



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Name of the head of the Institution	Prof. (Dr.) Anil Parkash Sharma	
Designation	Director	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	01122372639	
Mobile no.	9811862166	
Registered Email	ideal_institute2@rediffmail.com	
Alternate Email	drmaheshsharmaimt@gmail.com	
Address	IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY 16 X, KARKARDOOMA INSTITUTIONAL AREA (NEAR TELEPHONE EXCHANGE)	
City/Town	Delhi	
State/UT	Delhi	

Pincode	110092																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Dr. Mahesh Sharma / Prof. (Dr.) T P S Rathore																		
Phone no/Alternate Phone no.	01122375961																		
Mobile no.	9810536828																		
Registered Email	ideal_institute2@rediffmail.com																		
Alternate Email	drmaheshsharmaimt@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	_https://idealinstitute.edu.in/uploads/pdf/AQAR-Report-2018-19-Mar-13-2020-Friday.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://idealinstitute.edu.in/academic-calender.php																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.32</td> <td>2019</td> <td>04-Mar-2019</td> <td>03-Mar-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.32	2019	04-Mar-2019	03-Mar-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.32	2019	04-Mar-2019	03-Mar-2024														
6. Date of Establishment of IQAC	09-Oct-2017																		
7. Internal Quality Assurance System																			

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
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No Data Entered/Not Applicable!!!

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. International Conference 2. Rakesh Aggarwal Memorial National Law Debate Competition 3. Youth Parliament Urjaa The Battle of Words 4. Rakesh Aggarwal Memorial National Law Conference 5. 1 Week Faculty Development Programme

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Diwali Celebrations	With the intent to inculcate religious values, this event was organizaed
Gyan Manthan	A number of students participated in this Techno - Cultural Fest
Dussehra Celebrations	A cultural programme was portrayed by the students with the intent to inculcate cultural values into them
Youth Parliament - "Urjaa" The Battle of Words	Students from different states played Role Play (i.e. P M Modi, Rahul Gandhi etc.) & learnt a lot
RAKESH AGGARWAL MEMORIAL NATIONAL LAW DEBATE COMPETITION	STUDENTS FROM DIFFERENT STATES OF THE COUNTRY TOOK PART AS MOOTERS IN THE NATIONAL LEVEL COMPETITION & ALSO WERE AWARDED WITH SOME CASH, MEDALS & CERTIFICATES
Teachers Day and Freshers Party	Students were involved in their day of celebrating the presence of them. Also the teachers were praised and honoured with some awards
International Conference	Academicians from different part of the Country & other countries participated actively for the purpose of learning
Independence Day Celebrations	Students took part in the event with the patriotic feeling
Orientation Day	Students were made aware of the rules & regulations of the Institution.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	27-Feb-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	21-Mar-2020
17. Does the Institution have Management Information System ?	No

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Institute has a regular practice to develop Monthly Planner for each department which defines curricular coverage transaction strategies and learning outcomes.

Curricular Delivery mechanism: 1.Phase I - Unit Based Blue Print of the Curriculum 2.Phase II- In House Discussion to arrive to logical conclusions for transactions. 3.Phase III- Devise transactional Strategies and Learning Outcomes. 4.Phase IV - Assessment of Learning Outcome through written or Verbal. 5.Phase V- Reinforcement of Learning Gaps through Tutorials. Institute maintains cumulative record of performance of every learner and share it with them. Focus is to upgrade learning graph of students. All the programmes taught in the college are affiliated to GGSIP University and hence, all departments are required to implement the syllabus prescribed by the GGSIP University. While revision and upgradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Curriculum Implementation: The planned curriculum is deployed to the students through the following strategies ? Chalk and talk. Power point presentations ? Illustrative models ? ICT tools like NPTEL Videos ? Case studies ? Role plays ? Conducting guest lectures, invited talks and workshops ? Industrial visits ? Project work ? Internships ? Peer Teaching and Peer Learning ? Curriculum delivery also happens through various activities outside the four walls of the classroom through Cells and Clubs.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Advance Excel	NIL	22/06/2020	15	Yes	Yes
Intellectual Property Rights and Advance Excel	NIL	06/07/2020	7	YES	YES
Digital Marketing	NIL	23/06/2020	5	YES	YES
Entrepreneurship Development	NIL	25/06/2020	14	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	146	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Industrial Motivational Campaign by MSME, Govt. of India	05/03/2020	44
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback for this academic year 2019-20 was obtained by both online and offline method with hard and soft copy. Feedback from four stakeholders have been obtained Students, alumni, parents and teachers. The feedback has been exclusively on the curriculum design and content and Infrastructure. Process of analysis: Student feedback was taken for each class and each semester. Parents of the graduating classes (BBA,BBA CAM and BALLB) and of alumni have been considered. Teachers have given their observations on the lacunae that they have observed in a few subjects and have also reported the modifications made

