

Annual Quality Assurance Report (AQAR)

Session 2017-18

of

Internal Quality Assurance Cell (IQAC)

of

Jagannath International Management School

Vasant Kunj, New Delhi-110070

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	Jagannath International Management School
1.2 Address Line 1	OCF, Pocket-9, Sector B
Address Line 2	Vasant Kunj
City/Town	New Delhi
State	Delhi
Pin Code	110070
Institution e-mail address	jimsvk@jagannath.org
Contact Nos.	011- 40619300
Name of the Head of the Institution:	Dr. Ravi K. Dhar
Tel. No. with STD Code:	011- 40619321
Mobile:	9313222294
Name of the IQAC Co-ordinator:	Mr. Deepak Sharma
Mobile:	9873600359
IQAC e-mail address:	iqacvk.coordinator@jagannath.org
1.3 NAAC Track ID (For ex. MHC0GN 18879)	DLC0GN14139
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC(SC)/18/A&A/41.2 dated 05-11-2016
1.5 Website address:	www.jimspd.org
Web-link of the AQAR:	http://www.jimspd.org/jimsnaac.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.74	2010	2015
2	2 nd Cycle	A	3.02	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year

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

i. AQAR 2016-17 _____ (07/11/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	UGC-Special Assistance Programme	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	UGC-Innovative PG programmes	<input type="text"/>
UGC-COP Programmes	<input type="text"/>	Any Other (Specify)	<input type="text"/>

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6. No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8. No. of other External Experts	<input type="text" value="1"/>
2.9. Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	2
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="17"/> Faculty <input type="text" value="14"/>
Non-Teaching Staff/ Students	<input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

(ii) Themes

1. Workshop on Quality Assurance in Record keeping and Retrieval Systems for Non-Teaching staff held on 25/08/2017.
2. Workshop on Quality Assurance in Inter-Personal Communication for all staff held on 08/09/2017.
3. Workshop on Quality Assurance in Teaching-Learning for Faculty members held on 12/01/2018.

2.14 Significant Activities and contributions made by IQAC

- ISO 9001:2015 Quality Certification received during August 2017 – July 2018.
- Quality manual and formats revised, redesigned and updated to suit the latest requirement with due approval of the competent authority for compliance by all as per ISO.
- Various committees at the institutional level have been constituted for the overall development of the institution.
- ISR Initiatives
- Alumni Engagement

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure 2.15	

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed in GB meeting on 20th July 2018.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3	Nil	3	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3	-	3	
Interdisciplinary				
Innovative				

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

The curriculum is decided by the university & flexibility therein is determined by the university academic council. There are Elective options in BCA and BA(JMC). As per UGC guidelines, CBCS introduced in BA(JMC) and BBA programmes w.e.f. 2016-17 and 2017-18 respectively. BCA syllabus is under revision as per CBCS at the university level.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

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

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

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

In BA(JMC), the syllabi have been updated in 2016-17 to make it conform to the UGC guidelines and model syllabus. The course curriculum follows the cafeteria approach that gives independence to the learners in the selection of subjects of their choice for the award of the degree. In BBA, the syllabi have been updated and implemented by the affiliating university in 2017-18 based on CBCS.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
56	42	8	6	-

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	5	-	-	-	-	-	-	5	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

106

8

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	55	-
Presented	11	11	-
Resource Persons	02	04	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of PPTs, Use of educational videos, Case studies, Role plays, Assignments, Projects, Students presentations, Lab manuals, Industry internships as part of Practical, Paper clippings, LCD Projector, Hand outs & Model Questions sent to students by Email, Quiz, Aptitude/IQ tests, Live Projects, Business Club, Role Play & Demonstrations, Participation in CSR/Community Services Activities, Ex-Senior Corporate Managers as full-time Faculty Members, Educational Videos, Guest Lectures by senior corporate managers from trade, industry, media and entertainment industry etc.
- Student centric learning through extensive use of ICT
- Business Lab activities for management students.
- Blending learning with e-resources through 24X7 available free access to Cyber Library.
- Concretization and Enrichment of learning experiences through mandatory assignments, seminar presentations, field and project work in more than 90% courses.
- Fostering the culture of knowledge acquisition through wider self exposure to latest knowledge through the library and online subscribed books and journals.
 - Training, workshops and orientation programmes are conducted from time to time as part of the capacity building initiatives.

- Flipped classrooms teaching methods employed to facilitate better understanding of the students
- Moodle tests are conducted in every subject which provides an insight to the students and identify their areas of improvement
- As and when new applications are introduced, orientation programmes are conducted to acquaint the users with these applications.
- Remedial classes were conducted for the weaker students.
- Direct Access to students through NPTEL Videos/MOOC/SPOKEN-TUTORIALS etc.

2.7 Total No. of actual teaching days during this academic year 175

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Not Applicable

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

02	-	-
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2.10 Average percentage of attendance of students 78%

2.11 Course/Programme wise distribution of pass percentage (2015-18):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I%	II%	III %	Pass %
BJMC	108	71.29%	21.29%	1.85%	4.62%	99.07%
BBA	215	43.25%	31.62%	7.90%	NIL	82.32%
BCA	113	40.70%	42.47%	NIL	NIL	83.18%

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

- The semester Quality Reports(SQR) are prepared at the end of every semester. These are evaluated by a team of senior faculty member & the head of the department concerned. The evaluation report is submitted to the IQAC for its comments & suggestions.
- Six-Monthly Departmental Report is prepared and evaluated.
- ICT as Teaching-Learning process.
- Semester wise detailed teaching plan
- Faculty/staff Orientation activities
- Orientation activities for students
- Feedback from various stakeholders

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	52
Orientation programmes	-
Faculty exchange programme	-

Staff training conducted by the university	-
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	52
Others(Seminars attended)	55

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	5	5	-
Technical Staff	05	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

(Annexure 3.1)

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	Rs.10.60 Lakh			

3.3 Details regarding minor projects: **NIL**

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

3.4 Details of research publications

	International	National	Others
Peer Review Journals	12	7	-
Non-Peer Review Journals	-	-	-
e-Journals	3	-	-
Conference proceedings	9	3	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2017-2019	Childfund India	10.60Lakhs	10.60Lakhs
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the	-	-	-	-

University/ College				
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			10.60Lakhs	10.60Lakhs

3.7 No. of books published

i) With ISBN No. ii) Chapters in Edited Books

iii) Without ISBN No.

3.8 No. of University Departments receiving funds from **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges: **Nil** Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/
Seminar organized by the
Institution

Level	International	National	State	University	College
Number	-	03	-	-	02
Sponsoring agencies	-	College	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations:

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency
From Management of University/College
Total

3.16 No. of patents received this year: **Nil**

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

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

Total	International	National	State	University	Dist	College
01	-	01	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

N.A.

University level State level
National level International level

3.23 No. of Awards won in NSS: **NIL**

University level State level
National level International level

3.24 No. of Awards won in NCC:

N.A.

