -

To hone the skills of students, various value added courses like digital marketing, foreign language, financial literacy, Financial derivatives etc. are offered through various partner institutes.

Aptitude Test: -

To enhance the analytical skills, aptitude test is conducted regularly.

Suggestion of Additional Learning Resources:

Students are given further reading lists and encouraged to use library resources for further reading.

Student symposium/Workshops/Events:

Students are encouraged to participate in departmental, inter departmental or Inter college activities.

Improving employability:

Trainings related to interview and group discussion skills, corporate etiquettes, career counselling & personality development sessions are regularly planned.

Research Publications:

Students are motivated to write research papers and attend various national/international seminars & conferences.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 25:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

At JIMS, we believe learning is internalized only when it is experiential. Once the learner has an experience of new concepts and principles, s/he can apply it to situations in life by the conversion of knowledge into skills. Various activities have been implemented for enhancing the experiential, participative & problem solving learning experiences of the students.

Experiential Learning

Given below are some of the experiential learning activities incorporated into the curricula of the various programmes of study.

- Summer Internship of two months with any private/public company, start-ups, NGOs etc. Students are also encouraged to undertake internship and live projects of different durations.
- Various interactive student driven inter & intra-college events like AVTARAN, MUN, Debates, CYNET etc. are conducted for providing an experiential learning of theoretical concepts. It improves capability of student's critical thinking, time and resource management and most importantly managing group dynamics.
- Hands on Training is provided for developing the skills for financial derivative trading, digital marketing, foreign language communicative competence etc. These bridge the gap between the academic knowledge and industry skills and enhance the employability of the students.
- Research is an integral part of learning and hence students are encouraged to undertake research and present their work at various national & international levels.
- Students are aggressively involved in various academic, co-curricular & extracurricular activities undertaken by the institute. They are entrusted with various roles and responsibilities in organizing these events to develop managerial and leadership qualities in them.
- Industrial visits are organized to give comprehensive idea about the operations of the industry.

Participative Learning

At JIMS, a special emphasis is given on the teaching pedagogy that revolves around collaborative learning. Initiatives have been taken to enhance the participation of students in the teaching learning process so that students gets the opportunity to hone their skills and knowledge. This also inculcates an understanding of helping each other and thereby becoming better human being and citizen.

- Peer learning is promoted for both advanced and slow learners as this helps in improving the attitude of students towards learning.
- Students are encouraged to participate in departmental, inter departmental or Inter college activities.
- Trainings related to interview and group discussion skills, corporate etiquettes, career counselling & personality development sessions are regularly planned.
- Regular subject assignments along with their evaluation rubrics is an integral part of the teaching pedagogy.
- To develop the organizing skills among students, the Institute has various student driven clubs and cells (Rotaract Club, Prabandhan Club, E-Cell, CII-Yuva, IIC, Akriti, NSS, Eco Cell etc.) that students can choose as per their interest.
- Students are encouraged to enroll in various MOOC courses offered by different platforms. Institute also collaborated with coursera for “**Coursera for campus Program**” which offered free courses to students.

Problem Solving Methodology:

- To enable the critical thinking and enhancing analytical and problem solving skills, Case study method is used in class room.
- Group discussions, quiz and role Plays are regularly used in teaching pedagogy.
- To enhance the analytical skills, aptitude test is conducted regularly.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

Information Communication Technology (ICT) tools facilitate in effective delivery of the lecture enhancing the students’ motivation to learn and it also provides impactful dissemination of contents for the faculties. The institute is adept to ever changing need of latest Tools and technologies and keeps upgrading its ICT infrastructure from time to time. The institute provides state of the art infrastructure to the students. All the classrooms are well equipped with the latest software and hardware to enable the faculties for effective teaching. Due to the outbreak of the recent pandemic, the mode of teaching has transformed from physical to online mode and for smooth delivery of online lectures, not only the bandwidth of internet service was upgraded from 30 Mbps to 50 mbps but also an alternate internet connection of 20mbps has

also been provided. The faculties have also been provided with audio-visual aids i.e. headphone, mics, speakers and web cameras for the purpose. The following ICT Tools and technologies are part of each lecture of the faculties

Online Meeting Apps:

The institute has 'paid subscription' of ZOOM meeting app for daily lectures and also one dedicated subscription for conducting other academic activities i.e. webinars, conferences, freshers' party, farewell party, guest lectures, workshops etc.

LCD:

Each class room has a computer system and LCD installed. Faculties use presentations and videos for their respective subjects to make their lectures interesting and effective.

Smart boards:

Each department also has one smart board, which facilitate the faculties in making their class more attention grabbing.

ERP : The institute has an ERP software to monitor centrally the attendance, results, notes, feedback, records and various other academic activities in digitized form. The students and their parents also have access to ERP to monitor their performance.

Moodle:

Mock tests on each subject are conducted on Moodle software.

Pen tabs

To explain mathematical concepts in online mode pen tabs have been provided to the faculties.

Digital Library

We have digital library which can be accessed by students for referring e-books, e-journals and other online study material from the comfort of their home in current pandemic situation.

SWAYAM - NPTEL Local Chapter :

We have also established as SWAYAM - NPTEL Local Chapter to provide students value added courses beyond the scope of their curriculum.

AV Lab: We have latest iMac, Teleprompter in Audio Video Lab for teaching the students audio video production and editing process.

Community Radio : The radio studio acts as an audio lab consisting of a recording and control room for editing and broadcasting programs. This facility gives students hands-on training in developing skills for radio program production and Radio Jockeying and News Reading as per the requirement of the industry.

The first hand experience of handling equipments adds to the confidence of students which is complemented by broadcasting of their scripted and produced programs. Overall, the student learns about the nuances of Pre-Production, Production & Post- Production. These are supplemented by OB recordings with community.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 25:1

2.3.3.1 Number of mentors

Response: 55

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 101.09

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

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

Response: 30.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
24	15	15	15	15

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 7.62

2.4.3.1 Total experience of full-time teachers

Response: 418.9

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The Institute is an affiliate institute of Guru Gobind Singh Indraprastha University and follows the evaluation scheme and process prescribed in Ordinance-11 of the University. The evaluation of students in a course has two components

1. Internal: Continuous evaluation by the teacher(s) of the course.
2. External: Evaluation through a Semester term end examination.

The institute has a fair and transparent internal assessment process, which is at par with the external assessment conducted by the University. It facilitates the students to get accustomed with the University procedures for the assessment. The students are provided with the information about the internal assessment at the time of their orientation along with their parents. Also Parents teachers' meeting is also conducted after end of each semester to discuss the performance of students in class room activities as well

as in the internal assessments conducted through out the semester. The process followed by the institute is as follows:

Components of Internal Assessment of Theory subjects

- 1. Class Test:** The Test component of the CIE consists of one Class Test which is conducted after six weeks of commencement of the semester exactly on the pattern of University examination. Datesheet is prepared by controller of examination duly approved by the head of the departments of all the programmes. It is circulated to the students through the class coordinators along with the guidelines for students during the exams.
- 2. Assignments:** In the Assignment component of the CIE, the assignments are uploaded by faculties in the ERP. The rubrics for assessment are also attached with the assignment. Every student is required to submit the assignment which is evaluated by the subject faculty. The feedback of the assignment is discussed with the students.

After the outbreak of Covid-19, the class room activities including submission of assignments and conduct of class tests are being done online. With technological development, the adoption of Google forms have enabled online submission of assignments within a timeline specified. The teacher makes a critical evaluation of the assignment and subsequently holds discussion with students on their performance in the assignment in the class.

- 1. Make-up test:** The students whomiss any test component of CIE due to genuine reasons are given one more opportunity to appear in the test which is conducted at the end of the semester exactly in the similar manner of class test.
- 2. Attendance:** University gives a lot of emphasis on the attendance of the students and the students who do not meet attendance criteria are not permitted to appear in exams and are not promoted to next academic semester. To encourage the students to maintain attendance, the internal assessment also contains the marks as per their attendance.

Internal Assessment of Practical Subjects

The components of practical examinations include Record Maintenance of the practicals, execution in Lab and finally Viva-voce is conducted which carries different weightage for each programme.

Internal Assessment for Non University Examination Subject (NUES): Each student is required to give presentation on the allotted topic from the emerging application from their programme of studies.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The institute adheres to the academic calendar stipulated by the affiliating University in advance to the academic year, and conducts internal examinations as per the schedule.

The institute has an Examination committee headed by a head of the department who acts as the Controller of Examinations. Faculty members from all the departments with the assistance of the non-teaching staff, carry out the examination and invigilation duty made known to them by prior notice.

Grievances Related to Conduct of Examinations:

The institute has a transparent mechanism to address examination related grievances. Most of the grievances during the examination are redressed at the invigilator level itself. If any grievance arises during or after the examination, and it remains unsolved in the first stage, the student or faculty concerned can bring it to the notice of controller of examination and the issues are redressed then and there. The members of examination committee handle the grievances related to examinations. If the student or faculty is not satisfied with the action taken by examination committee on the reported grievance then the matter is addressed to the director of the institute who refers the case to the concerned committee of the institute. Thus the Grievance Redressal system is centered on the wellbeing of students.

Grievances Related to Conduct of External Examinations:

The affiliating University designates one University Representative during the conduct of external examination. The grievances regarding external (University) examinations are brought into the notice of the controller of examination who is the ex-officio center superintendent of the examination, and is handled by the appointed University representative along with the center superintendent.

Grievances Related to Evaluation: Consolidated marks of CIE are shown by the subject teacher to the students to endorse the correctness of the marks. In case of any discrepancy, the teacher verifies the marks and rectifies if required. If the student feels aggrieved in the fairness of evaluation, he/she represents the matter to the course teacher who, on case to case, gives the justification. If in case, the student is not satisfied with the explanation, then he/she approaches the HoD for solving the issue who in turn seeks clarification with the course teacher and resolves the issue. Further, if the issue is not resolved, it is referred to the director who is the final authority to decide on the course of action.