during the course of the year and suggested remedies for the same. The analysis for each question has been considered. In general, the feedback has been positive with all stakeholder expressing satisfaction with the outcomes. The responses have been positive with respect to content, design and applicability as well as with inclusion of advancements. Subjective feedback provided by a few respondents have been studied and collated. Only those suggestions pertaining to curriculum content and design and infrastructure have been considered. A feedback analysis report has thus been prepared. The relevant and specific suggestions given have been listed out and have been submitted to the IQAC.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA LLB	Law	110	99	99
BBA	Gen	60	58	58
BBA	CAM	45	34	34
BBA	Gen II Shift	60	51	51
BBA	CAM II Shift	45	29	29

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1023	Nil	51	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
51	51	150	22	3	11

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

Students are supported through remedial coaching classes and mentoring. The teachers acting as mentors provide guidance to the students in academic as well personal issues. Final year students are provided with mentoring from passed out students/Alumni to help them analyse job profiles and career options after completion of their graduation. Students are encouraged to participate in various Seminars, Workshops Symposiums. Subject wise special remedial classes are provided for slow learners. The mentors extend support to students in various aspects, such as-

- -Grievance Redressal Cell has been set up for listening to and execution of

complaints of students. •- Training Placement cell acts as a medium for providing Summer Internships and Industrial Training Programmes for students, as required by the curriculum. It also arranges the on campus and off-campus Placement Opportunities for the final year students. This year was affected by COVID -19 and the students were not allowed to come to the college, so most of the activities were conducted online. • -Co-curricular and cultural events are also organised. • -Periodical Seminars and workshops are conducted for students. Appreciation Ceremony is organised to appreciate meritorious regular students (100 attendance) For Slow Learners: The students who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners like: • Each department organizes a series of programmes like remedial classes, mock tests, debates, group discussions, proficiency and personality development workshops. • The Mentors are appointed to meet the needs of the slow learners. They provide them personal, academic and social counseling. • The mentors help the students, particularly slow learners to develop their personality and move ahead. They take special care, to monitor, guide, and help the slow learners improve. For Advance Learners: The institute also identifies, the advance learners, and works on them to excel in academics. They are facilitated with state of the art facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Co-curricular or extra co-curricular activities encourage participative learning approach. The various activities like management -technical fest, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for advanced learners to motivate them and help them excel in all the fields.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1023	51	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	51	0	6	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Mr. Mahesh Sharma	Assistant Professor	Pride of the Institute
2020	Ms. Jasmandeep Kaur	Assistant Professor	PRIDE OF THE INSTITUTION
2020	Dr. Vineeta Sharma	Associate Professor	EXCELLENCE OF THE INSTITUTION
2020	Ms. Astha Bhatnagar	Assistant Professor	EXCELLENCE OF THE INSTITUTION
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BBA	019	6	06/10/2020	27/11/2020
BBA	017	6	03/10/2020	27/11/2020
BBA	019	6	06/10/2020	27/11/2020
BBA	017	6	03/10/2020	27/11/2020
BA LLB	038	10	08/07/2020	31/07/2021

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

Continuous Internal Assessment is done, having weight age of 25 of Total marks for theory papers. Depending upon course objectives, learning outcomes and pedagogy, various components for continuous assessment are defined and used like class discussions, Power Point Presentations, class tests, MCQs, Case Studies etc. End semester External Examination - which is a written examination is held at the end of each semester and carries a weight age of 75 of Total Marks. Since the classes were conducted online from April,2020 onwards, the Internal assessment was done using various tools like, Google tests for MCQs and also for subjective Tests.The Teachers made extensive use of Google class rooms for sharing notes and assignments , while the students uploaded their completed assignments , PPTs and tests on the same. Initially the classes were conducted through Zoom but later shifted to Cisco Webex. Parents were also kept well- informed.The institute provided academic counselling through parent teacher meetings (PTM) periodically, to enhance the communication between parents-teachers-students and to address the apprehensions of the parents during the most critical times. The Final Year students appeared for the written end -semester exams while the first year and second year students were promoted on the basis of online assessment tests.