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

During the period 2017-18, the institute organized various extension programmes as under:

National Service Scheme (NSS) Activities

1. Old Clothes Donation Drive
2. Swachhta Abhiyan
3. Blood Donation Camp

Rotaract Club Activities

1. Programme on personal hygiene and sanitation for women of EWS category
2. Women's Empowerment Programmes
 - a. Sewing & Tailoring Course
 - b. Beauty Culture Course
3. Teachers Day Celebrations at the Sewing and Beauty Culture Centre
4. "Say No to Crackers this Diwali" Campaign
5. Lakshmi Puja on Eve of Diwali at the Sewing and Beauty Culture Centre
6. Planting Programme

JIMS Community Radio Activities

1. Internships in Community Radio:
2. Radio Mathematics
3. Programme Production
4. LIVE Programs

JIMS Eco Club Activities

1. Swachhta Abhiyan
2. Planting Programme
3. Earth Day: Teaching students to preserve the environment
4. "Say NO to Crackers this Diwali" Campaign

Other activities organised under the auspices of the JIMS Eco Club were:

1. Set up an Energy Patrol that patrols the school during break, lunchtime and after school making sure that lights, computers, and appliances are off.
2. The Eco Club members ensure and oversee that there is no wastage of potable water and create awareness about optimum usage of Electricity.
3. Propagating usage of Paper bags and discouraging use of Plastic bags.
4. Quiz Competition on Environment

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus area	0.5 Acres			0.5 Acres
Class rooms	12 Classes			12
Laboratories	7 (1 AV Lab + 1 BJMC Studio+ 1 PJ Lab+ 4 Computer Labs)			7
Seminar Halls	01			01
Auditorium	01			01

No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Air Conditioner		03		
Furniture & Fixture- Chair		44		
Dual Desk		30		
Steel Almirah		04		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Air conditioner		Rs. 2.56	Student Fee	
Furniture & Fixture		Rs. 2.05	Student Fee	

4.2 Computerization of administration and library

Using library software LIBMAN, with online interface for the users, Internet facility is available, Reading facility is available in the library hall, Photocopying facility is available within the campus, Wi-Fi Enabled Campus.

4.3 Library services:

	Existing		Newly added (1 aug 2017)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11600	455296	170	56842	11770	512138
Reference Books	3857	150423	157	20597	4014	171020
e-Books		813		116		929
Journals		Journals 63 Magazines 27 Total 90	Journals 12 Magazines 00 Total 12			Journals 75 Magazines 27 Total 102
e-Journals		167		24		191
Digital Database	1. DELNET 2. IEEE DATABASE 3. National Digital Library of India, IIT Kharagpur 4. MIT Open Courseware 5. NPTEL 6. UGC-CEC					
CD & Video		200		05		225
Others (specify)	1. American Library Membership					

4.4 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	217	05	YES (10Mbps)	04	04	31	21	-
Added	0	0	YES (20Mbps)	0	0	0	0	-
Total	217	05	YES (20Mbps)	04	04	31	21	-

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

- Internet Access speed upgraded to 20mbps
- Entire campus is wifi enabled.
- New ERP software is purchased in academic year for time table management, student attendance management, result management, faculty feedback management and entire staff leave management etc.
- All the teachers have been trained to manage all student related activities throughout the previous academic year on ERP software.
- The staff is also given multiple training sessions on ERP software to manage day to day time table and other student related data.
- All the students have been issued personal user-id's to view their attendance, result and other stuff uploaded by subject faculty.

4.6. Amount spent on maintenance in lakhs :

i) ICT	9.75
ii) Campus Infrastructure and facilities	82.86
iii) Equipments	7.68
iv) Others	9.86
Total :	110.15

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has contributed to enhancing awareness about Student Support Services by way of:

- Sending emails to the students
- Notices on the Notice Board
- Class announcements
- Posting on the JIMS Website
- Posting on social media.

5.2 Efforts made by the institution for tracking the progression

There is a system of daily, weekly, monthly and six-monthly reports in the institute which tracks the follow-up action taken on complaints / grievances forwarded to the various departments In-charges who in turn are expected to give a weekly update of action taken on the complaints & grievances of the students to the Directors' office which studies whether the action taken is adequate or not.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1427	-	-	-

(b) No. of students from outside the state

226

(c) No. of international students

06

Men

No	%
1030	72.17

Women

No	%
397	27.82

Last Year(2016-19)

This Year(2017-20)

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
460	23	00	00	00	483	443	17	03	07	03	473

Demand ratio: 1: 50 Dropout % : 9.75%

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

To update and guide students regarding the above, guest speakers were called from the industry. Special sessions conducted for Aptitude Tests, Quizzes, Personality Development & Presentation Skills, Mock tests & Interviews, Group Discussions, Communication Skills, Team Building, Leadership Skills and the Current Trends of Corporate Interviews. Provide career counselling regarding the options available for higher studies after BA(JMC) and developed support mechanism by providing hand holding support in terms of discussion on question papers, translation exercises, mock GDPI.

No. of student beneficiaries

400

5.5 No. of students qualified in these examinations:

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	61

5.6 Details of student counselling and career guidance

Guest Lectures, Personality Development Lectures, Workshops, Distinguished Guest Lecture series, Business Lab, Industrial Visits. In mass communication, Industry interface is used as a regular feature to enhance skills and guide about career options available in print, broadcast. online event, advertising and PR and entertainment industry.

No. of students benefitted

950

5.7 Details of campus placement:

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
42	221	166	39

5.8 Details of gender sensitization programmes

A Gender Sensitization workshop was organized on 28th December 2017.

5.9 Students Activities:

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution		
Financial support from government	10	4,14,600/-
Financial support from other sources (university)	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives:

Nil

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- 1. Cafeteria** – The major grievances of students in the last year has been the cafeteria space & short duration of break time for consuming the snacks as some students go back to their classes without eating the snacks, on the ringing of the bell. In order to redress these grievances of the students, sitting space has been increased by providing extra benches in the open space and some standing tables in the basement area. The canteen contractor was advised to improve the speed of the delivery of food items.
- 2. Internet Connectivity** - Students have also been demanding better broad band services. The institute has now upgraded Internet connectivity from 10mbps to 20mbps connection from Spectranet to provide the students the faster speed of internet uses in the college.
- 3. Library** – Some students have been demanding more reference books and more copies of some popular books. We have increased the number of reference books to 4014. The no. of copies of the text books which are more in demand, have also been increased.
- 4. Infrastructure** – The students had some problems for parking their personal cars around the campus and some had issues regarding working of AC in their classes. As students cars can't be parked inside the campus, arrangements were made with the local police to allow parking of cars on the main road. Students were also advised to use public transport like metro/DTC buses. Some ACs in the classrooms have been re-serviced and few were repaired including gas topping up.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

We visualise 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 quality of life, environment, society and 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.