Grievances Related to University Result:

After the final submission of internal marks in the affiliating University, if any further Corrections are required; it is addressed immediately by the controller of examination through the director of the institute for immediate rectification. University also provides the revaluation of the answer sheets for which a student is required to apply in the prescribed format with prescribed fees within two weeks of declaration of the result. The applications are submitted to the controller of examinations. The collected applications are then forwarded to the university within the prescribed time limit.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Program Outcomes, Program Specific outcomes and Course outcomes are the basic corner stones of the teaching learning process as they define the competencies in terms of Knowledge and skills that learners in a particular program course are expected to achieve by the time they complete a course or program successfully. In view of the significance of these outcomes in the professional life of the students, the institute lays a lot of emphasis on the appropriateness of their enunciation. To begin with, each of the Departments examines the POs and CO is given in the officially published university syllabus in their faculty meetings before the commencement of the academic session. Care is taken at the time of finalization of these outcomes in regards to their relevance and comprehensives. As the institute attracts the best of students to its various programs of study in comparison with other institutes affiliated to the university, emphasis is laid on accommodating their professional aspiration while formulating the program and course outcomes. This means greater emphasis on the fostering of creative and critical thinking skills which are crucial for their career progression.

This exercise is a part of the activity of preparation/ updating of course manuals undertake at the beginning of each semester. While a fresh enunciation is required in the case of subjects newly introduced by the university, only updating and revising is required in the case of subjects already being taught. The updating of revising of outcomes is necessary in view of the rapidity with which the circumambient socio economic reality has been changing.

The outcomes finalized are incorporated in the course manuals which are made available to all the stake holders in both physical and digital forms. While the physical copies are made available in the library, the digital ones are made available through E-Library, Website and ERP. Besides these are also shared with the students at the time of orientation as these are included in the Students Information Booklet, which is given to each student. Furthermore, the course outcomes are clarified to the students by the course instructor/faculty in the first few classes at the beginning of the semester.

As POs, PSOs and Cos are finalized in faculty meetings, each faculty member is well aware of these outcomes and the significance of achieving these during the teaching learning process.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document

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

Response:

The institute measures the level of attainment of the program outcomes, program specific outcomes and course outcomes from all stake holders concerned, with both direct and indirect modes of evaluation.

Direct Evaluation: The institute measures the three kinds of intended outcomes on the basis of parameters laid down by the University in its formal evaluation system which comprises two sub-modes of evaluation:

1. Continuous Internal Evaluation and
2. Formal External End of Semester Examination conducted by the University.

The details of this mode of evaluation are given below:

- Marks obtained in the formative and summative evaluation constitute direct measures of the attainment of course outcomes.
- The elements of formative assessment vary in the case of theory and practical papers. In the case of theory papers, 25% marks are reserved for internal assessment by the Faculty teaching the course, whereas in the case of Practical subjects, 40% marks are reserved for internal assessment.
- The formative assessment for theory papers, is based on one class test which has a weight of 15 per cent and the remaining 10 per cent on the basis of performance in classroom activities which include two assignments, weekly quiz, presentations, and attendance
- In the case of practical papers, the formative assessment is based on the performance of the students in the various practical assignments, standardized in the lab manuals, and/or project reports submitted by the students.
- The summative evaluation which is carried out at the end of the session has an allocation of 75% of marks in the case of theory papers and 60% in the case of practical subjects.
- Based on the marks awarded in the internal and external exams, the total marks scored by the students are calculated. These constitute the overall measure of the attainment of course outcomes in theory or practical subjects.
- However, for calculating the measure of students' performance in program specific outcomes, each course is awarded a specific weight which is reflected in the credits allocated to it. The overall performance of the students is measure on the basis of weights awarded to each course while calculating the cumulative grade point average. According to the performance of the students as reflected in the CGPA, students are segregated into the following categories:
 - Exemplary – 90% and above
 - Distinction – 75% to 89.9%
 - 1st Class - 60% to 74.9%
 - 2nd Class - 50% to 59.9%
 - 3rd Class - 40% to 49.9%

Those who secure less than 40% marks are declared unsuccessful.

Indirect Evaluation: Indirect evaluation of the attainment of programme specific outcomes is based on the feedback collected in regard to the quality of the academic program from all the stake holders, particularly the following:

- Teachers
- Students
- Alumni
- Parents
- Recruiters

Feedback forms for each category of stakeholders are formulated and standardized before being administered. The feedback received is processed for remedial action at the level of the institution and the university.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 94.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
397	417	424	414	419

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

2020-21	2019-20	2018-19	2017-18	2016-17
422	439	436	436	458

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 34.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.0396	9.4192	0.75	10.20	12.1914

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

[View Document](#)

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

Response: 40

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	1	1

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 124

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
40	18	27	23	16

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
29	15	14	13	18

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.8**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
22	40	21	7	10

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

JIMS Vasant Kunj believes in giving back to the society in two ways- firstly by undertaking various sensitization and awareness programs for the students and society and secondly by undertaking community services and extension activities. In last 5 years institute has undertaken various initiatives on the issues concerning social and environmental wellbeing of the society. Some of the main areas where activities were done are:-

Surveys- Institute has undertaken project under various governmental schemes of ICSSR, Unnat Bharat Abhiyan and NHRC where the students has actively participated in planning and implementation of the surveys.

Awareness Campaigns - JIMS organize various kinds of awareness programs to sensitise the Society and students regarding social, ecological, emotional issues like Earth Hour, Mental Health Awareness, Global Resource Challenge and Sustainability, Green crackers, Voters Awareness etc. Various Awareness programs were conducted for the slum dwellers regarding personal hygiene, Sanitation, educate a girl child, Mission fight back against girl child abuse etc.

Donation Campaigns- Students under the auspices of various clubs has conducted different kinds of donation drives such as- Food donation (where thousands of people were served food), Old Clothes Donation, Stationary donations and ration donation at Blind School. Special food donation during floods, mask donation during COVID 19 were also done.

Blood Donation- Institute has a strong tradition of conducting regular blood donation drives in collaboration with Rotary blood bank.

Plantation Drives- To sensitize the students and to contribute to the environmental concerns, JIMS actively promotes the idea of planting trees. For this every year we undertake plantation drives in and around the college, many of which are in collaboration with governmental agencies.

Swatcha Abhiyan- Clean and hygienic environment is a necessity of a healthy country and Govt of India is also promoting the cause with their county wide campaign “Swatch Bharat Abhiyan”. We have also undertaken s Waste Management Program for sensitizing the youth and upkeeping the surroundings.

Women Empowerment Program- - JIMS has undertaken Special Sewing and Beauty culture classes for the women and computer literacy classes for the children living in the slums for Skill development.

Tuition Classes- Underprivileged children are given classes under Project Akshar, that is undertaken in collaboration with NGO’s.

Ayur Upchar- is a medicinal donation drive from and by the students where various health supplements, health kits and basic medicines are collected and distributed to Saviour Foundation and Samarpan.

Visit to Slums are undertaken regularly for doing voluntary services and celebrating special occasion like Children’s day, Friendship day, Diwali etc with them.

Animal Protection- Students have undertaken many projects for sensitizing and saving the animals from cruelty. Donation drives for the animal shelter has also been conducted.

Above mentioned are glimpse of the activities done by the students of JIMS Vasant Kunj. At JIMS we aim in making small contributions to the society in all possible ways and in all possible domains.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 26

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	05	07	02	00

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 102

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	35	11	14	09

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 92.82

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1838	1618	1031	1031	840

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 158

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
05	38	41	40	34

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The campus of the institute is Wi-Fi enabled and has state of the art infrastructure and physical facilities. For enriching the teaching learning experience in the class rooms, all the classrooms are air conditioned and are well equipped with the latest software and hardware. The details of the facilities are as follows:

Computer Labs: As the experiential learning plays an important role in understanding of technical concept, the institute has well maintained computer center consisting of four computer labs. Each lab has 30 Core i5 Systems. The Students and computer ratio for each practical class is 1:1.

AV editing Lab: The AV editing lab for BA(JMC) students has latest 11 iMac (Core i5 & core i3) systems.

Class Rooms: There are 12 air conditioned spacious and well lit classrooms for conducting classes. Each classroom has a computer system, LCD Projector, AV devices to conduct offline/ online classes.

Smart boards: Each department also has one smart board, which facilitate the faculties in making their class more attention grabbing.

ERP: The institute has an ERP software to monitor centrally the attendance, results, notes, feedback, reports and various other academic activities in digitized form.

Pen tabs: To explain mathematical concepts in online mode each department has been provide with a pen tabs.

Library: The institute has a well-furnished library with large repository of text books, reference books, career guidance books, research journals and publications. Apart from a physical library in the campus, the institute also has digital library for faculties and students to access the e-contents from their homes. Along with this, we have also availed membership of online resources like DELNET, N-List etc.

Third Party Software: We have licensed software such as Adobe CS5, Oracle, Tally ERP9, Plagiarism, Corel Draw, Adobe Illustrator, Libman for aiding faculties in their classroom teaching etc.

AV Lab: We have latest iMac, Teleprompter in Audio Video Lab for teaching the students audio video production and editing process.

Community Radio: The radio studio acts as an audio lab consisting of a recording and control room for

editing and broadcasting programs. This facility gives students hands-on training in developing skills for radio program production and Radio Jockeying and News Reading as per the requirement of the industry. The first-hand experience of handling equipment's adds to the confidence of students which is complemented by broadcasting of their scripted and produced programs.

Auditorium: An air conditioned auditorium with a seating capacity of 130 equipped with LED screen, projector, and sound control system is available for conducting stage events and competitions.

Conference Room: To conduct group activities, trainings and workshops for teams of the students the institute has an air conditioned conference room with state of the art infrastructure well equipped with LCD, Computer system and AV aids.

Common Rooms: The students have been provided with two common rooms for carrying out group activities beyond the class room.