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

Being an institute affiliated to GGSIP University, we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the GGSIP University gives guidelines on the following in their academic schedule, along with annual cultural and sports meet schedule. • Beginning of the academic sessions. • Last working day of the semester. • Mid-term examination schedule. • Annual Sports meet • Annual cultural Fest • End term theory and Practical examination schedule. • Vacation schedule. Every year we prepare the academic calendar for the institute , keeping in view the academic schedule provided by the university . A department wise activity schedule is also prepared for smooth functioning. This ensures that the curriculum is enriched through related activities like guest lectures, workshops, extension activities and industry interactions. The academic calendar is duly displayed on the institute website . For the academic session academic calendar was prepared and followed for conduct of examination and other activities till the time of lock down announced from 20th March.2020. In spite of the nation wide lock down from 22nd march,2020, The online classes for all the students were started from 2nd April,using Zoom platform.

2.6 – Student Performance and Learning Outcomes

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

<https://ideal institute.edu.in/course-outcomes.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
017	BBA	Gen	53	57	69.81%
038	BA LLB	Law	79	75	94.94%
019	BBA	CAM	41	37	90.24%
017	BBA	Gen II Shift	57	49	85.96%
019	BBA	CAM II Shift	39	30	76.92%
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2.7 – Student Satisfaction Survey

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

<https://ideal institute.edu.in/students-satisfaction-survey.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Faculty Development Programme (IIMT in association with MSME)	Law and BBA Department	25/05/2020
Workshop on Art of Creative Writing	Law Department	24/10/2019
Workshop on Legal Research Methodology	Law Department	24/10/2019
Seminar on Relevance of Lower Judiciary	Training Placement Cell	01/11/2019
Workshop on Advocacy Skills and Legal Research Methodology	Law Department	18/11/2019
Seminar on Understanding the Concept and Kind of Securities in India	Law Department	09/01/2020
National Conference on Secularism in India: Present Scenario	Law Department	18/01/2020

Workshop on Legal Education in USA India	Law Department	20/01/2020
Seminar on Gender Sensitization and Awareness on POSH Act	Internal Complaints Committee	29/01/2020
Workshop on Competitive Exams - Lecture Series on an Overview on Indian Contract Act, 1872 (Judicial Service Examination)	Law Department	07/02/2020
Seminar on Citizens Duties Vs. Citizens Rights	Law Department with DLSA	28/02/2020
Seminar on Grant of Patents and Right Conferred	IPR Cell	08/04/2020
Webinar on topic "Social Currency in the economy of Attraction	Law and BBA Department	04/05/2020
Webinar on topic "COVID-19 whether affecting Sustainable Development Goals	Law and BBA Department	07/05/2020
Webinar on topic "Psychological empowerment for Harmonious Environment"	Law and BBA Department	09/05/2020
Webinar on topic "Cyber Security"	Law and BBA Department	11/05/2020
Webinar on topic "Professional Etiquettes at Work Place"	Law and BBA Department	13/05/2020
Webinar on topic "Corona Effects- Ways to Cope"	Law and BBA Department	15/05/2020
Webinar on topic "Use of ICT in teaching amid ongoing pandemic"	Law and BBA Department	16/05/2020
Webinar on topic "Sunday is Fun day: Busting the stress during the Covid-19 Lock Down Era"	Law and BBA Department	17/05/2020
Webinar on topic "The Institutional structure for Disaster Management in India"	Law and BBA Department	18/05/2020
Webinar on topic "Opportunities and Challenges in VUCA World: The Post COVID-19 Scenario" on 19th May 2020	Law and BBA Department	19/05/2020

Webinar on topic "Art and Science of Writing High Impact Research Paper" 21st May 2020	Law and BBA Department	21/05/2020
Two Weeks Online Refresher Course on Career Counseling and Guidance"	Law and BBA Department	22/06/2020
Workshop on Internship Report and Related Issues arising during Pandemic	Law Department	08/05/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
29	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Law and BBA	12	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Law and BBA	22
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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No Data Entered/Not Applicable !!!