6.2 Does the Institution have a Management Information System?

Being an ISO certified Institute, a structured MIS is already existing which is also updated / improved from time to time. The major areas covered are:

- Daily subject-wise class attendance.
- Major activities undertaken in each day.
- Class-wise weekly and monthly report prepared by respective class coordinators covering Attendance status of students, number of lectures scheduled / held in each subject, syllabus coverage indicated by faculty & CR separately, Quiz held, Industrial visits, Guest lectures, Class presentation, Assignments, Case Study, Class test, etc.
- Department-wise HOD's weekly and monthly report consolidating the information received from departmental Class coordinators.
- Faculty teaching work load.
- Faculty feedback from students twice during the semester.
- Guest lecture feedback.

- Industrial visit feedback.
- AR / CR weekly / monthly feedback report.
- Parents' feedback.
- Faculty feedback for institution.
- Result analysis – Subject & Faculty wise
- Semester Quality Report encompassing the entire gamut of activities during the Semester.

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

6.3.1 Curriculum Development

The curriculum is developed and updated by the Board of Studies of the affiliating University at intervals. Some professors of the College participate in this exercise as members of Board of Studies. The views of the faculties and students are obtained by them prior to the meeting. The affiliating University- the GGSIPU, restructured its curriculum for BCA in 2010-11, BA(JMC) in 2015-16 (implemented from session 2016-17) and BBA in 2016-17 (implemented from session 2017-18). More flexibility has been provided in elective options in comparison to earlier one. Besides, different add-on courses are conducted by the College to ensure that the students race ahead the track of the employable market and towards self-reliance. Further, the syllabus of BCA is under review for revision again as per CBCS at the university level.

6.3.2 Teaching and Learning

Mechanisms to adopt Learner-centric education approach, academic planning, use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome are in place. Learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive instructional techniques, experiments and practical classes, Lectures by experts from other Colleges & Inter-departmental lecture exchange etc. Academic calendar ensures clarity, co-ordination, planning and distribution of classes properly. College has well equipped Laboratories according to syllabus. Use of Audio-Visual mode of teaching aids for all departments with Blackboard, Flow Charts, Overhead Projector, LCD Projector, Laptop, ICT as teaching aids & use Computers & internet facilities, Generator for continuous power supply for effective teaching learning process & research work for faculty. Total computerized cataloguing of books of the central library & creating a digital database for effective use by students & staff of the College. Lab Manuals for all practical subjects are prepared which are a reference guide to do the assignments as per the curriculum.

6.3.3 Examination and Evaluation

1. One additional Internal Test (Make up exam) is conducted for the students who miss the mandatory test.
2. Weak students are given test papers to solve as an assignment which are evaluated by the faculties and answers are discussed with the students.
3. Copies of best answer sheets of each subject are kept as reference material in the library for students.
4. Solution prepared by the faculties for previous years papers are kept in the library for the reference of students.

6.3.4 Research and Development

In order to develop the research orientation and focus in the institute, the following measures were undertaken

- constituted a research advisory committee consisting of eminent researchers from other institutes to guide faculty developing research papers and / or preparing PhD proposals. The committee would meet twice annually.
- Institute policy of monetary incentive for faculty with the objective to promote the quality of research papers. Given to faculty publishing papers in the leading journals
- Organize FDP on research methodology and developments at least 1 for each department each semester
- Policy of granting academic leave to faculty members for attending seminars, conferences, FDPs and PhD work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

1. LIBMAN software is being used in the Library for record keeping.
2. 5 User's Terminals with Internet Facility are provided for online access of e journals.
3. Library is also Wi-Fi Enabled.
4. Photocopy facility within the campus.

ICT

1. Online mailing system is being used to disseminate various circulars to faculty and staff.
2. Mobile messaging system to disseminate various important information to the students, faculty members and staff.
3. As a part of Innovative Learning, Flipped classroom sessions are arranged for the students in which the students go through the content already emailed to them and prepare themselves for discussing the topic in the classes in groups.

Infrastructure

1. Lift is available in the campus as a service for the physically disabled students, faculty and staff.
2. 33 KW Solar Power Plant has been installed on the roof of the campus building for using solar energy and reducing the uses of electricity taken from BSES.

6.3.6 Human Resource Management

Core Belief

The Institute strongly believes that human resources which manage the other resources have infinite potential, and therefore, their development is the key to organizational effectiveness. We commit ourselves to integrate human resources with Organizational growth and development for mutual benefit.

Policy

In pursuance of the above philosophy and in order to optimize utilization of human resources in the Institute, the Institute is committed to the following:

- To plan and induct appropriate manpower in terms of knowledge, skills and attitude.
- To provide opportunity for growth to employees, in terms of remuneration, career and skill development and for attracting and retaining talent.
- To value individual dignity and respect the time and efforts put in by employees.
- To support innovation and learning by employees, aimed at growth and development of the Institute and employees.
- Maintain a healthy and harmonious relationship with the employees and their family, built on mutual trust, respect, value system and transparency in dealings with them.
- To practice equity and fairness in all its dealings with employees
- To continuously enhance knowledge, skill of employees at all levels for the performance

of their present and future tasks better, through education and training and towards building a high performance culture which is competitive.

- To create an organizational climate to have motivated employees, enhance productivity and quality of life of the employees and their families.

2.1. Values and Ethos:

The institute subscribes to the following. .

- To achieve and maintain a reasonable level of growth and to adequately reward the stake holders.
- To give our students value in terms of excellent education and learning, backed by cultural and sports programmes and programmes on personality development & communication skills and community service and social initiatives.
- To provide opportunity to its employees for growth in terms of remuneration as well as skill endowment and a satisfying working environment.
- To be proactive in the welfare activities of community around us including EWS category citizens.

2.2. Values:

Our values form the basis of our attitudes and behavior.

Individually within JIMS, each of us shows certain characteristics that enables us to work together with the Institute to achieve excellence. And this calls for striving to be the best.

In this endeavour, we are attempting to capture the following four characteristics in everything we do:

- Integrity and Ethics
- Transparency and Accountability
- Innovative Learning and Development
- Entrepreneurship and Diversity
- Environment and Social Responsibility

All employees are always motivated to conform to the core values and code of conduct in dealing with students, parents, University officials, Corporate organizations and their managers and other stake holders of the Institute.

2.3. Code of conduct:

- Every employee must have pride of workmanship and is expected to contribute conscientiously to the Institute's vision and mission and give precedence to Institute business and activities over all other considerations.
- Every employee shall, at all times, maintain absolute integrity and devotion to duty and conduct himself/herself in a manner conducive to the best interests of the Institute.
- Respect Institutes' By laws, procedures and systems and adhere to them. Maintain discipline, good attendance and punctuality while on duty.
- Avoid use of Institute resources / facilities such as PCs / internet facility, office telephone, vehicles by all employees (including temporary / contract) for personal use. They shall be responsible for maintaining them properly.
- Use of alcohol, smoking and chewing of tobacco is strictly prohibited in the Institute.
- All employees shall at all times maintain utmost secrecy of all know – how and information relating to the Institute's business and all matters connected directly or indirectly thereto. They shall not give anyone orally or otherwise any information, which they acquire during the course of employment about our procedures and processes.
- A copy of "JIMS Bylaws" is uploaded on JIMS website for reference and hard copy also available with HODs.