Faculty workstations: Each faculty has been provided with core i3 computer system for carrying out their academic and research based activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Institute focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities. To achieve this purpose, the Institute has clubs and societies. Students join these clubs depending on their interest and are encouraged to actively participate and showcase their talents and skills. The activities contribute to building the overall personality of the students. Through this club student not only get to participate in these events also get a chance to organize the events which helps them to extend the range of experiences beyond their comfortable limits. All the clubs and activities are driven through students provide them with a competitive and encouraging platform for holistic development of the students. The Institute have following clubs and societies:

- JIMS ROTARACT CLUB
- JIMS ECO CLUB
- CII YI YUVA CLUB
- AAKRITI CLUB

- PRABANDHAN CLUB
- LITERARY SOCIETY
- FITOOR- DANCE SOCIETY
- PRATIBIMB-THEATRE SOCIETY
- SWARA-MUSIC SOCIETY
- APERTURE- FILM & PHOTOGRAPHY SOCIETY
- NSS CELL
- ENTREPRENEURSHIP CELL

The college ensures optimal allocation and utilization of the availability of physical facilities such as:

Common Rooms: The students have been provided with Boys and Girls Common Rooms with Table Tennis and indoor games for carrying out group activities beyond the class room.

Auditorium: An air conditioned auditorium with a seating capacity of 130 equipped with LED screen, projector, and sound control system is available for conducting stage events and competitions.

Conference Room: To conduct group activities, trainings and workshops for teams of the students the institute has an air conditioned conference room with state of the art infrastructure well equipped with LCD, Computer system and AV aids.

Sports Activities: The Institute lends support to the sporting activities of the students. To this end, the Institute organizes tournaments at the college level by hosting them at the sports grounds available in the neighborhood community like Jasola Sports Complex, Vasant Kunj Sports Complex, Siri fort Sports Complex and Saket Sports Complex

- Intra-campus and Inter-College Football Tournament
- Intra-campus and Inter-College Cricket Tournament
- Intra-campus and Inter-College Volleyball Tournament
- Intra-campus and Inter-College Basket Ball Tournament
- Intra-campus and Inter-College Badminton Tournament
- Intra-campus and Inter-College Table Tennis Tournament
- Intra-campus and Inter-College Chess Tournament
- Alumni Sports Meet
- Athletics

Cultural Activities

The Institute organizes the following competitions at the college and inter-college levels in every academic session in Siri Fort Auditorium, Thayagraj Sports Complex and TalKatora Stadium.

- Vocal music
- Instrumental Music
- Solo singing
- Group Singing
- Western Singing
- Drama: One act play
- Short Film making

- Street Play
- Dance – Solo, Group
- Mono Acting
- Painting
- Collage
- Clay Modelling
- Cartooning
- Rangoli
- Fashion Show

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

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

Response: 14.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
54.91	40.94	30.13	80.46	27

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The College library consists of a vast collection of different types of documents comprising Books, Journals, Magazines, Project Reports, Compact Discs, Solved Question Papers, Best Answer sheets etc. on different subjects/ areas that collectively support the teaching & other extension programs. The Library has automated all its routine activities through library management software "LIBMAN " that also provides access to the online catalogue of Library. The facilities and services rendered by the library include book lending, referencing, document delivery, OPAC, photocopy, inter-library loaning of material through DELNET. The library is fully Wi-Fi enabled and has a well-established cyber library with 04 networked PCs connected with LAN which helps users to access electronic resources. The library offers space for students to learn and provides an excellent environment for research. Through the use of computers and e-resources students can search their sources, write their assignments and check the plagiarism percentage of their written work with much ease

Library Software

The library is automated using LIBMAN software provided by RS Barcoders (P) Ltd. The version of the software is 7.1. The present system, a partially automated one, was affected in the year 2003. It provides a very user-friendly atmosphere in the library.

Books and Periodical:

Library has a rich collection of around 12156 books, both Indian and foreign authors, on all the domains of Management, Information Technology and Mass communication. All the arrangement of books in the stack area is also done subject wise so that students can search their interest books easily. The library has a huge collection of Journals to support services for field/ research work. Currently it has subscriptions of about 74 National and International Research Journals in print & 27 best magazines.

N-List (INFLIBNET)

The college has been a member of INFLIBNET N-List consortium and it provides access to thousands of e-resources. It provides web based services including access to e-books, e-journals, and research databases. Thousands of e-resources are made available from a single point of access.

DELNET

The College Library is a member of DELNET. As such, the users at JIMS Library can access databases hosted by DELNET & inter-library loaning of material through DELNET.

Newspapers

The JIMS Library subscribes to 14 major newspapers published daily which are displayed in Newspaper stands for reading.

Online Public Access Catalogue (OPAC):

OPAC helps the user to retrieve the reading material by the author, title, subject, classified number & publisher. The OPAC also provides information about the status of the books available in the Library.

Course Manual

The Library keeps Course Manuals for all courses conducted by JIMS. The Course Manual consists of Syllabus of the particular semester, Lesson plans, Assignments, Question papers, Case Studies etc. that provides guidelines to the faculties related to the course.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 14.96

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
11.33	14.59	19.17	15.68	14.03

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0.42

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 6

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institute is adept to ever changing need of latest Tools and technologies for classroom teaching and keeps upgrading its ICT infrastructure from time to time. Due to the outbreak of the recent pandemic, the mode of teaching has transformed from physical to online mode and for smooth delivery of online lectures, not only the bandwidth of internet service was upgraded from 30 Mbps to 50 mbps but also an alternate internet connection of 20mbps has also been procured for uninterrupted delivery of lectures.

The following IT facilities have been upgraded / procured in last five years

Internet Connection: We have 70 Mbps dedicated leased lines including 50 Mbps (1:1) from Reliance Jio and 20 Mbps leased line from concord. A Sophos firewall has been installed at the gateway for Internet security and controlling unwanted intrusion.

Computer Systems: The institute provides its students the computer systems with latest configuration and has upgraded 90 dual core & Core i3 systems with core i5 systems in last five years.

LCD projectors : Each class room is equipped with the LCD projector. The projectors have also been installed in computer labs , Auditorium and conference room. In last five years five projectors of BENQ, two projectors of CASIO have been purchased for these locations.

AV Devices: For proper delivery of online lectures during covid outbreak, the systems were upgrade with audio-visual devices i.e. web camreas,table-mic,headphones etc.

Pen Tab: For teaching of mathematical and programming based subjects in online mode after the covid-19 pandemic, each department was provided with Pen tabs.

iMac Desktop: The institute has also procured six additional iMac desktop systems with latest configuration i.e. core i5 with 8 Core CPU , 7 Core GPU , 16 Core Neural Engine , 8 Gb RAM , 256 GB SSD for Audio/Video Editing Lab.

Printers: One network printer, One Multifunctional HP LaserJet and One HP Laserjet wi-fi enabled Printer has been added in the inventory.

UPS: Two online 3KVA Microtek UPS, Ten offline 625VA Microtek UPS and two 1.1KVA APC UPS have been purchased for uninterrupted power supply to the computer systems.

Hard Disk: Eleven internal and two external hard disk were purchased for upgrade of disk storage space in various systems.

RAM: For enhancement of processing speed of seventy six computers, RAM of the systems were upgraded.

CCTV Cameras & DVR: To improve the security around the campus and within the campus, seventeen more CCTV cameras were installed making the total count as 48. Also one additional 16 Channel CP Plus DVR was installed.

Network Switch: Three 24 Ports network switches were also purchased for providing networking of computers at various places in the campus.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 6:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 85.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
233.63	269.02	269.94	277.6	287.32

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

The college ensures optimal allocation and utilization of the available resources and the availability of latest equipment's and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

Library resources

- The matter related to library resources are discussed in the library committee meeting and put-up to the management for further action.
- Weekly library usage report is prepared and submitted by the library committee to the Director.
- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process.
- The finalized list of required books is duly approved and signed by the Director.
- Catalogues of various publishers for the concerned requirements are to be obtained.
- Compare and prepare of consolidated statement for approval of top management.
- Appropriate purchase order is raised.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- There is annual stock verification of all library books in June & July.

IT Infrastructure

- The matter related to IT resources is discussed in the IT Systems Maintenance committee and put-up to the management for further action.
 - The Institute has appointed two system administrators and one systems manager to provide regular support services relating to computer hardware and software's.
 - They also monitor the allotment of Wi-Fi passwords to students, faculty and staff members.
 - Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
 - The IT requirement is taken from the departments and system administrators.
 - The finalized list of required IT items is provided by the HOD IT and duly approved and signed by the Director.
 - Quotations of various vendors for the concerned requirements are to be obtained.
 - Compare and prepare of consolidated statement for approval of top management.
 - Appropriate purchase order is raised.
-
- The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops and biometric attendance machine.
 - There is annual stock verification of equipment's, Computer Labs, Mass Comm. lab, Editing lab

and Radio Station equipment's.