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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NIL

NIL

NIL

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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NIL

NIL

NIL

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

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	1319580

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Alice for window	Fully	6.00.020	2009

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	131	73	10	0	0	16	42	10	0
Added	19	10	500	0	0	0	9	500	0
Total	150	83	510	0	0	16	51	510	0

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

500 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Flash 8.0, Dreamweaver 4.0, Notepad for HTML, MS-Frontpage SQL plus, Oracle 10i, MS_Access	https://idealinstitute.edu.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7500000	7708822	7200000	7503033

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

Institute has established system procedures for maintaining and utilizing physical, academic and support facilities which are as follows - ICT Lab: The computers and other devices in the lab are maintained and updated by the lab in-charge. The authorities provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, library, departments etc. Augmentation of Rain water harvesting system: College has facility for the rain water harvesting in the garden area. Methods to protect rainwater quality include appropriate system design, sound operation and maintenance and treatment. Treatment is mainly appropriate as a remedial action if contamination is expected. Good system design, operation and maintenance are generally the simplest and most effective means of protecting water quality. Housekeeping: BKR housekeeping services provides housekeeping services for campus maintenance. It is responsible for maintaining hygiene and cleanliness in the college campus. Fire escapes, other doors, stairwells, walkways, corridors and other means of access are kept clear and unobstructed at all times. All spills are cleaned up immediately and cleaning material disposed of correctly. Electrical Maintenance: The electrical maintenance section is headed by administration staff. It is supported by a Supervisor and Electricians. LM power system and Nexus power system provides electrical maintenance. Class room: The classrooms, boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like common

entrance test, bar council of India etc. if not in use for the period. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts Library: The library is headed by librarian for both management and Law library. He is supported by the supporting staff for Journal and Reference sections. Library staff helps the students for searching and lending of the books in the library. The library is also provided with LAN facility for the computers and they are loaded with the library software. Library committee advice in purchase of standards books and other references. The sports department is facilitated by the sports in-charge to educate the students from the entire department. Infrastructure equipped with latest state of art, is supervised by the well trained staff under the supervision of the sports in-charge duly appointed. The supporting staff makes the play field ready for the students, by marking the ground and providing the play kits. The sports department of the college is meritorious and some credit defiantly goes to the adequate infrastructure of this department consisting of the indoor and outdoor area or activities.

<https://ideal institute.edu.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance

		redressal
2	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

The name of the Council is Ideal Student Council. Vision To enhance the advancement of student life, quality education and student participation. Mission • To achieve, through continuous transformation, appropriate access to higher education by empowering the previously marginalized communities on our Campus. • To contribute to maintaining and enhancing student life in all the relevant aspects such as academic and social areas. • To mediate the gap between the students and management. • To improve transparency through consistent communication with the students. • To encourage and support active participation of all students in community engagement projects. Aim ? To make

students more confident responsible ? To make them aware of different duties ?

To make them enable to work with enthusiasm honesty Objectives ? To run the different activities smoothly ? To make other students be in uniform ? To make every student in discipline ? To make them help in making a good administrator.

About ISC is a representative structure for students, through which they can become involved in the events of the institution, maintaining discipline proper smoothening of events time to time. Formation ?

HEAD COORDINATOR (1 FROM EACH PROGRAMME) ? EVENT COORDINATOR (1 FROM EACH PROGRAMME) ? COORDINATOR (1 FROM EACH PROGRAMME) ? MARSHALLS (6 FROM BBA I SHIFT, 6 FROM BBA II SHIFT 9 FROM

BA.LLB. DEPARTMENT) Do's ? Wear proper uniform on Monday, Tuesday Friday

whatsoever it is there ? Enter the class rooms on time ? Ask your Class In - Charge for any problems follow a proper channel to discuss about the things.

Don'ts • Alcohol Consumption, Tobacco, Cigarette, Hookah, Chewing Gum, Jarda,

Gutka, Loud Music, Honking, Rash Driving, Wrong Parking, Ragging, Eve - Teasing, Violence, Fighting, Bullying, Threatening, Harassing discriminating

Sexual Assault in and around the college campus ? Use of mobile is strictly prohibited inside campus class-room (During the Teaching - Learning Process)

