

INTERNAL QUALITY ASSURANCE CELL (IQAC)  
SUBMISSION OF  
ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
2016-17



**NAAC ACCREDITED**



तेजस्वि नावधीतमस्तु  
ISO 9001:2008 & 14001:2004



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# THE ANNUAL QUALITY ASSURANCE

## REPORT (AQAR) OF THE IQAC



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

### Part - A

#### 1. Details of the Institution

1.1 Name of the Institution

Fairfield Institute of Management & Technology

1.2 Address Line 1

1037/1, FIMT Institutional Campus,

Address Line 2

Kapashera,

City/Town

New Delhi

State

Delhi

Pin Code

110037

Institution e-mail address

fimtnd@gmail.com

Contact Nos.

011-25063208/09/10/11

Name of the Head of the  
Institution:

Sh. Vijay Kumar Nangalia Bhardwaj

Tel. No. with STD Code:

011-25063208

Mobile:

9999999590

Name of the IQAC Co-ordinator:

Dr. Saroj Vyas

Mobile:

9999999490

IQAC e-mail address:

fimtnd@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**DLCOGN24157**

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)

F.19.26/EC(SC-13)/DO/2016/2.1

March 17, 2016.

1.5 Website address:

www.fimt-ggsipu.org

**Web-link of the AQAR:**

www.fimt-ggsipu.org/internal-quality-  
assurance-cell.php

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.67	2016	2021
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> Cycle	--	--	--	--

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

04/01/2016.

1.8 AQAR for the year (for example 2010-11)

2016-17

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 NA (DD/MM/YYYY)  
ii. AQAR NA (DD/MM/YYYY)  
iii. AQAR NA (DD/MM/YYYY)  
iv. AQAR NA (DD/MM/YYYY)

1.10 Institutional Status

University State   Central  Deemed   
Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC  Yes  No

Regulatory Agency approved Institution  No

(E.g. 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

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  other

(Specify)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder  
and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year?

Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State

Institution Level

(ii) Themes

1. Environmental Health Workshop.
2. Strategies & Action Plan for Sustainable Development.
3. Road Map for Promoting Quality Education through Trainee & Trainers participation.
4. Public Lecture on Science and Religion.
5. Quality enhancement in higher education institutions.
6. HIV/AIDS ,STD' and Reproductive Health & Hygiene Awareness

## 2.14 Significant Activities and contributions made by IQAC

- Significant areas had been identified where quality has been achieved.
- Contribution of Institution towards motivating Faculty & Students for Research.
- Sustaining quality education as directed by IQAC Regular Interaction with class representatives and class coordinators of each and every department.
- Up gradation of Lab Equipment's to meet with the advanced technology in BJMC and IT Labs.
- Faculties have completed or are engaged in Doctoral Studies including researching, writing, Presenting and Publishing paper in National & International Journal.
- Encouraging Students for Industrial Visits to help them understand and the practical knowledge and new concepts.
- Constant evaluation of teaching learning process through feedbacks by the IQAC.
- Orientation programmes are conducted for Non-Teaching Staff Members.
- Fulfilling social responsibilities.
- Strengthen the Environmental Projects for Green Campus.
- Every department are working as cohesive unit to achieve quality in every aspect.
- Academic Audit of the departments were done.
- 
- **IQAC suggested that FIMT-School of Education Journal be published.**
- Digitization.
- Efforts taken to sustain quality already achieved.
- International Study tour for exposure.

## 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
IQAC planned to implement the recommendations of NAAC as far as practicable .	The IQAC after the visit of peer team of NAAC has carried out an analysis of the suggestions made by the visiting team both in its report as well as during the interactions with the faculty members and staff during the visit and requested all the members for their co-operation in implementing the suggestions and improving the quality of higher education.
Development of additional Infrastructure for teaching & training.	New Information Technology Department was added and fully functional.
Recruitment of additional teaching staff with higher qualifications and teaching experience.	Advts. Were published in the local Daily newspapers and new additional recruitments were made with higher qualifications and teaching experience.
Proposal and plan to conduct National and International Level seminars, conferences, workshops, symposiums, FDP etc.,	National Level seminars, conferences, workshops, symposiums, FDP etc., were conducted and proposal for conducting