Physical Infrastructure

- A state of the art physical infrastructure that is conducive to the needs of all the users is very essential in the case of an educational institution.
- To this end, the institute premises will comply with all building safety norms as specified by the government agencies, which includes earthquake resistance, approved building plan with fire safety provisions such as fire exits and firefighting equipment, and facilities for the physically challenged.
- As water is a scarce natural resource, the premises of the institute will have ground water recharging and water recycling facility.
- As global warming is a major issue, the institute will install solar panels for harnessing this renewable resource and feed the grid with the power produced. Also, efforts will be made to conserve electricity through its frugal and optimal use.
- Greening of the campus will be undertaken through trees and plants.
- The campus will also have waste management system to ensure the recycling of waste.
- For the upkeep of the campus and purchase of materials, the following procedure will be put in place:
 - The Administration department looks after the maintenance of Institute building, Security, purchase and maintenance of all furniture, fixtures, equipment and machines.
 - The matter related to physical infrastructure is reported by the Admin Officer to the Admin Head and put-up to the management for further action.
 - Maintenance of complaint register and ensure that necessary action has been taken on the suggestions
 - The physical requirements are taken from the departments.
 - The finalized list of required physical items is provided by the Admin Officer to Admin Head and duly approved and signed by the Director.
 - Quotations of various vendors for the concerned requirements are to be obtained.
 - Compare and prepare of consolidated statement for approval of top management.
 - Appropriate purchase order is raised.
 - For proper safety and security of the premises, 48 CCTV cameras have been installed in and around the campus.
 - Solar panels have been installed on the rooftop from where 30 KV energy is generated which has substantially reduced our electricity bill.
 - The Institute has Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of fire management system, water coolers, Air Conditioners, lift & Solar panel.
 - The campus area is well maintained kept green as far as possible for which lawn, plants are well maintained for which we have a Gardener to maintain the lawns and plants of the Institute.
 - The Housekeeping of the entire premises has been outsourced to a third party, who provide manpower to maintain cleanliness, hygiene and sanitation.
 - All electrical installations are maintained by an Electrician.
 - Security concerns of the Institute are taken care by the Security Guards who are on the rolls of an outside agency.
 - All the sports activities and tournaments are arranged by the Institute on hired grounds. The

seminars, conferences, workshops are arranged in the in the auditorium in the Institute also in outside auditoriums.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 1.33

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
30	15	19	16	11

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 10.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
118	145	175	148	128

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 32.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
118	145	175	148	128

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

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

Response: 71.8

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 303

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

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

Response: 80

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	16	0	01	01

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	16	0	01	01

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 36

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	07	02	11	14

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Our Institute has a unique culture of student driven activities and committees. The students are a part of planning, implementation and execution of all curricular, co-curricular and extra-curricular activities. Institute has an active student council which gives a platform to the students to showcase their leadership and team building skills. The Student Council aims at being the communicator between the student body and the college administration and works towards building a healthy relationship having clear communication channels between them to instill a sense of peace and harmony in the college campus and put a stop to any possible misinformation. The Student Council is active in all forms of student affairs and is one of the most important pillars in maintaining and extending the legacy of JIMS, Vasant Kunj, with our penultimate goal being turning this esteemed institution into the best undergraduate college in India.

The Institute focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities. To achieve this purpose, the Institute has clubs and societies. Students join these clubs depending on their interest and are encouraged to actively participate and showcase their talents and skills. The activities contribute to building the overall personality of the students. Through this club student not only get to participate in these events also get a chance to organize the events which helps them to extend the range of experiences beyond their comfortable limits. All the clubs and activities are driven through students provide them with a competitive and encouraging platform for holistic development of the students. The Institute have following clubs and societies:

- JIMS ROTARACT CLUB
- JIMS ECO CLUB
- CII YI YUVA CLUB
- AAKRITI CLUB
- PRABANDHAN CLUB
- LITERARY SOCIETY
- FITOOR- DANCE SOCIETY
- PRATIBIMB-THEATRE SOCIETY
- SWARA-MUSIC SOCIETY
- APERTURE- FILM & PHOTOGRAPHY SOCIETY
- NSS CELL
- ENTREPRENEURSHIP CELL

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 24.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
48	21	18	19	16

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The Institute has a registered Alumni Association with Registration Number 871 in Book No. 4 Vol No. 132 for building a strong bond between alumni and present students. The Alumni Association of the Institute is called as JIMS VASANT KUNJ ALUMNI ASSOCIATION.

Objectives of the Alumni association:

- To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.
- To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.
- To provide and disseminate information regarding their Alma Matter, its graduates, faculties, and students, to the alumni.
- To initiate and develop programs for the benefit of the alumni.
- To assist and support the efforts of the Institution in obtaining funds for development.
- To serve as a forum through which alumni may support and advance the pursuit of academic

excellence at the Institution.

- To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.
- To organize and coordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Alma Mater.
- To collect, publish and distribute such information as may be useful to the alumni and their Alma Mater.

Alumni Association organizes:

- Guest lectures on various subjects and provide guidance from the experts of various fields to the students.
- Some of our alumni are industrialists; they share their knowledge and expertise with the students.
- Alumni Association helps to organize educational and industrial visits for the students.
- A significant number of our alumni are always visiting to overseas countries and they impart their experience with students by arranging motivational lectures.
- Alumni Association provides information about the job opportunities available in their fields.
- Our Alumni Association motivates the students for research activities.

In order to nurture our bond with all alumni, the JIMS Alumni portal was launched to build connections among alumni of different batches. The purpose of this portal is to connect all alumni of JIMS Vasant Kunj, to strengthen our network, and to keep you updated with all alumni-related activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Jagannath International Management School, Vasant Kunj, New Delhi, is a center of higher learning with a good academic tradition of providing holistic education to the students in all its Degree courses. The Institute makes all out efforts to cater to the diverse needs of the students. The college provides the students with the optimally best learning environment and opportunities conducive to academics and co-curricular activities. The Institute over the years has not only grown in strength and size but also in the levels of excellence. It has been a hub of many activities of excellence and achievements. The Management of the Institute ensures that its policies, programmes, governance, and leadership manifest the guiding principles enshrined in its vision and mission.

Our Institute takes utmost care in making sure that the functioning of the college is in line with our Vision and Mission which are as follows:-

Vision

We visualize JIMS as an institute of higher academic learning known for its total commitment to excellence in management and professional education, research, and consultancy with a holistic concern for the quality of life, environment, society & ethics.

Mission

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

The Governing cum Advisory Boards, Director, IQAC, and various statutory and non-statutory committees of the college work together in tandem and closely monitor the various academic and non-academic activities of the college. As a result of effective governance and leadership, the college has emerged as an Institute to make the students more socially responsible and contribute towards nation-building. The Governing body cum Advisory board meet every six months and recommend introduction & up-gradation of several initiatives such as curriculum review, modern pedagogy, faculty and student development, industry-interface, foreign university collaborations, alumni development etc.

The various organizations like Rotaract Club, NCC, NSS, Eco-Club and other forums organize several extension programmes that provide service to various sections of the society.

The Institute ensures fair and transparent admission of students after following all the current rules and regulations stipulated by GGSIP University and the state government. The Heads of various committees along with faculties as members ensure that the various activities pertaining to academics, internal complaints, co-curricular activities, anti-ragging, examinations, library, research, grievance redressal,

sports, quiz committees are conducted and organized in time on the specified dates. The members of these committees are engaged in formulations, planning, execution and monitoring of all activities. In order to achieve our commitments, our Institute has set several strategies to adopt Innovative methods and best practices to deliver quality education to the students. The governance of the college reiterates the provisions manifested in vision and mission and is participatory, decentralized, transparent and transformational.

The IQAC looks into the different qualitative initiatives of the Institute based on the stakeholder's feedback and follows the Vision & Mission principles.

File Description	Document
Upload any additional information	View Document

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

Response:

Decentralization and participative management are the focus areas for the success of the Institution. All the activities of our college are managed through various committees which have majority of the faculty members of the institution as members. The committees are given autonomous powers to make recommendations in their respective areas. The Institute promotes a culture of decentralized and participative management by delegating significant roles, duties and responsibilities at different levels. The institution encourages the participation of the faculty and students in the planning and decision making process

The Institute runs on the principles of democratic leadership and participative management wherein the problems and solutions identification happen at the ground level deliberated with the management and appropriate decisions taken. The process is followed across the spectrum of all institutional initiatives and activities. However, for the purposes of this SSR, the following two initiatives deserve mention:

1. Integration of the Commitment of Engagement (COE) with the UN Sustainable Development Goals with the academic curriculum: Having been admitted to the membership of the United Nations Global Compact (UNGC), New York in 2018, the Institute needed to diversify its commitment of engagement with the achievement of SDGs in academic curricula too. So, based on the discussion held with the Heads of Departments, it was proposed by the Head, Dept. of Management Studies that they could help in it by focussing the thrust areas of research to be conducted in the Department on the SDGs. So, the Department involved the students in many projects through discussion between the Research Supervisors and the students, wherein the former helped the students to identify problems of research from among the 17 SDGs. Around 240 students worked on the SDGs for their Major Research Projects and submitted their research reports successfully at the end of the semester. As part of working on SDGs, the students of the Department of management studies & the Department of media & communication studies organised two national seminars in March 2019 and the department of wherein eminent speakers participated, provided their perspective, held group discussions and offered many valuable suggestions. The students

actively attended these two events for full day & appreciated their involvement and learnings. The students were able to understand & appreciate at a very young age the need to understand the urgent need to conserve the natural resources of the earth, make optimum utilisation and recreate more such resources to save the earth.

2. Participation in Swachhta Abhiyan: The institutional participation in Swachhata Abhiyan was wholly led by the student leadership team of JIMS Vasant Kunj Rotaract Club. The plan of action was drawn up by the President of the Club in consultation with the Executive Committee Members of the Club and submitted to the Faculty Coordinator, who vetted the proposal before taking on board the management of the institute. The club received Rotary International Annual Awards 2019. The students as volunteers visited the nearby slum areas (Kusumpuri, Mahipalpur, Nangal Devat, Masoodpur, Rangpuri) to teach the people about the importance of cleanliness.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

As per the UGC Guidelines for the Grant of Fresh Autonomy to colleges based on grade earned in NAAC Accreditation, the institute was eligible for the grant of fresh autonomy as it had been awarded 'A' Grade by NAAC in the 2nd cycle of Accreditation. To this end, the issue was discussed at the highest executive level with the Chairman, JIMS, Vasant Kunj who readily accepted the proposal. As a follow up to this, the matter was discussed with the Heads of the Departments, IQAC, and the faculty and staff to bring all important stakeholders on board. To apply for the grant of Autonomy, the proposal on the prescribed format was filled up and the same was submitted to the UGC for review. Meanwhile, all relevant documents for the implementation of Autonomy were prepared. These included among others the Strategic Vision Document and the Ordinances and Regulations. All preparations were made for the reception of the Peer Team by IQAC and to facilitate its On-the-Spot review of the capability of the institute to implement Autonomy. Based on the good work put in by the institute faculty and staff, the Peer Team recommended the grant of Autonomy.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

Organogram is all about getting the right organizational structure that will make it possible to communicate effectively with their faculties & staff. It helps in information flow easily in all directions and effective decision making.