2.4. JIMS Policy on HR and Equal Opportunity:

- The Institute believes that human resources which manage the other resources have

infinite potential and therefore, their development is the key to Organizational effectiveness. We firmly believe in integrating the HR with the operations and to contribute significantly towards achieving the business objectives, growth and development of the Organization and employees.

- JIMS provides equal opportunity to its employees and all qualified applicants for employment, without regard to their religion, race, caste, color, marital status, sex, age etc., and decisions are based solely on merit
- Employees in JIMS are treated with dignity and respect in accordance with the Institute’s policy to maintain a work environment free from discrimination and abusive behavior, including gender based ones, in any form or manner whatsoever.
- We have, consistently maintained a peaceful and harmonious relationship with our students, parents, University officials, corporate organizations and their managers and the Institute’s employees, based on mutual trust & confidence, respect and concern for human values.

6.3.7 Faculty and Staff recruitment

Faculty Positions

Applications received against press advertisement for various categories of faculty are scrutinised and shortlisted based on the criteria specified and the requirements. The candidates appear for the first interview followed by “demo” lecture in respective subjects. If shortlisted based on the preliminary interview & demo lecture, the candidates appear in the final interview conducted by the Selection Committee, as per JIMS By-Laws and UGC regulations. The finally selected candidates are issued the appointment letters giving the terms of recruitment and salary details.

Staff Positions

A newspaper advertisement invites applications from prospective candidates for various staff positions. The applications are scrutinised and shortlisted based on the job specifications. The candidates appear for their first interview followed by the final interview with the Chairman. The finally selected candidates are issued the appointment letters giving the terms of recruitment and salary details.

6.3.8 Industry Interaction / Collaboration

Annexure 6.3.8 (Industry Visits and Collaborations)

6.3.9 Admission of Students

The Institute, being an affiliate college of Guru Gobind Singh Indraprastha University, New Delhi does not admit students directly. The University conducts a centralized admission process for all the courses which is as follows

- Admissions are through a common entrance tests (CET).
- The CET qualified candidates are admitted through centralized counselling which is conducted by the University as per State Govt norms of 85% admissions for students from Delhi and 15% from outside Delhi.
- Online counselling for admission of students in BBA, BCA and BA(JMC) programme is followed.

6.4 Welfare schemes for

Faculty	<ul style="list-style-type: none"> ▪ Academic Leave for pursuing higher studies/attending seminars/FDPs/conferences. ▪ Free canteen facility through Coupons within specified amount irrespective of leave or vacation period. ▪ Free first aid.
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	<ul style="list-style-type: none"> ▪ Facility for reimbursement of registration charges and train fares for participation in seminars/workshops/conferences.
Staff	<ul style="list-style-type: none"> ❖ Free canteen facility through Coupons within specified amount irrespective of leave or vacation period. ❖ Free first aid and Employee's state insurance medical benefits. ❖ Two weekly offs are provided
Students	<ul style="list-style-type: none"> ➤ Free first aid ➤ Fee remission ➤ Book Bank ➤ Scholarships & Financial Support ➤ Mentoring & Counselling ➤ Tutorial classes ➤ Participation in Co-Curricular and Extra-Curricular Activities ➤ Participation in Corporate Social Responsibility (CSR) Activities

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	SQR Evaluation Committee
Administrative			Yes	Admin. Committees

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

For UG Programmes Yes No
 For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

JIMS Alumni have been a source of inspiration and encouragement to the College and its undergraduate students.

The College has been consistently conducting Annual Alumni Meets over the past 10 years. At least two Meets per academic year consisting of the following:

- Annual Dinner Meet with the Alumni
- Annual Sports Meet

Other interactions and collaborations consist of the following:

- Inviting the Alumni to deliver Guest Lectures to the students
- Distinguished Alumni invited to address students at the Students Orientation programmes
- Distinguished alumni as guest Speakers in our National seminars.
- Alumni as Guides for Research projects of the students
- Extending invitation to alumni to the various College Fests
- Helping the alumni in placements through the JIMS Placement Cell

6.12 Activities and support from the Parent – Teacher Association

The parents of the class representatives, academic representatives, the students of all the classes, class co-ordinators (faculty members) and HODs of the departments form the Parent–Teacher Association in the campus.

During the year 2017-18, the following activities were conducted and the parents involvement was sought:

1. The parents were invited to the Institute in Dec-2017 and May 2018 to handover the Admit Cards of the University End Term examinations. In this interaction the Class Co-ordinators also discussed the performance of the wards in the Mid Term Examinations, performance and attendance during both the semesters with the parents and necessary guidelines were also provided to the parents for improvements required for their wards for better performance in the End Term Examinations.
2. In these PTMs, parents also provided their feedback about the infrastructure, upkeep of campus, environment, quality of teaching, discipline & intellectual development through their wards. This feedback was analysed and necessary action taken for rectification and improvement in certain areas.
3. Parents also gave some constructive suggestions in order to improve the working of the college and the necessary action was taken/initiated.
4. The Class Co-ordinators had called the parents of those students whose attendance was less than 75%, every week of the semester and had advised the parents to take corrective action and counsel their wards.

This effort of the Institute was well appreciated by most of the parents and had given assurance that they will do the needful. These efforts resulted in good results during 2017-18.

6.13 Development programmes for support staff

- A. ISO awareness program,
- B. English speaking classes
- C. Computer Classes,
- D. Community Service Initiatives
- E. Training programmes for Office staff, Housekeeping staff, Security guards, etc.

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

Introduction

Environmental protection is the practice of protecting the natural environment on individual, organizational or governmental levels, for the benefit of the natural environment and humans. Due to the pressures of population and technology, the biophysical environment is being degraded, sometimes permanently. This has been recognized, and governments have begun placing restraints on activities that cause environmental degradation. Activity of environmental movements has created awareness of the various environmental issues amongst people of all walks of life.

We have a very active Eco Club in our Institute. Given below are the details of various activities undertaken in this regard :

1. Schemes for Energy conservation

a. Energy Stewardship: The College is taking the possible initiatives for energy conservation. The faculty members, employees and students are advised to use the natural light, turn off the switches of lights, fans, Air conditioners, computers and other electric appliances. etc. whenever not in use. There is sufficient cross ventilation in most of the corridors, faculty rooms, laboratories and class rooms to avoid the unnecessary use of electricity. Regular mails are sent to all faculty and staff for electricity conservation.

The progress and effectiveness of this program is regularly monitored by the green audit team. Surprisingly, as a dividend of this initiative, there was considerable reduction in the monthly electricity bill of the college.

b. Daily Black out: The institute observes daily power cut time after college hours except for the security requirements.