	international level seminar is under process.
Introduction of new courses .affiliated to GGS IP University, ND	New Course BA-(Eco.)(H) was applied to GGS IP University for starting from 2017 session onwards.
Plan for Industrial Visit and Educational Tours	Industrial Visits and Tours were planned for all the courses students.
Research Activities	Faculty Members are encouraged to apply for research projects to various funding agencies and also they have monitored for the same.
More number of community activities to be undertaken.	More community welfare activities were taken as blood donation camps, legal advice camps, green Delhi etc.
Efforts to be undertaken to reform and improve the student's success rate.	Practices viz. daily class test, question bank for slow learners and advanced learners, assignment, remedial classes were conducted in each semester.
Encouraging students for higher studies.	Being an undergraduate programme students are encouraged to continue their studies on higher level.
Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes	New method for on-line feedback of faculty members was started.
All Computer to be under LAN, so that Administrator may get all information .	LAN introduced.
Encouraging further innovation in teaching learning	Departments introduced innovative practices viz. projects and research based learnings.
For performance appraisal of teachers their should be the nodal officer in all the schools of FIMT.	The IQAC appointed all the Schools head to act as Nodal Officer for collection of information and submission to IQAC at the end of each semester.
To develop a proforma for Annual Performance Appraisal Report for teachers which should essentially have a component of appraisal by the students	Developed.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Was placed at the meeting of the IQAC and was approved by the members of the IQAC.



## 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	07	01 (Proposed)	07	07
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	07	01 (Proposed)	07	07

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	N.A.
Annual	N.A.

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employee

Students

Mode of feedback :

Online  Annual

Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes, B. Ed. - Subjects has been shuffled. Credits has been reallocated.

BA(JMC)- Introduction of Comm. & Subjects on Video Journalism.

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

Yes, Applied for B.A.(Hons) Economics for Academic Session 2017-18 onwards.

## Criterion - II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
141	107	20	14	00

2.2 No. of permanent faculty with Ph.D.

34

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
48	Nil	02	13	01	03	Nil	Nil	51	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

Professors-02

---

-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	20	20
Presented papers	07	15	15
Resource Persons	04	05	05

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

- Student Exchange Programs,
- Legal Awareness Camps
- Projects Based Learning.
- Audio & Video Tools and Role Play.
- Context Based Learning.
- Brainstorming & Game storming Exercise.
- Celebration to mark occasions of national and social importance
- Enhancement of social activities.
- Awards and cash prizes are given to meritorious students and sports persons.
- Policies are made on the basis of feedback
- Computer training programme for non-teaching staff.
- Awareness campaign for eco-friendly & clean-green campus
- Re-introduction of unit wise teaching plan.
- Use of ICT in teaching Learning process enhanced.
- Innovative short lecture methodology.
- Educational excursion.

2.7 Total No. of actual teaching days during this academic year 121

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

Double  
Valuatio

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

01

01

01

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(JMC)	204	29	133	27	04	94.60
B.Ed.	193*	98	92	02	Nil	100
BCA	142	11	56	11	Nil	54.92
B.A. LLB.	715^	41	443	114	04	84.66
BBA LLB.	343@	20	166	102	04	85.63
BBA	739#	19	268	206	Nil	67.53
B.Com.	157	19	93	38	05	98.72

\*1 Student Being Absent

^4 Student Being Absent

@2 Student Being Absent

#730 Students Appeared

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

The IQAC team evaluate and contribute in the teaching-learning process of the institute. The IQAC suggested the following improvements in teaching-learning process. The IQAC recommended as follows:

1. IQAC monitors Timetable and lecture schedule.
2. Oral interaction with the students on their performance.
3. Online Feedbacks from the students specially designed preforms related to Teaching Learning process.
4. Best Teacher Award is instituted
5. Case study method.
6. Project based learning.
7. Skill based learning.
8. Form teams and not groups.
9. Use creativity tools.
10. Use of ICT by the teachers is encouraged by the IQAC.
11. Teachers have been encouraged to give specimen copies of books to the poor students of the college.
12. Research activities are encouraged by providing all the information about sponsoring agencies, preparation of proposals, submission of report etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-----
UGC - Faculty Improvement Programme	-----
HRD programmes	-----
Orientation programmes	YES (All Faculty)
Faculty exchange programme	04
Staff training conducted by the university	YES (All Faculty)
Staff training conducted by other institutions	YES (All Faculty)
Summer / Winter schools, Workshops, etc.	YES (8)
Others	-----