JIMS has a well-defined flow of Authority and Responsibility depicted with the help of Organogram here. Organogram of JIMS Vasant Kunj consists of the Governing body members, Advisory Board, Chairman, and Director at the Top-level.

The Chairman is, by virtue of his office, the head of the Institute. He will preside over all policy meetings concerning the long-term strategic growth and development of the institute.

The Director is responsible for the administration, organization of teaching and co-curricular and other activities of the Institute as detailed in the JIMS ByLaws.

The institute has established an Internal Quality Assurance Cell (IQAC). Since quality enhancement is a continuous process, the IQAC is a part of the institutes' system and works towards the realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institution. IQAC Coordinator reports to the Director.

All departments have separate Heads along with a HOD-Admin and Registrar.

The controller of examination heads the examination department to whom the examination staff reports.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has effective welfare measures for teaching and Non-teaching staff. Welfare measures taken towards the employees, Reflects on the output and selfless contribution towards tremendous growth of any Institution. In our Institution Employee welfare is given foremost importance. In connection with this, Existing welfare measure for teaching and non- teaching staff are itemized below:

- Emergency Medical Facilities during Covid – 19 were announced which related to providing Monetary help up to 1 Lakh Rupees, Plasma Bank, Oxygen Cylinders, any medicines which are not easily available in the Pharmacy.
- Extraordinary leave for higher studies
- Birthday Celebrations,
- Free Canteen Coupons,
- Annual Movie Show,
- Annual Picnic,
- Cash incentive for Best Paper Award (For Teaching staff)
- Diwali bonus on the occasion of Diwali,
- Cash incentives on the basis of performance appraisal,
- Medical facilities in emergent situation and dropping at their residence at odd hours.
- Academic Leaves (For Teaching staff)
- Financial support for Research, membership and for attending conferences (For Teaching staff)
- ESI and Provident Fund (For Non-teaching)

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

Response: 24.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
16	17	12	16	07

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 5.6**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	05	11	05	04

File Description**Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)

[View Document](#)

Reports of Academic Staff College or similar centers

[View Document](#)

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).****Response:** 64.5**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
38	41	46	16	38

File Description**Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)

[View Document](#)

IQAC report summary

[View Document](#)

Institutional data in prescribed format(Data template)

[View Document](#)

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

Response:

The Institute is following the appraisal scheme which uses the Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three categories:

- Teaching, Learning and Evaluation related activities
- Co-Curricular, Extension and Professional Development related activities
- Research Publications and Academic Contributions

The institute undertakes the task of Faculty Performance Appraisal twice in a year, once at the end of the odd semester and the second time at the end of the even semester. The Performance Appraisal form collects information on almost all aspects of the faculty work at the institute, with points distributed among each of them according to the institutional priority. At the end of the year the score earned in both the appraisals is added up to arrive at the cumulative score, which is then converted into grades of A, B, and C, with A being the best followed by B and C. The grading scheme is given below:

- 75 % and above
- 60 % - 74 %
- Below 60 %

Based on the performance appraisal reports, the institute awards incentives and increments to the faculty. Those who earn better grades are offered better incentives and a higher increment. The results of the performance appraisal are mailed to the faculty, along with advice/appreciation for work done.

Non-Teaching Staff: All non-teaching staff are also assessed through annual confidential reports and annual performance appraisals. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), Efficient organization of documents and technical abilities (in case of lab staff). The overall assessment is based on the cumulative grade by the HOD, which is then forwarded to the Director. On satisfactory performance, all employees are granted promotions and financial up-gradation under the ACP Scheme.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, the Institute conducts internal & external financial audits regularly. The Internal Audit is conducted thrice in a year by a team of two accountants from JIMS Kalkaji, another JIMS campus & the team checks and verifies Day Book, Cash Book, Vouchers, Salary calculations etc. This team submits their report to the Chairman with their observations if any. Based on the report and the feedback, our accounts department is advised by the Chairman's office to take corrective actions wherever required.

The External Audit is conducted twice a year by a C.A. firm which submits the report to the Chairman.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

- The Institution has a transparent and well-planned financial management system. The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency. The Board of Management coordinates and monitors the optimal utilization of the funds. The Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystems.
- Planning Infrastructural requirements: In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are worked out in terms of financial load and time needed.
- Funds Mobilization: On the basis of student intake, faculty requirements, Lab/library/material need, and infrastructural need, the details of funds requirements are examined and a Budget is prepared.
- Monitoring Utilisation of funds: All the bills/ invoices/ vouchers and purchase orders of expenses

against sanctioned budget for particular head are scrutinized by the concerned Accountant. The Accountant forwards the bill for payment through the Director and payment is made by way of Net Banking once the Director approves the Payment.

- Before the start of the financial year the budgets are proposed, which are reviewed by the finance committee and then presented for approval to the Governing board.
- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself
- A finance committee is in place to manage funds.
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centers
- The management provides financial support to seminars/workshops/expert talks/Association activities/Faculty Development programmes.
- Transparency and accountability is ensured by conducting an annual audit of the statements
- Adequate funds are allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, Interdisciplinary activities, training programmes, Refresher Courses that ensure quality education.
- Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of fixed assets.

Funds are allocated for social service activities as part of social responsibilities through NSS and NCC.

6.5 Internal Quality Assurance System

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

Response:

As a result of the IQAC initiatives, the following two practices were institutionalized for enhancing the quality assurance strategies and processes:

1. Preparation of Video lectures and sharing with the students through a dedicated Institutional YouTube Educational Channel:

The objectives of initiating this project were to ensure asynchronous availability of the faculty lectures for students, especially those who either wanted to revise a particular lecture or those who for some reason mainly medical, could not attend the online/offline lectures as per schedule.

The project was launched at the very outset of the pandemic when classes has to be shifted to the online mode & when there were mounting instances of students and faculties contacting the virus.

For enabling the execution of the project, a workshop was organized which gave faculty members hands-on experience in creating standardized video lectures.

In the 1st instance, the college undertook the massive project of preparing, producing, and editing video lectures of the subjects taught in the odd semester which was then being taught in the class in the online

mode. The video lectures incorporated the standardized formats and voice-over by the faculty responsible for the teaching of a particular subject.

In the 2nd instance, video lectures were prepared for the even semesters to synchronize the preparation of video lectures with their teaching in the class in online mode. The video lectures thus prepared and produced were vetted through peer-review followed by the Head of the Departments concerned. The suggestions and remarks generated were shared with the faculty concerned & a window of time was given to the faculty to incorporate the suggestion & resubmit. Once this process was over, the videos were posted for online viewing by the students on JIMSVK Educational Channel on YouTube. General feedback was taken from the students in regard to the quality of the contents and technical aspects.

On the whole, students very much appreciated this effort of the institution as they felt it greatly facilitated their learning process.

2. Seamless mentoring of students by faculty mentors and student counselor:

The objective of formalizing the student mentoring project was to ensure that each and every student could refer back to a faculty mentor for overall guidance in relation to his professional and psychological needs.

In view of the fact that these were very stressful years, there were a number of instances where students were in need of such guidance from their faculty mentors and student counselor.

For the purpose of achieving this objective, a specific number of students were allocated to each faculty mentor and students on weekly basis could approach their mentor for guidance and counseling.

The faculty mentors were asked to keep a record of the problems discussed by the students & advice offered by the faculty mentor which was asked to submit on the monthly basis to HODs for review.

This ensured that the college focused not only on teaching-learning but on the overall psychological well-being of the students in pandemic time.

File Description	Document
Upload any additional information	View Document

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

Response:

The institutional IQAC is fully cognisant of the need to stay in step with the changing requirements of the times. The IQAC also keeps scanning the educational landscape for innovations being made in sister

higher education institutions in Delhi and around. Based on these inputs, the IQAC of the institute undertook two major quality initiatives during the period under review. These are:

1. Aligning of Course outcomes with course objectives and Programme Outcomes and Post 2nd cycle of accreditation, in the academic session 2018-19, the IQAC initiated the process of specification of programme outcomes for each of the three programmes, identification of course objectives for each of the courses taught in the each of the three programmes and the identification of course outcomes for each of these courses. Care was taken to ensure that the specification/identification of the POs, COs and course outcomes is done in a way that each is aligned with the others. Based on this, the course manuals already in existence for each of the courses were heavily revised to reflect this new quality orientation. For this purpose, a few in-house workshops were organized for the faculty. The thrust of these in-house workshops was to familiarize the faculty members with the process of identification and alignment of PO, COs and Course outcomes. The exercise was undertaken under the close supervision of the respective heads of the departments and the revised course manuals were audited for the quality standards of the changes made by a team constituted for the purpose by the IQAC. A workshop on Curriculum formation and evaluation of outcomes was also organized by the IQAC in May 2019. For this purpose, the IQAC invited Prof. Peeyush Pahade from HV Desai College Pune.