2. Use of renewable energy: The college had been exploring various avenues for availing the sources of renewable energy to cater to its ever increasing energy requirements. A 33 KW solar plant has now been installed on the rooftop to use solar energy which is leading to the reduction on electricity bills.

3. Plantation: Despite the constraints of space, the College maintains a substantial green cover.

The green foliage includes an impressive array of old trees alongside a well maintained garden of flowering plants and crotons. A full time gardener is appointed to take care of the garden. few indoor plants have also been placed in the entire building on each floor to make a better green environment.

4. Water Management: The College follows a holistic water policy to address the water requirement for various purposes in the campus. A regular water audit is conducted to take care of the following activities:

- Estimate for the quantity of water needed for various purposes is made
- Various potential water sources are identified
- Methods to minimize the water abuse are followed
- Rain water harvesting and water re-use and recycling of water methods are followed

5. Green Drive – new initiatives: Under the aegis of the JIMS Eco Club, the following activities were organized:

- Seedlings of various trees were planted in the campus and also in the vicinity of college premises
- Plantation drive conducted with DDA for the conservation and maintenance of the specific part of the DDA District Park in Vasant Vihar, New Delhi.

- Maintenance of campus as a completely plastic litter free zone
- Public campaigning and awareness creation programmes for sustainable development and eco- friendly life style. Eg. Street Plays, Dharna, Demonstrations, Walkathon, Poster display and Rallies.

The activities are coordinated under the leadership of faculty members and a team of spirited students.

6. Propagating “No crackers during Deepawali”

We may not be able to stop all the people from bursting crackers during Deepawali, but educating and making people aware of the dangers and the "rudeness" of bursting crackers would definitely help in reducing the bursting of crackers during Deepawali. Keeping the above objective in mind, the Eco Club team propagated the concept of “Say No to crackers” during the Diwali season in Oct 2017.

The students in the campus were made aware of the impact of bursting Fire crackers on the environment by way of posters, announcements in the classes and also on person to person basis.

The students were informed that bursting of crackers affects the environment in the following ways:

1. Air Pollution affecting health especially to diseased persons, aged people, children & pregnant women.
2. Water & land pollution will pollute our resources rivers, lakes...
3. Increased noise levels can cause deafness/stress to many.
4. It takes several weeks to bring back normal air quality.
5. Fire hazards causing heavy damages to life and property.
6. Social nuisance leading to community disharmony.

The indicators of depleting environmental quality are harmful gases in the atmosphere, degradation of land, global warming, ozone depletion, loss of species and habitat and air and water pollution.

Criterion – VII

7. Innovations and Best Practices

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

Academic Innovation

Bridge Courses have been started for the first year BBA students who did not have Mathematics as a subject in 10+ 2. Extra Classes are held for re-appear students. Remedial teaching and intensive coaching is offered to students who need extra and special attention. Enrichment courses like Personality Development programme and English speaking courses are conducted to improve students' personality.

Class Tests are held as the Mid Term before final Exams to prepare the students. There is a formal procedure of Daily/Monthly attendance record of the students. Where the record is not satisfactory, the same is shared with the parents of the students.

Evaluated examination copies are discussed with the students.

Students have to prepare Minor/Major Projects during the 3 years academic period where they :

- survey the literature of their interest area
- Make SRS plan for their projects
- Have regular interaction with their Project guide
- Have Fortnightly Presentations that enhance their soft skills

- Are able to write a research paper
- Have good projects published in JIMS Technical Review at the end of session

The College has advanced Labs for its three courses where:

- Experiments are performed & checked regularly
- There is wide use of moodle server
- Urls : MOOC/MIT/NPTEL/CEC/Journals/Books
- Projects are assigned to students in each practicals subject.
- LAB Internal Marks are displayed and discussed

Feedback System

- Student feedback is taken for all the courses at least two times in every semester. This feedback is collected on a regular basis on quality of education, provision of resources etc. Students' feedback are analysed and improvement plans are initiated to enhance quality of teaching and education. The feedback is discussed and reviewed between teachers and the Director in a confidential manner. Weak points are analysed and corrective actions are taken. Students can also give their feedback after the end of their mid Term Exams.

Quality in teaching, learning and evaluation process

- Focus is given to improve the quality of education and evaluation. The faculty are encouraged and sponsored to attend various seminars/conferences held in different colleges across the country so as to inculcate the best practices in education and for their self development. Although no structured programme exists to estimate the efficacy of faculty participation, an informal process exists wherein participants debrief the entire faculty on their experience and take away from attendance at the seminar. The management also sponsors participation in seminars abroad.

Institutional Social Responsibility

Our College has adopted the policy of ISR- "Institutional Social Responsibility". The College has started Social Cell in the year 2010 under the aegis of the Rotaract Club. A large number of community development were held during the year.

Certification under ISO 9001:2015

Our College has become fully aware of the need for quality and adopted ISO 9001:2015 to sustain and grow in this competitive world. It is of utmost necessity to have uniform standards and compliance to the same in order to facilitate our efforts to provide the best possible education to our students.

LCD projectors:

These projectors are installed to make ICT enabled class rooms. This has a very positive impact on teaching-learning processes in the Institute. It enabled the College to organise number of guest lectures by senior Corporate Managers, presentations by students and training programmes concurrently. Presentations have a very positive impact on student-learning.

Extensive use of Internet facility and Wi-Fi access

Any time anywhere Internet facility enables students to do advanced learning and also helps in finishing their projects.

Virtual Class room and virtual laboratory exercises have been used to assist in teaching learning processes.

Modern computer infrastructure All administrative offices have modern computer infrastructure. This has created a new and efficient work culture.

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

Annexure 2.15

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

1. Students Up Skilling Through Industrial Visits , Live Projects, Guest Lectures & Workshops
2. Students Personality and Development through Extra Curricular Activities like Sports, Dancing, Singing, Music, Bands, Drama & Social Services

7.4 Contribution to environmental awareness / protection

We have a very active Eco Club in our Institute. Given below are the details of various activities undertaken during 2017-2018:

INTRODUCTION

Environment means all the natural surroundings such as land, air, water, plants, animals, solid material, wastes, sunlight, forests and so on. Healthy environment maintains the nature's balance and helps in growing, nourishing and developing all the living things on the earth. However, nowadays manmade technological advancements are spoiling the environment in many ways that ultimately disturbs the balance or equilibrium of nature.

If we do anything that is away from the discipline of nature, it disturbs the whole environment i.e. the atmosphere, hydrosphere and lithosphere. Besides natural environment, a man made environment also exists which deals with the technology, work environment, aesthetics, transportation, housing, utilities, urbanization, etc. Manmade environment affects the natural environment to a great extent and therefore we must all unite to save it.

The components of the natural environment are used as a resource. However it is also exploited by the human beings in order to fulfill some basic physical needs and purpose of life. We should not challenge the natural resources and avoid producing pollutants or waste into the environment. We should value our natural resources and use them without disturbing the equilibrium of nature.