## 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	65	Nil	10	Nil
Technical Staff	10	02	Nil	Nil

## Criterion - III

### 3. Research, Consultancy and Extension

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

- Faculty Training & Support Programme.
- Encourages Paper Presentation, Paper Publication in refereed journals and journals with high impact factor.
- Providing recognition of Faculty with excellent research skills.
- Encouragement of Faculty Collaboration.
- Balanced Teaching & Research Responsibilities.
- Research Funding.
- IQAC plays a key role in organizing guest lectures
- Best Researcher Award for Senior & Junior Faculty.
- Faculty and students are motivated to attend seminars, conferences and workshops by providing financial assistance.
- Work shop is conducted exclusively on research methodology for the benefit of students and faculty members.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	08	--
Non-Peer Review Journals	--	15	--
e-Journals	--	03	--
Conference proceedings	--	04	--

3.5 Details on Impact factor of publications:

Range  Average   in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **NOT APPLICABLE**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published

i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **NOT APPLICABLE**

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

3.9 For colleges Autonomy  CPE DBT Star Scheme   
INSPIRE  CE An  er (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

3.13 No. of collaborations International  National  Any other

Level	International	National	State	University	College
Number	----	02	---	----	04
Sponsoring agencies		Self-Sponsored			Self-Sponsored

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

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

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
02	--	01	--	01	--	--

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

01

02

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

N.A.

3.20 No. of Research scholars receiving the Fellowships

(Newly enrolled + existing ones) **Not Applicable**

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events: **Not Applicable**

University level

State level

National level

International level

3.22 No. of students participated in NCC events: **Not Applicable**

University level

State level

National level

International level

3.23 No. of Awards won in NSS: **Not Applicable**

University level

State level

National level

International level

3.24 No. of Awards won in NCC: **Not Applicable**

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

- Blood Donation Camp (Indian Red Cross Society)
- Conducted HIV/AIDS Conference
- Organised Legal AID & Legal Awareness Camps in Rural Areas
- Swachchha Bharat Abhiyaan.
- Tree Plantation.
- Clothes Distribution for Underprivileged Children.
- Women Empowerment Initiatives.
- Tobacco Free Campus.
- Renewable Energy Initiative.
- International Yoga Day.
- Distribution of clothes in the Blind School.
- Visit by the Law students in adjoining areas for providing legal Help.
- Rally was organised to promote awareness amongst students regarding necessity of wearing helmets while riding two-wheelers.
- Waste Management Workshop was conducted to utilise the waste in various forms.

## 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	8110.503Sq.Mtr	--	From Society	--
Class rooms	90	15	"	90
Laboratories	11	02	"	11
Seminar Halls	03	01	"	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--	"	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	"	--
Others	--	--	"	--

#### 4.2 Computerization of administration and library

**Administration:** Cloud Based Platform & Fully Computerized by using Advance accounting Software (Including fee collection, Biometric staff attendance, Online admission & Examination). Student web portal for accessing notes, assignment and presentation.

**Library:** Online public access platform like Manupatra and DELNET for students & Faculty Members to access publication, research notes and case study. Huge repository of previous years' questions papers, Projects and Lab files, Dissertation. Availability of Book Bank with issue and return via bar-coding System.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42250	---	8373	---	42250	---
Reference Books	2927	---	546	---	2927	---
e-Books	13	----	03	----	13	----
Journals	78(N)+19(I)	----	01(I)	----	97	----
e-Journals	43	----	13	----	43	----
Digital Database	02	----	Nil	----	02	----
CD & Video	602	----	Nil	----	602	----
Others(specify)		-----		-----		-----
Magazines	45		30		45	
Newspapers	08		04		08	

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	210	03	Yes (11Leased Lines)	Yes (03)	Yes (03)	12	15
Added	100	01	Yes (03Leased Lines)				
Total	310	04	14	03	03		

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

YES

4.6 Amount spent on maintenance in lakhs:

i) ICT

-----

ii) Campus Infrastructure and facilities

----

iii) Equipment's

-----

iv) Others

-----

Total:

-----

## Criterion - V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- To regularize and to monitor student attendance, online attendance monitoring system is developed which includes student profile, attendance, result, counsellor details etc.
- Orientation Programme for New Students by inviting Students as well as their Parents to make them acclimatize with the Surrounding, work culture of the Institution.
- Website used as a platform to highlight students about the benefits of Student support services.
- Director, Principal and Senior Professor and IQAC Co-ordinator appraises students about Services provided by Student Support.
- Regular and Continuous Evaluation of Students by Class Coordinator, Subject teacher and Faculty.
- Independent and Transparent Feedback from Students.
- Preparatory Examination Preparation.
- Personal Interaction with students and Parents for Academic Progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2490	N.A.	N.A.	N.A.