2. Incorporating online teaching-learning to meet the challenge posed by Covid'19

The sudden outbreak of the Covid'19 pandemic threatened to rock the boat of the face-to-face classroom teaching process. As the IQAC anticipated that the pandemic was going to be a long drawn process, it decided to make suitable changes to ensure that there was no disruption in the curriculum delivery process without compromising on academic quality standards. To this end, the IQAC decided to migrate to the online platform of Zoom to continue the teaching-learning process uninterrupted in the online mode. However, there was a challenge. Most of the teachers were unfamiliar with this mode of curriculum delivery. To overcome this challenge, the IQAC organized workshops to train the teachers in the use of online platforms for curriculum delivery of different subjects. The implementation of this quality initiative was done under the close supervision of the respective heads of the departments. Feedback was also taken from the students to plug the gaps wherever found in the online curriculum delivery process. Based on this, the institute launched a programme of Educational video production using the standardized PPT formats and their hosting on the Institute YouTube channel, particularly for those students who might miss a class because of sickness in the family.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The institution has taken initiatives to focus on gender sensitive indicators for overall development of both faculties & staff and students. The curricular aspect has integrated sessions on gender sensitization. These are covered under 'Indian Economy in management focusing on sex ratio, population policy, gender equality & discrimination and human development index. In Journalism and Mass Communication, gender is crosscutting theme across all semesters there is special focus in first semester on Indian history and culture, Indian polity, Indian economy, social movement & activism (women safety, gender equality and activism, hygiene and sanitation, marginalization & judicial activism.

Gender is also a cross cutting theme across the events organized by the institute in area/theme of women empowerment, crime against women, gender equality, domestic violence, literacy and health. The Institute has a community radio station, known as Community Radio JIMS, Vasant Kunj 90.4Mhz, which, since its inception has a signature program titled "Mansha" on women empowerment of half an hour broadcast daily.

Every student upon enrolment is taken in by the class coordinators, who in addition to their daily responsibilities, ensure that gender representation/balance is maintained in all the extracurricular activities of the class.

The Institute has a Prevention of Sexual Harassment Committee (POSH) to look in to the complaint put up by faculty, staff or student. This is currently known as Internal Committee. The committee regularly organized gender sensitization workshops for faculty, staff and students. The Institute also has an Anti-Ragging Committee which also instills a zero-tolerance policy and sensitizes the students against bullying, exclusion, targeting a Fresher on the basis of Gender, (including Trans Gender) sexual orientation and appearance. Any transgression would be dealt with seriously and no student shall go unpunished.

The workforce at the Institute comprises women in majority. Women are also well represented in different committees' societies and clubs. With respect to research and consultancy, the areas and themes chosen for research and consultancy projects have been consciously picked up to view problems and situations facing women with the gender lens. The Institute has a policy of encouraging participation by women faculty in seminars conferences, workshops and faculty development programs. The Institute has women counsellor to look into problems/ issues put up by any student.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

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

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

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

Solid Waste Management

There are three main categories of Solid waste generated from campus. That includes mainly paper waste, wet (food/ organic) waste and E-waste.

- Blue and Green covered dustbins are placed in the institute premises. Waste bins are provided on each floor, in each classroom, in staff rooms, Computer labs, washrooms, kitchen, and in the campus area.
- As the institute does not have a residential facility, the quantity of wet (food/ organic) waste generated in the premises is less. The main source of biodegradable wet waste is the canteen.

Institute has initiated the process of installing a composting unit of 20 kg capacity for the treatment of canteen waste. For these 2 trust bins of 10kg, each is used to convert the wet waste into manure, which is later used in plants.

- Segregation of wet and dry waste is practiced within the campus by the vendor who has been given the contact of waste disposal.
- To avoid the wastage of paper both sides of the paper are used for printing and photocopying. In fact, digital scanning is used where ever possible.
- Institute has a library with around 12156 books; 74 journals, 27 magazines, and 14 major newspapers. The library is automated using LIBMAN software, version 7.1, which is partially automated. The library is a member of the INFLIBNET N-List consortium and it provides access to 164309+ e-books and 6150 e-journals. The library is also a member of DELNET, through which we have computer systems that can be accessed by students and faculty members.
- All the internal communication (notices, circulars, interdepartmental communication) is done through emails/ what's app. For efficient management, the institute has an ERP where time table, attendance, exam results, weekly & monthly reports, Faculty and student feedback, leave records, etc are digitally recorded and maintained.
- All the interactions with students and their parents are digitally done by using social media platforms like What's app, Zoom, etc.
- Student assignments are all digitally made and collected.

E-Waste Management

E-waste is mainly included old and discarded computer monitors, Printed Circuit Boards (PCBs), televisions, etc.

- Institute has digitized all the functions to a great extent. This includes classrooms, library, LMS for academic work, etc.
- Institute has 308 computers and laptops, 18 LCD projectors, 72 AC in working condition.
- E-waste is collected & stored in a college campus and sold to an authorized vendor for recycling/ disposal.

Wastewater Management

- Washing, cleaning, toilet flushing, canteen kitchens, are the main sources of wastewater. The College building has a total of 37 washrooms in the campus.
- The water except the sanitary waste is sourced to the underground pits and is reused.
- Currently, sanitary wastewater generated is sent to the municipal sewer line.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

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

Response:

JIMS Vasant Kunj has been taking several efforts and initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The institute follows the ordinances and statutes of the Guru Gobind Singh Indraprastha University to include diverse students. The institute follows reservation policy laid down by the University and offers seat to student belonging to SC, ST, PWD etc.

Also, by celebrating many National and International Days, Events and Festivals, the institution aims at bringing tolerance and harmony among the students and staff and other stakeholders. We believe in unity in diversity. That's why our students respect different religions, languages and cultures.

The Institute has taken many initiatives by conducting various activities to promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The institute organizes and also encourages its students to participate in the events organized by any other college or university to sensitize them towards the inclusive environment. It celebrates various important days in this regard like Unity in Diversity, Rashtriya Ekta Diwas etc.

The institute also respects and pays a **tribute to the nation** by celebrating Independence Day and Republic Day of India with great zeal and enthusiasm. It acknowledges the contributions made by eminent personalities and organizes various activities on their Birth and death anniversaries like Gandhi Jayanti, Ambedhkar Jayanti, Martyr Day of Shaheed Bhagat Singh are to name a few.

The institute also provided an **opportunity to the underprivileged** to learn sewing free of cost and start earning and be independent. Numerous activities are conducted by the Rotaract and NSS volunteers in small villages and NGOs. These activities mainly include the awareness activities towards different social causes. They also conduct donation drives in villages, blind schools, orphanages and old age homes.

The institute also organizes cultural programs to celebrate the cultural diversity of India. The annual college cultural gatherings provide a unique platform to represent our Indian culture and showcase the diverse culture, dress, language of our land. Cultural festivals like Kshitiz and DANDIYA are organized which act as a great way to understand the rich heritage of India. Along with enthusiasm and fun for the activities, qualities like sensitivity, creativity and togetherness are also inculcated in the students. Other events like talks, lectures, workshops are regularly organized to enable students to imbibe noble human values, ethics and develop high moral standards.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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

Response:

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The college curriculum is framed with courses like Business Ethics and Corporate Social Responsibility, Environmental Science, Cyber Ethics, Contemporary India: An Overview, Media Laws and Ethics as a small step to inculcate constitutional obligations among the students.

The institute hoists the flag during national festivals and the Director inspires students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

The institute focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities. To achieve this purpose, the Institute has clubs and societies. Students join these clubs depending on their interest and are encouraged to actively participate and

showcase their talents and skills. The activities contribute to building the overall personality of the students to strengthen nationwide bond and relation.

The institution takes many initiatives like conducting awareness campaigns, organizing seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations. The students have enthusiastically participated in various activities like seminar, conferences, expert talks, poster making competition, competition on various contemporary legal issues. legal awareness camps to impart awareness of such issues.

The institute also provided an opportunity to the underprivileged to learn sewing free of cost and start earning and be independent. Numerous activities are conducted by the Rotaract and NSS volunteers in small villages and NGOs. These activities mainly include the awareness activities towards different social causes. They also conduct donation drives in villages, blind schools, orphanages and old age homes.

The institute also organizes cultural programs to celebrate the cultural diversity of India. The annual college cultural gatherings provide a unique platform to represent our Indian culture and showcase the diverse culture, dress, language of our land. Cultural festivals like Kshitiz and DANDIYA are organized which act as a great way to understand the rich heritage of India. Along with enthusiasm and fun for the activities, qualities like sensitivity, creativity and togetherness are also inculcated in the students. Other events like talks, lectures, workshops are regularly organized to enable students to imbibe noble human values, ethics and develop high moral standards.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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

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

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document

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

Response:

JIMS Vasant Kunj believes in celebrating and organizing different activities on National and International festivals, events and commemorative days to enhance the sense of togetherness and happiness within the students. In last 5 years' institute has celebrated various initiatives to celebrate these days/ events, where activities were done are: -

Diwali: At JIMS we believe in spreading the happiness with everyone specially the underprivileged like labour class, people living in slums by distributing sweets, chocolates and small gifts to them. For this we also collaborate with NGO's.

World Health Day: On this day an appeal for adopting healthy life style is made to the students, faculty, and society. Institute also pay tribute to all the nurses and medical stats around the world who work day and night to make every human being feel better and to keep healthy, even during this pandemic crisis.

Mother's Day: JIMS Vasant Kunj celebrated Mother's Day on 10th of May every year. This occasion is observed as an opportunity to express love and gratitude towards mothers for everything they do for their children and families selflessly.

World Population Day: World Population Day aims to increase people's awareness on various population issues such as the importance of family planning, gender equality, poverty, maternal health and human rights.

World Hepatitis Day: JIMS Vasant Kunj took the opportunity to step up national and international efforts on hepatitis, encourage actions and engagement by individuals, partners and the public and highlight the need for a greater global response by spreading awareness online

International Youth Day: JIMS, Vasant Kunj initiated an online awareness campaign and spotlighted the ways in which the voices and activism of young people like us are making a difference and moving our world closer to the values and vision of UN.

Independence Day and Republic Day: JIMS Vasant Kunj celebrates national festivals Independence Day and Republic Day on 15th of August and 26 January every year. On both the days national flag is hoisted and students are sensitized about the relevance of both the days in the Indian history.

Teachers' Day: The JIMS Vasant Kunj has taken an initiative to celebrate Teacher's Day which is

celebrated on 5th of September, annually. This day is celebrated to give gratitude to all the faculties and many activities were under taken to celebrate their presence.