1.SWACCHTA ABHIYAN

Swachh Bharat Abhiyan, a Cleanliness Drive initiated by Hon'ble Prime Minister Narendra Modi was launched on Mahatma Gandhi's 145th Birth Anniversary on 2nd October, 2014. Students and Faculty members of JIMS-VK had enthusiastically joined this "Clean India Campaign" and participated with fervor on this day .

In order to sustain this drive and spread awareness about cleanliness, hygiene and sanitation a Swachhta Abhiyan is organized in our campus under the aegis of the JIMS Eco Club every year. During 2017-18 it was organized on the following dates during the period under review:

-Thursday, 6 October,17

-Thursday, 4 April,2018.

The morning of 4 April,18 started with the students taking the "Swachh Bharat"pledge that was administered by the esteemed Chairman, Dr Amit Gupa, Director, Dr.Ravi K.Dhar and the Faculty Advisor, Prof.B.Manchanda.. The pledge spread the message '**na main gandagi karoonga,na main gandagi karne doonga**' (I would not litter and won't allow anyone to do so

The highlight of this event was the "Nukkad Natak"on Swachhta by the 13 members team that was performed in the Campus area as also the adjoining areas of Masoodpur and the

Car Market.

On this day, apart from the “Nukkad Natak” a wide variety of activities ranging from students wielding the broom and cleaning the campus, identifying the message of Cleanliness in the Workplace and Home were organized.

With the active participation of our Faculty members and students, the Swachhta Abhiyan was a resounding success.

2. PLANTING PROGRAMME

The students of JIMS under the aegis of the JIMS Eco Club celebrated the JIMS Planting programme by planting 600 saplings in the DDA Sanjay Van, near Mehrauli, New Delhi on Saturday, 28 October, 2017.

The objective of the tree planting programme was to create an awareness among the student community about the role played by trees in environment protection. Greens will also convey the message that tree is the answer for climate change. The event was organised to foster a mental disposition among the student community towards social commitment and ecological conservation.

About 500 students took part in this daylong programme.

"We involved the maximum number of students in this drive. It is important to plant trees to maintain the ecological balance," said Dr. Ravi K.Dhar, Director who had inaugurated the programme at Sanjay Van.

The students planted a number of indigenous varieties of plants such as Mahua and Gulmohar and also Picus Calendla.

"The trees, when they grow up, will act as the protectors of the environment. It will give us immense satisfaction and also inspire the coming generations to continue the practice," said Ms. Aarti Singh, a BBA Student and the Student Coordinator of the JIMS Eco Club.

3.EARTH DAY: TEACHING STUDENTS TO PRESERVE THE ENVIRONMENT

Every year on April 22, people across the globe take part in **Earth Day**. Communities, governments, and schools acknowledge that our earth needs to be preserved and protected. In 2017 more than a billion people took part in **Earth Day** by getting involved and participating in Earth Day activities.

To help celebrate Earth Day in our College, there was a talk by Prof.B.Manchanda on Monday 23 April, 2018(Since 22 April was a Sunday) .Here are a few ideas that we tried to impart to our students about preserving our earth, while learning about our beautiful planet.

1. Explained that our Earth is warming and humans are largely responsible for this. It was discussed with the students that the choices that we make today will affect the future of our earth.
2. Discussed how our lives are connected to the climate and how we can reduce the risks from climate change.
3. Then together as a class, there was a brainstorming session where the students listed down ways we can limit the amount of gases being put into the air.
4. The following activities were organized on Earth Day:
 - Planting of 22 saplings in the College campus
 - Organized Poster Contest and the top 3 winners received a pot with a sapling.

4.“SAY NO TO CRACKERS THIS DIWALI” CAMPAIGN

School and College students have long refrained from bursting crackers on Diwali, and this year is expected to be no different. Teachers, Students and the Administration of various Schools and Colleges are once again joining hands to ensure that this year the Festival of Lights is safe and peaceful for all citizens.

Delhi saw the PM10 particle levels shoot up by five times after last year's Diwali celebrations. In fact even SO2 levels were much higher, while in some areas the level of sound pollution also went up.

The pollution caused by fire-crackers not only affects the environment but also creates

respiratory problems. The pollutants make it difficult to breathe and it is harmful for the asthmatic patients.

One should also keep in mind that the sound from the crackers annoys and affects the elderly people also.

The College spread the message of “**SAY NO TO CRACKERS**” by way of organizing a Poster Competition on 17 October,2017 where 15 students took part.

The best 3 posters were awarded prizes and these posters were displayed at vantage locations in the College.

5. OTHER ACTIVITIES ORGANIZED DURING THE YEAR

1. Set up an Energy Patrol that patrols the school during break, lunchtime and after school making sure that lights, computers, and appliances are off.

2. The Eco Club members ensure and oversee that there is no wastage of potable water and create awareness about optimum usage of Electricity.

3. Propagating usage of Paper bags and discourage use of Plastic bags.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- A good infrastructure
- Education at a low cost
- Nationally recognized for providing high quality education

Weakness:

- Lack of land for future expansion of the campus
- Lack of land for outdoor sports activities

Opportunities:

- Strategic alliances and partnerships with industry
- Diversification of sources of revenue through better exploitation of consultancy

Threats:

- Competition and the phenomenal increase in the number of educational institutions.
- Regulation of proper implementation of online admission system.

8. Plan of institution for next year

Tentative Plan of Action for the session 2018-19

1. University Result
 - a) To get a Gold Medal in each of the three programme.
 - b) To have at least 1% students in the exemplary category.
 - c) To have at least 50% students in the distinction category.
 - d) To have the remaining students in the 1st division category.
 - e) To have no student in 2nd and 3rd division category.
 - f) To have ninety nine percent pass percentage.

2. Students Placement
To ensure the following:
BA(JMC)/BCA :
 - a) At least 90% of the students interested in placement after graduation should get placed.
 - b) At least 10% of the students should go for post graduate education in nationally and internationally famous educational institution.
BBA :
 - a) To strive for 50% placement for students with corporate organization.
 - b) To strive for the admission of 10% students in nationally and internationally known higher educational institution.
 - c) To help at least 10% of the students to launch their own business or make innovations in their family owned business.

3. Admissions/CET cut offs :
 - a) To improve our ranking to no. 1 in BA(JMC).
 - b) To improve our ranking to no. 2 in BBA and BCA.

4. FDPs/Workshops :
To organize week long FDPs/Workshops/ at least once in a year in every department on a self- sustaining basis.

5. Seminars/Conferences :
To organize at least one national seminar in a year in each department.

6. Publications:
To ensure at least 50% of the faculty members publish papers/books/articles in reputed and peer reviewed journals.

7. Presentations in Seminars:
To ensure all faculty members in the department present at least one paper in a national or an international conference.

8. Participation in FDPs/Workshop/Refresher Course:
To ensure that every assistant professor level faculty member participates in a year in one FDP/Workshop/orientation programme of at least 1 week duration.