(b) No. of students outside the state

51

(c) No. of international students

Nil

Men	No	%	Women	No	%
	NA			NA	

No	%
NA	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
770	21	01	04	Nil	796	1059	17	Nil	02	Nil	1078

Demand ratio 100%

Dropout % 2%

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

Extra Classes for Meritorious Student Preparing for MBA, MCA, BANK P.O every alternate day (Mon, Wed, Fri) after normal Teaching Hours by Senior Faculties without charging any extra fee.

No. of student's beneficiaries

44

5.5 No. of students qualified in these examinations: **NOT APPLICABLE**

NET --- SET/SLET --- ATE --- CAT ---  
 IAS/IPS etc. --- State PSC --- UPSC --- s ---

5.6 Details of student counselling and career guidance

Organized workshop for Resume Writing Skills, Interview Skills, Group Discussion and Do's & Don'ts of Interview.

No. of students benefitted

180

## 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
20	180	107	24

## 5.8 Details of gender sensitization programmes

Seminar and Workshop related to Women Rights and Empowerment, Gender Equality.

Lectures and demonstrations on gender sensitization activities were undertaken. Faculty members of the College took part in lectures accompanied by teachers.

## 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	--	8,90,600
Financial support from government(Univ.)	--	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	01	\$400 USD

5.11 Student organised / initiatives:

Fairs : State/ University level

01

National level

--

International level

--

Exhibition: State/ University level

National level

01

International level

--

5.12 No. of social initiatives undertaken by the students

08

5.13 Major grievances of students (if any) redressed: Assisted students financially by providing them with Book Bank facility and Transportation.

## Criterion - VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### **Vision:**

To gain the pre-eminence as a premier Institution that is offering teaching and learning programs dedicated to the synergetic blend of theory and practice, academics and administration, education and employment, traditionalism and modernism, preparing self reliant individuals of the highest fiber.

#### **Mission :**

To achieve excellence in technology led teaching, education, training and research for continuous improvement in relevance and quality of MANAGEMENT, IT, JOURNALISM, EDUCATION, LAW or any other technical education field.

- To cultivate resolute moral values in today's youth.
- To develop and enhance human resource.
- To improve the quality of life and contribute sustainable development of the region and the nation in harmony with our Culture, Heritage and Environment.
- Providing sharply focused guidelines for embarking upon a

**ENVIRONMENTAL POLICY** : Fairfield Institute of Management and Technology recognizes the environmental impact made by our operations. We take full responsibility of our actions and are committed to reduce all forms of environmental pollution. We encourage our faculty, students and staff members to mitigate waste and pollution by following the 4Rs (Reduce, Reuse, Recycle, Recover) policy:

- We adapt health, safety and environment based codes of practice and relevant guidance in compliance with Indian environmental legislation. At FIMT, the aim is to be conscious and vigilant towards environment and to contain any possible damage to the same. To keep our commitment of sustainable development and healthy environment we are focused on the following fundamentals:
- Optimize the energy use.
- Minimize consumption of water.
- Disposal of waste categorically.
- Spread awareness about environmental pollution and changes.

6.2 Does the Institution has a management Information System

YES, Institute store student related information which enhance us in decision making for taking routine decisions related to student's development and progress in the class, and further helps in planning their placement activity better, and also making its footprint on managing alumni in long run, and much more. MIS also helps the institute in managing the human resources, experts and overall knowledge management in the organization. Other areas handled better with the help of MIS in the institute are Research and consultancy work, infrastructure, corporate relations, conferences, journals, etc.

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

6.3.1 Curriculum Development

Curriculum is framed by the GGSIP University, New Delhi, by the Board of Members constituted by the University through their suggestions, inputs & feedback on the same.

### 6.3.2 Teaching and Learning

- Use of Online and Software based tool.
- Designing Extra-Curricular activity in accordance with Industry to make student Career Ready.
- Performance Measurement, feedback and Professional Development.
- Simulated social skills training and Role Play.
- Regular Industry, Courts, Schools, NGOs Visits.

### 6.3.3 Examination and Evaluation

Internal Examination conducted at Institute level by displaying notice 1 month prior to the same, Result Display on Notice board. Providing necessary set-up for External Examination conducted in accordance with GGIP Univ. By following rules and Regulations laid by the University.