International Literacy Day: Rotaract Club of JIMS Vasant Kunj had taken an initiative on International Literacy Day which is being celebrated on 8th of September, annually. It is a privilege of access to quality education.

Maharishi Valmiki Jayanti: JIMS Vasant Kunj took an initiative to spread awareness on Maharishi Valmiki Jayanti.

Children's Day: JIMS Vasant Kunj celebrates Children's Day on 14th of November. Various activities are undertaken for the underprivileged children. Collaboration with NGO's are done for celebrating this day.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice-1

1. Title of the Practice

Institutional Social Responsibility

2. Objectives of the Practice

- To extend the scope of the teaching learning process outside the four walls of the classroom situation to include commitment to the society of which all of us are a part.
- To undertake activities that instills among students a sense of social responsibility.
- To groom students as socially responsible leaders of tomorrow.

3. The Context

The institute has always been cognizant of its responsibility towards the removal of social and economic asymmetries which stand in the way of national development and the development of every individual as a dignified human being with choices to make in respect of his/her livelihood and personal aspirations. The institute has been a member of UNGC and UNPREME, New York to contribute in its own little way to the removal of such asymmetries. In line with the dissemination and achievements of the UNSDGs, the institutes has been collaborating with a number of agencies, both governmental and non-governmental, through a number of platforms such as the community Radio, JIMS Rotaract Club, JIMS Eco Club, Unnat Bharat Abhiyan, and National Service Scheme

4. The Practice

To meet the objective successfully, activities related to three different domains are undertaken:-

1. Extension and outreach activities for the general public
2. Mental and Physical Health awareness program for the students and employees
3. Setting up of different clubs and societies like Eco Club, NSS, Rotaract Club to contribute in sustainable development.

In last 5 years' institute has undertaken various initiatives on the issues concerning social and environmental wellbeing of the society.

Community Radio:- JIMS Vasant Kunj, is the first college of the university to have launched a community radio station. It provides a platform for dialogue and discussion amongst community, students and faculty. Its reach extends to 5 kilometers of radial distance in Vasant Kunj. **Radio JIMS 90.4** provides voice to the voiceless by addressing problems of social and economic empowerment faced by the community. The content of the programmers is designed and developed by the students and community members themselves. Some signature Programmes are Aatmchintan, Radio Mathematics, Mansha, Women empowerment, Legal Mantra, legal awareness, Bat Pate Ki, wellness and health and Jeevan Disha, career counselling. Most of our programs are undertaken in collaboration with DST, UNICEF & Government of India.

Donation Campaigns- Different kinds of donation drives such as- Food, Clothes, Toys, medicine donation under project Ayur Upchar, Blood donation drives in collaboration with Rotary blood bank, Donation to the Old Age homes, Blind School, Donation drives for the animal shelter and Special donation during floods, COVID 19, is a regular practice.

Plantation Drives & Swatchta Abhiyan - To sensitize the students and to contribute to the environmental concerns, every year we undertake plantation drives and cleanliness drive in and around the college, many of which are in collaboration with governmental agencies.

Literacy and Skill Development Programs- JIMS has undertaken Special Sewing and Beauty culture classes for the women and computer literacy classes for the children living in the slums. Underprivileged children are also given tuition classes under Project Akshar, in collaboration with NGO's.

Awareness Campaigns - JIMS organize various kinds of awareness programs to sensitise the Society and students regarding social, ecological, emotional issues like Earth Hour, Mental Health Awareness,

Thanking Front liners, Global Resource Challenge and Sustainability, Green crackers, Noise Pollution etc. Various Awareness programs were conducted for the slum dwellers regarding Cleanliness, Sanitation, Say No to Plastic, COVID Protocols, COVID Vaccinations. Our Community Radio and different clubs are continuously organizing such events for the community welfare.

Surveys- Institute has undertaken project under various governmental schemes of ICSSR, Unnat Bharat Abhiyan and NHRC where the students has actively participated in planning and implementation of the surveys.

Visit to Old Age Homes, Orphanage, Blind Schools and Animal Shelters are undertaken regularly for doing voluntary services and celebrating special occasion with them.

Mental and Physical Health awareness program: A series of webinars with medical practitioners, experts from alternative medicine were organized with the objective to sensitize the faculties, staff and students on different areas of health to overcome the unwanted fears and be vigilant and watchful to be able to strike balance and be able to lead a good life.

Above mentioned are glimpse of the activities undertaken by JIMS Vasant Kunj. At JIMS we aim in making small contributions to the society in all possible ways and in all possible domains.

5. Evidence of Success

At JIMS we have been able to maintain green and clean environment in and around the institute as students actively participate in plantation and cleanliness drives. Donation initiatives have helped the students to understand the societal issues at the grassroot level and also contribute to the same in all possible ways. Skill development and educational initiatives for the underprivileged has helped in the upliftment of the society. Student faculty and staff have grown to become health conscious and are motivating others to opt for healthy life choices. By undertaking, the initiatives, it has been observed that the students and alumni are more socially responsible as they display strong commitment towards societal concerns. Few Students have started NGO for helping underprivileged children and many have been actively involved with different NGOs.

6. Problems Encountered and Resources Required

- 1.As the youth is much more influenced by the materialistic approach, it becomes difficult to sensitize them towards the societal issues.
- 2.Lack of adequate support from the local authorities.
- 3.Being the self-financed institute, shortage of funds is a concern.
- 4.Another problem we encounter is the shortage of time because of the tight academic schedule and semester system.

NOTES (Optional)

In order to implement the activities at the desired scale, holistic planning and collaboration with the related authorities is vital for the successful outcome. Due to the above mentioned problems in terms of time, money and resources, it gets challenging to implement the practice in the desired manner.

Best Practice-2

1. Title of the Practice

Honing leadership skills in students through students clubs, societies and communities

2. Objectives of the Practice

- To impart students an education that will shape their personalities to emerge as a global leader.
- To facilitate students to acquire essential leadership skills for myriads of career options.
- To empower the students to be critical and independent thinkers and evolve as good decision maker.
- To enhance the strength of creativity and knowledge among young students.
- To provide students abundant training and opportunities to bring out their hidden potential and skills and excel in their career and life.
- To sensitize the students about environmental and social issues and enhance their problem solving skills.

3. The Context

The primary objective of educational institutions in imparting academic learning to the students is to ensure that they are able to achieve their personal and professional goals, sustain their livelihoods opportunities in an appropriate manner and turn out to be effectual citizens of the country. Apart from academic learning, it is essential for students to develop leadership skills among themselves to lead and guide others in the right direction, inculcate the traits of diligence and conscientiousness and differentiate between appropriate and inappropriate. Leadership plays an important role in every aspect of a student's life. Students go through many stages in life for career development where they need leadership skills. In the modern world, students are facing many career challenges, employment problems, and conflicts between idealism and beneficial, hence it becomes important for students to develop leadership skills to accept challenges, solve problems and analyze career direction.

4. The Practice

Development of leadership skills among students is an integral part of education at our institute. JIMS inculcates the traits essential for budding leaders through various activities and events organized by bouquet of students' managed clubs and societies. The students from all the streams work together as a team. It enables the students to acquire self-autonomy, decision-making capabilities, and evolve as a leader. The most active students clubs in our institute are

- **Rotaract Club:** Rotaract Club of the institute being part of sponsoring club "Rotary Club of Delhi Imperial" invokes sensitivity of the students to address the physical and social needs of the society and to promote better relations among people.
- **NSS:** It provides opportunity to the student to take part in various government led community service activities & programmes. It provides hands on experience to young students in delivering community service.
- **Eco Club:** It aims to promote environmental awareness among the students by enhancing their

knowledge, exposure and thoughtfulness towards the sustainability of environment. It organizes events i.e. tree plantation and cleanliness drive enabling the students to become responsible humans.

- **Institution's Innovation Council (IIC):** It engages students in various innovation and entrepreneurship related activities i.e. Hackathons, Leadership talks, Ideation, Workshops, sessions on IPR, which facilitates them to instill critical thinking skills.
- **CII YUVA Yi:** The club intends to enhance the strength of creativity and knowledge among youth, motivate them to come forward with new ideas, and help them to become the leaders of tomorrow. It aims at bridging the gap between leaders and opportunities with a sense of responsibility towards the nation.
- **JIMS Business Incubation Group:** This group brings opportunities for students to explore their business ideas and give them shape, before they reach out to the world.
- **E-CELL :** The E-Cell of the institute is created to encourage the spirit of entrepreneurship in young students by providing them the opportunities to participate in competitions and showcase the unique business ideas in front of Venture Capitalists, Angel investors and Industry Leaders enhancing their presentation and decision making skills.
- **PRABANDHAN (Management) Club:** The club also works on the motto of 'Creating Future Leaders'. It is a place where future endeavors are emboldened and individual competencies are perfected.
- **Cultural Committee:** It is the most vibrant committee and is responsible for bringing out the creative side of students. They learn to celebrate cultural diversity by organizing events, participating in different cultural competitions. It is a culmination of following four Societies to excel the ground for expertise:
 - **Pratibimb** a theatre society
 - **Fitoor**, the dance society
 - **FolkRe** the folk dance society
 - **Swara**, the music society
- **Literary Club:** From time to time, the literary club organizes a rich and diverse array of literary activities such as debates, declamations, group discussions, poetry writing and recitation, short story writing, quiz contests, interactive/lecture sessions, etc. It encourages students to become orators, display their intellectual, independent thinking skills, and imbibe a sense of confidence and improve their presentation and communication skills.