9. Guest Lecture/Industry Visit
To organize at least one guest lecture per class per month in a Semester and one

10. Faculty Feedback :

- a) To ensure that no faculty gets less than 60% feedback from the students.
- b) To ensure that maximum number of faculty members get above 70% feedback from the students

11. Alumni Engagement:

To ensure that the Alumni database is regularly updated on a biannual basis and information of latest developments is shared with them through various digital communication media platforms.

12. Consultancy:

To strive for providing research based consultancy to corporate organizations/NGOs.

13. Community Radio Station:

- a) To make Community Radio station self sustainable and revenue generating.
- b) To increase listenership and create audience loyalty.
- c) To launch radio programme in collaboration with governmental and non-governmental agencies.

14. Institutional Social Responsibility : To run various professional programmes for the uplift of the community such as beautician Course, tailoring & sewing course, computer classes and to undertake community welfare activities such as Swachta Pakhwada, Earth Day, Blood Donations, Plantation Drives etc.

Name _____

Name _____

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing

- SLET - State Level Eligibility Test
- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission

Best Practice A

Title of Practice : Students Up Skilling Through Industrial Visits , Live Projects, Guest Lectures & Workshops

Goal : The goals of upskilling of students through industry internships, Live projects, Guest Lectures and workshops are:

- Complementing the conceptual learning of the students in the class room through participation in skill based projects under the supervision of industry professionals.
- To make students industry ready by not only giving them a feel of the industry work environment but also inculcating in them professional work-ethics.
- To enhance the quality of student placements

The Context : The above mentioned activities are focused to provide industrial training, interactive session with industrial experts for students at higher education level in view of giving better exposure to them for experiencing the hands on practice within a real job situation at the industrial level. This also enables students to understand the theories studied within the class with more depth and increases their chances of employability after completion of the course.

The experience gained from industry internships helps students perform better during job interviews, skill test and also motivates them to make projects at par with current flow of software needs and trends.

The Practice :

This best practice is overseen jointly by the Head, Corporate Affairs and the respective Heads of Departments. The various actions taken as a part of this practice are enumerated below:

- The Corporate Affairs Cell, prepares the list of business/IT/ media organizations where the students are to be sent for Internship of four to six weeks during the summer break.
- The Managers, Corporate Affairs, send the resumes of the students to these organizations and ensure that all are placed for summer internships.
- The Department Head appoints Internal Supervisors for each interning student.
- The list of students with the Industry Supervisor details is passed on to the Internal Supervisors in the Department for follow-up.
- The Internal Supervisors call up the Industry Supervisor within a week of the commencement of the internship and seek his/her initial feedback about the student.
- If there are any issues, these are resolved by the Internal supervisor by counseling the student concerned.
- The students are required to submit a weekly update of work done to their respective Internal supervisors.

- In the last week of the Internship, the internal supervisors personally visit the
- organizations where the students are interning to collect feedback about the
- performance of the students.
- The students return to the institute after internship along with the certification from their respective industry supervisors.
- After returning from the internship, the students are required to prepare a project training report, which is evaluated and goes into their assessment. They are also required to present the highlights of their training in a power point presentation, which is evaluated jointly by the Head of the Department concerned and the Internal Supervisor.
- As part of annual academic plan we also conduct one national seminar every year.
- One guest lecture per month is held for each batch by an industrial expert from Technical as well as HR department of the companies.
- One industrial visit per semester is fixed for giving the

The in house summer training is also provided to interested students by corporate training experts.

Evidence of Success : The best evidence of success of this practice is the absorption of many students in the organizations where they had interned. At times, organizations which otherwise recruit only post graduate students are so impressed by the performance of a student that they offer him/her employment setting aside the basic qualification requirement. Besides, at the time of campus placement drives, the companies are keen to take them as they are well versed in both theory and skills.

Best Practice B

Title of Practice: Students Personality and Development through Extra Curricular Activities like Sports, Dancing, Singing, Music, Bands, Drama & Social Services

Goal : The goal of including extracurricular activities which are not the component of academic curriculum but an integral part of our educational environment is to:

- Provide the holistic development of our students
- The institute conducts and promotes participation of students in extracurricular activities which are not the component of academic curriculum but an integral part of educational environment.
- These Extracurricular activities comprises of events which enhance and promote students skills activities sports, singing, music, debate, dance, drama, social services, etc.

The Context : All the above mentioned extra-curricular activities

The Practice :

- The annual intra college cultural competition event ZEST and Dandiya is organized every year at any Stadium with 1500+ capacity in the month of october as part of this planning.

- Annual sports meet and other sports events such as Intra college football tournament & Intra college cricket tournament are held at commercial sports ground every year.
- The institute also has facility of indoor games like carom, table tennis for students.
- The institute has started “Swachh Bharat Abhiyan Club” too in this Direction
- The institute also conducts social camps like Blood Donation under Rotaract Club Activity.

Evidence of Success:

- The students awaits these events and come up with excellent performance during these events.
- The extra-curricular activities of students get bigger platform and more exposure with support of the institute. The students groups have always been selected for the final round at Annual Intercollege Fest of the university “ANUGOONJ”.
- The students have also won many prizes and positions in the above mentioned event as well as other at other college events across Delhi-NCR.

Problems Encountered and Resources Required: Due to the constraint of limited space in the Institute, all the major sports tournaments have to be arranged on outside grounds / venues. One of the core faculties from each department is deputed to coordinate with the student of their respective department and be there for the tournament by adjusting their classes for that day. Also sometimes students don't get time to practice for these dedicated sports events.

Jagannath International Management School

Vasant Kunj, New Delhi - 110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Grade 'A' accredited by NAAC & ISO 9001:2015 Quality Certified

Recognized u/s 2(f) by UGC

Main Activities Calendar (August 2017 - July 2018)

S. No.	Date	Academic	Cultural	MDP/Seminar
August 2017				
1.	Wed 02 nd Aug 2017	UG Orientation Programme		
2.	Mon 07 th Aug 2017	Raksha Bandhan		
3.	Sat 12 th Aug 2017			Governing Body Meeting
4.	Tue 15 th Aug 2017	Independence Day Janmastami		
5.	Fri 18 th Aug 2017		Hindi Patrakarita Diwas	
6.	Sat 19 nd Aug 2017		Fresher's Party-	
7.	Tue, 22 nd Aug 2017		Essay writing competition with UN Centre	
8.	Wed 30 th Aug 2017	Faculty Feedback		
September 2017				
9.	Sat 02 nd Sept 2017	Id Ul Zuha (Bakrid)		
10.	Tue 5 th Sept 2017		Teacher's Day Celebration	
11.	Fri 08 th Sept 2017		Inter Campus Quiz Competition	
12.	Thu 14 th Sept 2017		Hindi Diwas	