corridors, all offices, in front of Director's office and violation to this

shall invite confiscation of mobile for a week with fine. Mobile shall be

returned only after the meeting of parents with competent authority with

written undertaking. ? Don't wear shorts, capris etc ? Reach classes on time

The students of Ideal Student Council are also involved in the Internal Quality and Assurance Cell and Internal Complaints Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The name of the Alumni Association of the institute: Ideal Institute of Management and Technology Alumni Association. An alumni association is an association of graduates, broadly, of former students (alumni). An institution that fosters a sense of community while instilling in its students a lifelong commitment to our alma mater. Importance of Alumni Association • To advance The College through programs that enhance the student experience, promote student-alumni interaction, establish a spirit of loyalty to the institution, and cultivate relationships between students: past, present, and future. • To develop and strengthen ties between our Alumni and the IIMT by providing diverse tangible benefits including career services, networking opportunities, special events and lectures, and the opportunity to connect with and inspire students and graduates. • The IIMT Alumni Association is an independent, non-profit organization whose purpose is to promote the welfare of the college by cultivating a mutually beneficial relationship between IIMT and its growing worldwide community of alumni. • The Alumni Association provides and supports alumni programs and services, facilitates communication with alumni, and seeks to strengthen alumni bonds of fellowship, professional association and university affiliation. • The Alumni Association leverages the resources, talents, and initiatives of alumni and friends to advice, guide, advocate for and support the Association and the university in achieving their respective missions and goals. • The Alumni Association provides an alumni network and encourages alumni engagement in the life of the institution. • The Alumni Association coordinates activities for advancing the university's academic, administrative, athletic, research and outreach programs. • The Alumni Association encourages alumni to stay connected and serve as advocates for the Institution. Values • Service to The Institutions • A mutually beneficial relationship. • Buckeye spirit and tradition • Diversity • Leadership opportunities • Educational excellence What we are Student Alumni Association is a student organization highly committed to continually serving as the connection between students and alumni and working to support the Institution

Alumni Association. • The Student-Alumni Association online meeting held on 27th September, 2020 where 138 students gathered under a unifying focus to better The Ideal Institute of Management and Technology and school of Law through student-alumni involvement. Since that day, The Student-Alumni Association has grown day by day with active and outstanding members who work to advance The Institution. The Student-Alumni Association has a deep love for college—they hope to create this passion in all students. What we do • The Student-Alumni Association develops and supports an array of initiatives for both students and alumni. • These programs are designed to strengthen both student-to-student and student-to-alumni relationships. The Student-Alumni Association members also serve as dedicated volunteers for campus events sponsored by other organizations and the Institution Alumni Association.

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

274000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting was held on 21st April 2020 (Virtual Alumni Meeting 2020).

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Our institution executes decentralization in all its departments namely Management Ist IInd shift and law. Each and every department is autonomous in its working. For participative management we have members from the core part of the IQAC Team. We also have flexibility at departmental level and also have class coordinators for every class. All faculty members prepare their notes and lecture plans, discuss their work done during previous semester such as planners, Industrial visits, Soft Skill development Programmes etc. Institute has an Integrated Library Management System. Attendance of all employees is maintained through bio-metric system. CCTV Cameras are also installed everywhere in college premises which can be accessed anytime. All admissions are maintained in our database System.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	All admissions are undertaken as per the guidelines Given by GGSIPU. For Admission a student has to undertake Common Entrance Test (CET) Conducted by GGSIPU for all Courses. Institution provides free counseling services for students who want to take Admissions. All Rules and regulations given by University are followed by the Institute

<p>Industry Interaction / Collaboration</p>	<p>Various interactions are built and maintained with top management of various reputed organizations and industries. Institute is in process of initiating Memorandum of Understanding with major universities, companies. Some of the major companies which visited the campus are- SUNCORE, EXIDE, INSPIRE etc.</p>
<p>Human Resource Management</p>	<p>Institute strongly believes in working in Team and in collective decision making. Various orientation programmes for teaching as well as Non Teaching Staff are conducted enhancing the skills of the members. Salary, pay scale and increments are given as per the Government Norms. Institute also provides Medical, Casual, earned leaves to its faculty members. It also provides maternity leave to its female members. Special leaves for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops are given. The faculty and staff members are entitled to avail summer as well as Winter leaves. Institute also has proper Bio metric, CCTV Facility for its Members.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Online database under the membership of Delnet can be Accessed from 9:00-5:00pm. Library has 1 server 2 computers for library staff. Detailed list of the currently subscribed journals is available in hard copy form in library. We have Fully air-conditioned Library and is IT enabled and has proper space for sitting of more than 100 students at a time. Institutional Membership of American Library, British Council is also available. All classrooms are interactive by the use of ICT for improvising teaching learning process.</p>
<p>Research and Development</p>	<p>For Promoting Research College has various Subscription of online Research Journals and Libraries such as Delnet, Indian Journals.com, Publishing India to provide various resources to the faculty. Institute has provided laptop to every faculty member, It also provides On duty Leaves to participate in various seminars, Conferences. In House Seminars and Conferences are also conducted by the Institute on Regular basis. Excellence Award is given to the Best Researcher by the Institute. We also have a Research and Development</p>