5. Evidence of Success

The positive impact of these clubs in the holistic development, including leadership skills, is evident with the better placement of students for last five years. The big corporates i.e. TCS, Infosys, IBM, Wipro, RBS, Amazon, Deloitte, Aon Hewitt, Godrej & Boyce Mfg. Co. Ltd, Bajaj Allianz General Insurance, Tommy Hilfiger, Zomato, ANI, Info Edge (India) Ltd, Zee Media Corporation Ltd, German Development international corp.(GIZ), HT Digital Streams Limited, Hexaware, Vector scalar etc. are offering jobs to our students. Even the recruiters get impressed and appreciate the leadership skills of our students. The students are able to achieve recognition of their work from prestigious collaborating organizations i.e. Rotract Club of Delhi Imperial & Rotary International, CII Yuva Yi, Shri Ram Chandra Mission United Nation Center & Heartfulness education trust, Perfect reputed NGOs ie Earth savior, Bharat Vikas

parishad, Childrenwise and government departments ie. Mahatma Gandhi national Council of Rural education Dept of Higher Education, MoE, MTNL etc. The institute has also got recognition of top performing IIC by the MIC for last three consecutive years. Various awareness drives, competitive events, weekly meets and monthly intra campus competitions conducted by these clubs foster the competitive spirits of the students. The students keep participating in competitions organized by other institutes and Universities and bring laurels for not only for themselves but also for the institute. Many students have evolved as successful entrepreneurs, celebrities and many of them have their own successful startups.

1. Problems Encountered and Resources Required

These students' clubs definitely facilitate students to be confident, independent, responsible and strategic thinker and evolve as a future leader. They are able to identify their untapped potential and advance as a better version of themselves. The only challenge is that sometimes they get so involved in these activities that it becomes difficult to bring them to the classes. They oversight the requirement of bringing balance between their academics and club activities, compromising on the regularity of attending classes. However, the university has also recognized the importance of such clubs for students and with effect of the current academic session, it has been made mandatory for each student to participate in NSS or NCC or any other club activity and two credits in the curriculum have also been assigned for participating in these activities. There is also a requirement of providing some relaxation in the mandatory attendance criteria for students participating in these activities.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

Contribution of Community Radio JIMS Vasant Kunj 90.4 MHz

Community Radio JIMS Vasant Kunj 90.4 MHz was set up in 2005 to provide a platform to voice the issues of the community living in and around the Vasant Kunj area, apart from the faculty, staff, and students of the college. It is an open platform for students and the community of targeted groups to share their views on government policies, Women Empowerment, Spirituality, Education, Health and Nutrition, Tourism, or any other contextual issues. The listeners belonging to the neighbourhood community comprise the migrant population of housemaids, cleaners, drivers, daily wagers, carpenters, plumbers, electricians, scrap-dealers, shopkeepers, salesgirls, and school-going boys and girls.

The content of the various radio programs broadcast from the station is produced by community members themselves, under the guidance of the faculty in the Department of Media and Communication studies. The CR transmits programs in the morning from 8:30 AM to 11: 30AM and in the afternoon from 1 PM to 4 PM.

The CR station has been working regularly since March 2020 on raising awareness on following Covid appropriate behavior, Covid vaccination hesitancy, and removing myths and misconceptions related to vaccination. The station is also organizing outreach activities where the distribution of masks has been done.

The signature programs of the CR station are:

- **'Aatm-Chintan**, a program on spirituality and life values;
- **'Mansha**, a program on women empowerment;
- **'Jeevan-Disha**, a program on life skills including health, career options, etc.;
- **'Baat Pate Ki**, a program on Government welfare schemes and other contextual and social issues; and
- **Corona ki Baat**: a program on creating awareness on the importance of following Covid appropriate behavior, Covid vaccination hesitancy, and removing myths and misconceptions related to vaccination.

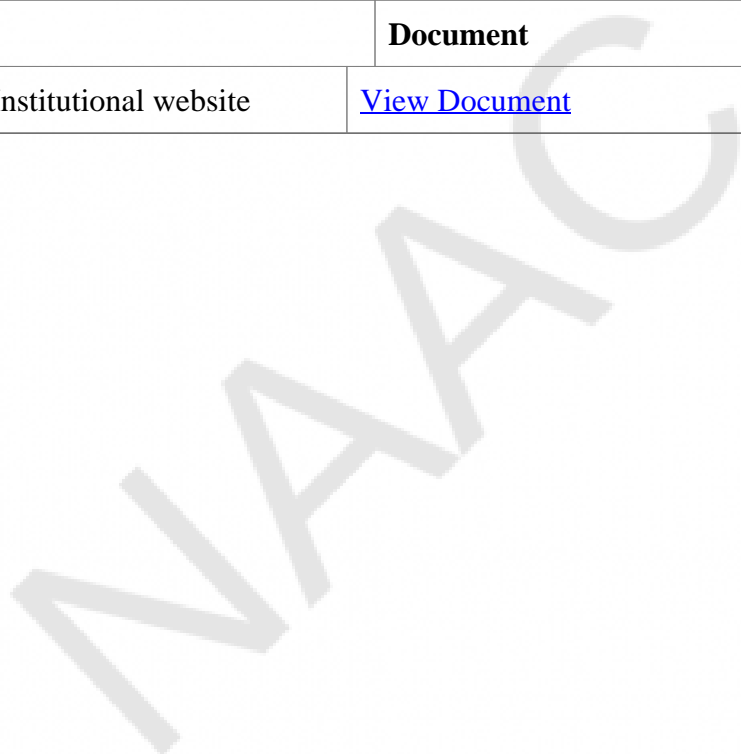
Major Achievements:

1. CR JIMS Vasant Kunj has been declared by the Ministry of Information and Broadcasting as one of the country's 24 Lead Operational Community Radio stations.
2. CR JIMS Vasant Kunj successfully produced 180 programs under the DST Sponsored Radio Mathematics Project for improving the mathematical literacy of the community members. These programs can be accessed on <https://i-radiolive.com/#/>
3. The station has been producing a special program on the values and teachings of **Mahatma Gandhi** initiated by the Department of Science and Technology, Government of India.
4. It has produced & broadcast programs under the UNICEF & CRA sponsored project, **'Engaging communities for prevention of COVID-19 and promotion of covid vaccination including hesitancy and eagerness** from June 2021- November 2021.
5. It has produced & broadcast programs under the UNICEF & CRA sponsored project, **'Engaging Community radios to empower adolescents and youth for Covid-10 response as #YoungWarriors'** from July 2021- September 2021.
6. It has produced & broadcast programs under the UNHCR-UNESCO-SMART sponsored project, **'Refugee Rights and Protection Campaign'** from November 2021- December 2021.
7. CR JIMS Vasant Kunj 90.4 MHz has organized interactive narrowcasting sessions on creating awareness for the CoVID-19 Virus.
8. CR JIMS Vasant Kunj 90.4 MHz has been producing & broadcasting programs for the campaign by **CRA & Room to Read** for girl child education & skill-building titled as **'Hausle ki Dagar'** since March 2021.
9. It has produced programs for **Covid 19 campaign** run by SMART- **BMGF** from 21st September- 21st December 2020.
10. Community Radio JIMS Vasant Kunj 90.4 MHz produced & broadcasted programs on a radio project named as **'Mission Corona' by Community Radio Association & UNICEF** from June 2020- October 2020.
11. Community Radio JIMS Vasant Kunj 90.4 MHz has participated in the Radio festival held on 13th February 2021.
12. Community Radio JIMS Vasant Kunj 90.4 MHz produced & broadcast programs on CRA & UNICEF funded radio project named as **'Covid-19 S&D prevention campaigns and Covid-19 Vaccination (myths & misconceptions; FAQs)** from February 2021- March 2021.

13. Students of JIMS Vasant Kunj were invited to work with the organizing team of the CR Sammelan organized by the NGO, One world, and the Ministry of I & B in 2019.
14. CR JIMS Vasant Kunj 90.4 MHz provides internships to the students from the community to train them in radio program production.

The services of the Community Radio JIMS Vasant Kunj to the community have not only been recognized by way of its declaration as a Lead Community Radio station by the Government but are also well recorded in the Compendiums brought out by the Ministry of Information & Broadcasting, Govt of India, in three years 2015, 2016 and 2019.

File Description	Document
Appropriate web in the Institutional website	View Document



5. CONCLUSION

Additional Information :

The institute in a brief span of less than two decades has carved a niche for itself in the fields of Management, Information Technology, Journalism, and Mass communication. Its superior attributes such as modern infrastructure and facilities, qualified and experienced faculty, tie-ups with industry have contributed to its overall excellence. As a consequence, it has been awarded with top third party and governmental rankings.

Concluding Remarks :

Founded in 2003 Jagannath International Management School, Vasant Kunj, has always abided by systems of quality assurance, which have been continuously upgraded to reflect both the aspirations of the institute to emerge as one of the leading higher education institution in the country and the changing temper of the times, particularly with respect to the society and the economy. To this end, the institute has continued to take new initiatives even when the regulatory framework was still catching up with the intended changes.

The institute was the first among the colleges in Delhi to go for accreditation by NAAC at a time when accreditation was not even mandatory. The institute was also among the few Higher Education Institutions in the country to set up a Community Radio station, which has since been recognized by the Ministry of Information and Broadcasting, as one of the 24 Lead Radio Stations in the country. By virtue of the 'A' Grade awarded by NAAC in its second cycle of accreditation, the institute decided to reinvent itself as an Autonomous College of the University and was among the few higher educational institutions in Delhi to apply for the grant of fresh Autonomy, which incidentally was recommended by the UGC Peer Team in its report to UGC. Again, the institute is among the few higher educational institutions in the country to have taken its commitment toward the implementation and achievements of Sustainable Development Goals to the global level by becoming a participating signatory member of the United Nations Global Compact and United Nations Principle for Responsible Management Education, New York. The institute has continuously been upgrading its quality systems in respect of the teaching-learning process and the support services in close consort with all the stakeholders. Reflecting the urge for continuously reinventing itself the institute has only recently reformulated its strategic intent as expressed in its vision and mission statements. The institute management fully understands the need for continuous innovations for staying relevant in a changing world and the need for giving its best to the society in terms of its curricular, co-curricular and extra-curricular activities.