13.	Sat 16 th Sept 2017		World Ozone Day (Planting Programme)	
14.	Mon 18 th Sept 2017 – Fri 22 nd Sept 2017	Class Test		
15.	Mon 25 th – Tue 26 th Sept 2017		Donation of old items	
16.	Sat 30 th Sept 2017	Dussehra		
October 2017				
17.	Mon 02 nd Oct 2017	Mahatma Gandhi Jayanti		
18.	Fri 06 th Oct 2017		Swachh Bharat Abhiyan	
19.	Fri -6 th – Sat 07 th Oct 2017		Intra – Campus Sports* Competition (Cricket, Volleyball, Football, Table Tennis and Badminton)	
20.	Mon 09 th Oct 2017		Inter Campus Presentation Competition	
21.	Tue 10 th Oct 2017		Distinguished Leader Lecture	
22.	Thu 12 th Oct 2017			National Seminar IT
23.	Fri 13 th - Sat 14 th Oct 2017		Zest & Dandiya Festival	
24.	Sat 14 th Oct 2017		<u>GGSIU</u> Sports Meet	
25.	Thu 19 th – Sat 21 st Oct 2017	Deepawali		
26.	Wed 25 th Oct 2017			Media Seminar
27.	Fri 27 th – Sat 28 th Oct 2017		Inter – Campus Sports* Competition (Cricket, Volleyball, Football, Table Tennis and Badminton)	
November 2017				

28.	Sat 04 th Nov 2017	Guru Nanak's Birthday		
29.	Sat 11 th Nov 2017		ANNUAL SPORTS DAY*	
30.	Mon 13 th Nov 2017	GGSIPU Commencement Practical Exams		
31.	Mon 27 th Nov 2017	GGSIPU Commencement of End Semester Exams		
December 2017				
32.	Mon 04 th – Tue 05 th Dec 2017		PTM	
33.	Fri 08 th – Sun 10 th Dec 2017		Overnight Picnic- Students	
34.	Fri 15 th – Sat 16 th Dec 2017		PTM	
35.	Sat 16 th Dec 2017		Alumni Meet	
36.	Sat 23 rd Dec 2017	Faculty / Staff Picnic		
37.	Sat 23 rd Dec - Sun 07 st Jan 2018	GGSIPU Winter Break		
38.	Mon 25 th Dec 2017	Christmas Day		
January 2018				
39.	Wed 03 Jan 18	Semester Commencement		
40.	Fri 26 Jan 18	Republic Day		
41.	Wed 31 Jan- Sat 03 Feb 18	Faculty Feedback		
February 2018				
42.	Thu 01 Feb 2018		Inter-Campus Debate Competition	
43.	Thu 08 Feb – Sat 10 Feb 18		Anugoonj 2018	
44.	Wed 14 Feb 18	Maha Shivratri		
45.	Thu 22 Feb 18		ISO 9001:2015 Audit	
46.	Mon 26 Feb – Sat 3 March 18	Class Test		
March 2018				
47.	Fri 2 Mar 18	Holi		
48.	Thu 8 Mar 18			Budget Discussion

49.	Fri 09 Mar 18		Inter-Campus Chess Competition	
50.	Fri 16 Mar 18			Int. Conference (16- 17 Mar 2018) PRISM Film & Photography competition
51.	Sat 17 th Mar 18			Seminar- IT Department
52.	Sun 25 March 18	Ram Navami		
53.	Thu 29 March 18	Mahavir Jayanthi		
54.	Fri 30 March 18	Good Friday		
April 2018				
55.	Fri 06th Apr 18		Swachhta Abhiyan	
56.	Fri 20 April 2018	Faculty Feedback		
57.	Sat 21 –Sun 29 April 18	UG Course (IPU) Preparatory Leave		
58.	Sat 21 April 18	Farewell Function		
59.	Mon 23 April 18	Practical Examination IP		
May 2018				
60.	Tue 01 May 18	Commencement of Theory Exam (IPU)		
61.	Mon 14 May – Sat 19 May 18			FDP, IT Department
62.	Mon 21 May – Sat 2 June 18	FDP, BBA Department		
63.	Sat 26 May 18		Hindi Patrakarita Diwas	
June 2018				
64.	Sat 16 June 18	ID-UL-FITR		
65.	Fri 22 June 18		Convocation of Sewing and Beauty culture Trainees	
July 2018				
66.	Mon 02 July – Sat 7 th Jul 18			FDP, IT Department
67.	Tue 10 – Sat 14 July 18	Employers' Feedback		
68.	Fri 20 July 18	Gov. Body Meeting		
69.	Sat 28 July 18	Graduation Ceremony		

ACADEMIC CALENDAR

(Academic Session 2017-2018)

for the

**UNIVERSITY SCHOOLS &
AFFILIATED INSTITUTIONS**

**(Commencing w.e.f. July 17, 2017)
(For students admitted in 2015-16 and onwards)**



**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

**Issued from the Office of
Director, Academic Affairs**

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**

Sec- 16C, DWARKA, NEW DELHI- 110 078

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Academic Calendar for Academic Session: 2017-18

(For students admitted in 2015-16 and onwards)

S. No.	ODD SEMESTER 2017-18	DURATION	
		From	To
	<u>ODD SEMESTERS (FIRST, THIRD, FIFTH, SEVENTH & NINTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
	Commencement of New Academic Session	17.07.2017 (Monday)	
1	Imparting instructions and/or laboratory work (including class tests) - 15 weeks (70 days excluding govt holidays) *	01.08.2017 (Tuesday)	10.11.2017 (Friday)
2	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	18.09.2017 (Monday)	22.09.2017 (Friday)
3	Sports Meet	12.10.2017 (Thursday)	14.10.2017 (Saturday)
4 (a)	For Programmes without practical components		
i	Preparatory leave of one week	11.11.2017 (Saturday)	19.11.2017 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 20.11.2017 (Monday)	
4 (b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	13.11.2017 (Monday)	
5	Winter Break	23.12.2017 (Saturday)	07.01.2018 (Sunday)

* The first day of the commencement may be utilized as Orientation Day for the fresher students.

- The specific dates of end term theory/practical examinations shall be notified by COE.
- One working day in a year may be utilized in any semester for a school level festival.
- Schools may decide on dates/classes for academic conferences/workshops/seminars.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Academic Calendar for Academic Session: 2016-17

(For students admitted in 2015-16 and onwards)

S. No.	EVEN SEMESTER 2017-18	DURATION	
		From	To
	<u>EVEN SEMESTERS (SECOND, FOURTH, SIXTH, EIGHT & TENTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
1	Imparting instructions and/or laboratory work (including class tests) – 15 weeks (70 days excluding govt holidays)	08.01.2018 (Monday)	20.04.2018 (Friday)
2	Anugoonj "2018"	08.02.2018 (Thursday)	10.02.2018 (Saturday)
3	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	26.02.2018 (Monday)	02.03.2018 (Friday)
4 a)	For Programmes without practical components		
i	Preparatory leave of one week	21.04.2018 (Saturday)	29.04.2018 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 01.05.2018 (Tuesday)	
4b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	23.04.2018 (Monday)	
5	Summer Vacation (of Six Weeks)	w.e.f. 04.06.2018 (Saturday) to 15.07.2018 (Sunday)	