	cell to help faculty members in their research work.
Examination and Evaluation	All Norms of GGSIPU related to Examinations and Evaluation are followed by the Institute. One Internal Exam in a semester is conducted in a semester and end Term Examinations are conducted at the End of the Semester by The University.
Teaching and Learning	Teaching and Learning Includes online Classes, Presentations, Counseling Sessions. Proper mentoring is given to every student and if any student requires personal counseling it is also provided by the teachers. Students are motivated through online as well as offline practical training is provided so that it can enhance the skills of the students. For the enhancement of Student a proper lesson planner of every month of every subject is prepared which discusses the learning outcomes of every subject taught.
Curriculum Development	College follows the guidelines setup and given by GGSIPU. Suggestions are given to the University for amendments to be made in the Syllabus and the same are being made by the University

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

E-governance area	Details
Planning and Development	We have hired services from Bagwar Software Pvt Ltd for the building maintenance of the Institutional Website. C-16, IInd Floor, Gurunanak Pura, Laxmi Nagar near Nirman Vihar Metro Station, Delhi-92, Mobile No. - 09958788221
Administration	Maintaining the office records in the MS WORD and MS EXCEL since 2009
Finance and Accounts	For maintaining the finance and accounts we have Tally ERP 9
Student Admission and Support	Student Admission - We have hired services from Eshiksa Technology Services Private Limited for maintaining the student admissions, Flat - West Side, 3rd Floor ,951, Motilal Gupta Road, P.S -Thakurpukur , Kolkata - 700008 Student Support - We are using an annual subscription based Software - CISCO WEBEX to support online classes and provide better education facility to students.
Examination	We follow university rules and

regulations of GGSIP University .And as per the university guidelines there is one midterm examination conducted in a semester and end term examination is conducted by the university at the end of the semester.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
.All Faculty Members working in the Institute is covered under the insurance policy of providing family Mediclaim which covers of Rs 5 Lakh/- including spouse and children. This	Apart from that Institute has a membership to ESIC, Employees State Insurance Cooperation (abbreviated as ESIC) which is a self-financing social security and health insurance	Group Discussions. Poster Presentations. Internal Seminars. Industrial Visits [Offline Online]. Skill Development Programmes [Offline Online]. Workshops.

policy is taken from New India Assurance Company. It can be of two types - Group Policy and Individual Policy, out of which Institute offers Individual policy, benefit of which is "If an employee leaves the Institution before 2 years of taking the policy he/she can continue with the policy so that they can avail the benefits which are applicable only after 2 years of taking the policy. Also, all those faculty members who are single, are also covered under this category for the total amount of Rs 2 lakh/-. Institution offers Faculty Visits to National and International for teaching and non teaching staff along with their family members. These Trips are not same as LTC offered as per Govt Rules under it Institution bears all the expenses right from boarding and lodging, hotel expenses, site seeing, food expenses. If the trip is via Train its AC three tier else it will be 2x2 AC coach. Every year, reimbursement is provided for teaching non - teaching staff members to attend professional development programmes outside the Institution.

scheme for Indian workers. This fund is managed by the Employees State Insurance Corporation (ESIC) according to rules and regulations stipulated there in the ESI Act 1948. ESIC is an autonomous corporation by a statutory creation under Ministry of Labour and Employment, Government of India. Institution offers Faculty Visits to National and International for teaching and non teaching staff along with their family members. These Trips are not same as LTC offered as per Govt Rules under it Institution bears all the expenses right from boarding and logging, hotel expenses, site seeing, food expenses. If the trip is via Train its AC three tier else it will be 2x2 AC coach.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts only internal audit which is as follows: the audit objections raised by the auditor while performing audit are dealt with in the following manner: 1) on receiving the audit objection report from the auditor, the concerned accounts and administrative staff gives this report a top priority and ready the documents and settle the queries (if any) before it reaches the top management. 2) Timely meetings were taken to resolve any objections and queries raised by the auditors.3) Solutions and decisions taken during the meetings were complied immediately for timely submissions of the

required data. Institution is not required to conduct any external financial audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GGSSIP UNIVERSITY, Delhi	No	Nil
Administrative	Yes	JOINT ASSESSMENT COMMITTEE OF DEPARTMENT OF HIGHER EDUCATION, Govt of NCT OF DELHI AND GGSIP UNIVERSITY, Delhi	Nil	Nil

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

There is no as such parent teacher association but parent teacher meetings are organized whenever required ? Parents are invited for the orientation programme ? Parents are invited for the appreciation ceremony of meritorious students on annual day ? Parents can discuss their respective issues with faculty with prior permission from the higher authority

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

1. Webinar on topic "Professional Etiquettes at Work Place" 2. Seminar on Gender Sensitization and awareness on POSH Act 3. GUEST LECTURE ON IVF AND SURROGACY

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

1. Online Certificate Courses for students. 2. Refresher Course for Faculty Members (Internal External) 3. During the Lock down period initially we have started taking classes on ZOOM PLATFORM and later on we shifted to CISCO WEBEX for the smooth conduct of classes.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	Yes
d)NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Intra Moot Court Competition - 2019 Issue: Rape on the Pretext of False Promise to Marriage	26/08/2019	27/08/2019	69	48
Guest Lecture Topic: In Vitro Fertilization and Surrogacy	11/09/2019	11/09/2019	35	34
Youth Conclave - 2019 Theme: Gender Equality	18/10/2019	19/10/2019	60	62

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
99.06

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	ntages	local community				
No Data Entered/Not Applicable !!!						
View File						

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HANDBOOK ON CODE OF CONDUCT	01/08/2019	Effectively working in accordance with the Code of Conduct mentioned for various stakeholders. Code of Conduct for Ragging, Library, Employees (Teaching, Non-Teaching Staff and Support Staff) and Governing Bodies have been taken into consideration.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

a) Recycling of paper - Use Rough Papers b) New Laptops have been bought in exchange of Old Laptops for the Faculty Members c) More Trees and Grass has been planted in the Campus d) Rain Harvesting System is properly maintained and the cleaning of the same is done at regular intervals e) No Plastics are used inside the Campus - Paper Plates and Glasses are being used in the Canteen and the Pantry has been loaded with sufficient Steel/ Glass Utensils.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Recognizing its privileged position as a premier institute of higher learning, it makes consistent efforts in fulfilling its social responsibility toward the downtrodden sections of society. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities. An awareness of the plight of the marginalized and under-represented is the antidote to the forces of self-centred gratification so prevalent in our consumerist generation. a) Para Legal Volunteers Objectives of the Practice: The post for Para Legal Volunteers has been carved out by the National Legal Services Authorities (NLSA) with the objective of providing legal aid and imparting legal awareness with regard to citizen's rights and duties. The District Legal Services Authorities appoints and engages the volunteers in Legal Aid Clinics within its jurisdiction. The Context: The concept of having such volunteers has arisen because of an indispensable need to educate the society, especially those who are yet not aware about their respective fundamental and legal rights that they can avail. In order to further the initiative of Delhi Legal Services Authority (DLSA) the Legal Aid Clinic has been set up by the institute. The volunteers are given the task of educating and encouraging the people to exercise their legal rights. They are also entrusted to generate awareness regarding the benefits of solving

disputes and grievances at Pre-Litigation Stage via Lok Adalats, Conciliation, Mediation and Arbitration. The Practice: The volunteers from the institute work as intermediaries and put into order their continuous efforts with an objective to enhance legal literacy amongst the poor and down-trodden to ensure that the trainees are service oriented and to accomplish the motto of National Legal Services Authority (NALSA), i.e., Justice to All. The institute in its Main Auditorium even conducted a two day training programme for the volunteers on 20th and 21st of August, 2019. The initial step taken by the volunteers is to overcome the dispute and then eventually move towards cultivating good relations between the parties. While dealing with the dispute, the volunteers are expected to patiently work with dedication and sincerity and without any kind of biasness and partiality. For better governance and functioning of the system the volunteers from the Institute also involve and engage people from local communities. Evidences of the Success: The volunteers from the Institute are continuously working in association with National as well as District Legal Services Authority and have been successful in organizing campaigns and outreach programmes at regular intervals. They also render services in court premises as per the requirement raised. Problems Encountered and Resources Required: The people from the local communities are to be made aware about the purpose, motto, mission and vision of the campaign before involving and engaging them as the people living in areas which are not properly developed have lack of knowledge about the basic laws and remedies available. b) Field Interaction/ Industrial Visits Objective of the Practice: The Institute has an understanding that theoretical knowledge is not sufficient for a successful professional career and therefore organizes field interaction/ industrial visits to provide an insight to the students regarding the internal working of the companies and with an aim to move beyond academics and expose them to a practical perspective/ approach. The Context: The visits provide an excellent platform for interaction with the industries which gives them a space to explore industrial environment of different sectors like Information Technology, Manufacturing, Services, Finance and Marketing. It aids to the theoretical knowledge by adding practical aspect. The Practice: Industrial Practice enables students of the institute to integrate rapidly and productively into the work process by learning the basic functions and organization of a company or a business setup thereby enhancing theoretical as well as practical knowledge. It is to adapt the student's knowledge to the requirements of the commercial and public sectors and to augment their capabilities of productive integration. Evidences of the Success: The Institute has regularly and successfully organized Field Interaction/ Industrial Visits throughout the academic session for the students of management. The pandemic could not put a halt to the visits as the same were organized through the virtual platform.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://ideal institute.edu.in/seminars-guest-lecture.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

About Us Ideal Institute of Management and Technology was established in the year 1999 under the auspices of New Millennium Education Society. The institute is affiliated to Guru Gobind Singh Indraprastha University, Delhi, since 28th February, 2000 and it is the only institute in East Delhi that offers professional courses in Law and Business Administration which are recognized by Bar Council of India and Government of NCT, Delhi. Being a NAAC accredited institution and awarded with 'A' grade by Guru Gobind Singh Indraprastha

University, Government of National Capital Territory and State Free Regulatory Committee, Delhi it melds state of the art infrastructure with quality in education as its paramount principle and also gives a platform to the students to excel extra-curricular arena. The Academia From its advent, the Institution has acquired a credible position in the fields of Law, Business Administration, and Computer-Aided Management programmes. The students of the Institute deliver best results as they consistently become top the university examination both in the subjects of Law as well as Management. It has been nurturing pioneers and forerunners in these fields who have continually attained highly reputable careers as judicial officers, civil servants, advocates, academicians, managers, and professionals in the industry. A student from the School of Law was awarded by Guru Gobind Singh Indraprastha University with a Gold Medal and the same was presented to him on the day of Annual Function. The Faculty Members who taught the student were also presented with a silver coin each as a token of appreciation. Scholarships Students The Management Committee recognizes the efforts of the star students by awarding them annually for their "above and beyond" special contribution to the Institute. The institute yearly awards the First and the Second Rank Achievers with a scholarship of Rs. 11,000 and Rs. 7,500 respectively. The Committee also recognizes the outstanding athletes annually. These are chosen amongst the students who exhibit exemplary leadership on and off the field combining athletic and humanitarian achievements. Faculty Members The institute comprises of the most dedicated, talented and hardworking members in the form of faculty. The members are not only they are academically and professionally sound rather hold high standards of ethical as well as moral values which gears them to be true role models for the whole academic fraternity. In total we have 52 faculty members, out of which we have 10 faculty members have been awarded with Ph.D. Degree and 20 faculty members are pursuing Ph.D. from different reputed universities. The Institute acknowledges and appreciates the Faculty Members during the Annual Function for their 'Academic Excellence' and honour them with a certificate along with a cash prize. Events The Institute annually conducts events in the form of International Seminar, International Conference, FDP, National Law Debate Competition, National Law Moot Court Competition, The Youth Parliament, Gyan Manthan - Fest, Annual Function, Sports Day etc. During the time of crisis, the Institute organized events like FDP, Refresher Course and Webinar Series virtually.

Provide the weblink of the institution

<https://idealinstitute.edu.in/>

8.Future Plans of Actions for Next Academic Year

The plan of action for the Year 2020-2021 is as follows: 1. Curricular Aspects • Deliver better training to the students and increase their participation in Academic Competitions, such as, Debate, Quiz, Conference, Seminar, Client Interviewing and Counseling, Moot Court, Trial Advocacy, Youth Parliament, etc. • Conduct 'PSDA' sessions with the students. 2. Industry Interface • Enhance the level of interactions with Forums and Institutions of repute. • Organize International Conference • Organize Faculty Development Programme • Organize Refresher Course for the Faculty Members • Organize Lecture Series for the Faculty Members • Organize Certificate Courses for the students • Increase Alumni interaction 3. Practical Training The institute will organize the following: a. Field Interaction/ Industrial Visits b. Parliament Visit c. Court Visit d. Jail Visit 4. Para-Legal Volunteers Recognizing its privileged position as a premier institute of higher learning, the institute will continue to make constant and consistent efforts in fulfilling its social responsibility toward the downtrodden sections of society by training more volunteers. 5. Parent - Teacher Meeting Enhance the mechanism of interaction to enable more structured flow of information and exchange of ideas.