### 6.3.4 Research and Development

Regular Notification for participation in Seminars/Conferences/FDPs/ Workshops/ Refresher Courses/Orientation Programmes is brought to the notice of the faculty members.

Re-imbusement of participation fees and the official duty is granted.

The institute conducts FDPs related to research oriented on regular basis.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Access to Online Repository in the form of DELNET & MANUPATRA. Separate ICT lab for Students and Staff Members.

### 6.3.6 Human Resource Management

Time-to-Time Knowledge & Skill based training programmes are conducted for Administration and other Non-Teaching Staff.

### 6.3.7 Faculty and Staff recruitment

By giving Advertisements in Leading Local and National Daily. By having a Career Section in the Website of the Institution.



### 6.3.8 Industry Interaction / Collaboration

Placement & Training Tie-ups with leading organisations in Delhi & NCR viz. Maruti, Parle, Concentrix, ICICI Prudential, IDBI Federal, HDFC Bank, Sulabh International & Mother Dairy. Also Companies like Stock mind, Network Bulls, District & Session Court and High Court along with NGOs & Schools.

### 6.3.9 Admission of Students

Admission to students is based on National Level Common Entrance Test conducted every year by Guru Gobind Singh Indraprastha University (New Delhi). An all India online counselling method is followed. List of Students so admitted are maintained in the form of Computerised Database.

### 6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	2

### 6.5 Total corpus fund generated

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6.6 Whether annual financial audit has been 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	JAC (GGSIP Univ.)	YES	Management
Administrative	YES	GGSIP Univ.	YES	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NOT APPLICABLE

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

Newly admitted Students' documents are being verified by the respective colleges. Also, in the process of staff recruitment, entire autonomy is with affiliated college.

6.11 Activities and support from the Alumni Association

Helping in Training & Placement Activities, Guest Lectures, Workshop, Consulting students about Job and Higher Studies.

6.12 Activities and support from the Parent - Teacher Association

Monthly meeting of Parents and Faculties for giving feedback about students and Vice-Versa. Feedback if any, are being incorporated at both levels. Introduction of RFID Card which enables the Institution to Send attendance via. SMS for tracking the Academic Progression of Students.

6.13 Development programmes for support staff

Organizing activities on Labour Day for recognizing efforts of Support Staff members. Various Programmes related to Cleanliness drive, Participation in various workshops to get training about use of Modern Teaching and Lab Equipments.

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

Establishing Eco-Club which has planted more than 3500 trees in campus over the Years. Effective Waste disposal method, Rain water Harvesting. Manufacturing of Compost by Waste Generation Method.

## **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.

RFID Card for students availing transport for tracking the movement of the Bus by the Parents. Also this software has been proactive in sending SMS on the 1<sup>st</sup> of every month to parents about Ward's attendance.

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

- Swachha Bharat Abhiyaan Initiative (CLEAN CAMPUS, GREEN CAMPUS)
- On-Line Fee payment a step taken after De-Monetization drive.
- Motivating faculties for Quality Research in various academic fields.
- Motivating Students to adopt research as a tool for Self-Learning and Pro-Active Learning.

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

- Introduction of RFID Card an idea which came as a feedback from Parents about Tracking the movement of Bus for Student availing transport and receiving attendance of their ward on 1<sup>st</sup> of Every Month.
- An Initiative of Deploying a Trained female attendant in every bus during Pick and drop of Students

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Proper Waste Disposal Method - Organized disposal of waste which are further used to manufacture Compost which in turn can be used as fertilizers for Plants in the Campus.

Rain Water Harvesting - By accumulating and deposition of Rainwater from River or Roofs, for watering our Plants and also for drinking purpose.

Recognition of this effort came by being awarded with ISO 14001:2004

More than 3500 trees planted across campus. Institute believes in the motto of "CLEAN CAMPUS, GREEN CAMPUS"

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:**

- Senior Experienced Faculty with rich exposure.
- Level of Motivation for implementing academic and research reforms for Faculty and Students.
- Institute has been accredited for all its programmes running in campus with B Grade since 2016.
- An online Open-Access library in institute Campus offering services of DELNET and Manupatra. A rich Repository of more than 3500 books, Journals and Periodicals accessed by Students and Faculties.
- Clubs/Society floated by active participation of Students/Staff for providing linkage of different departments within and outside the Campus.
- FIMT has an internal Quality Assurance Cell which has identified various thrust areas in the form of Academic, Research, Alumni and Social Activities.

**THREATS:**

- Fees for support service provided to students are fixed very low by the University.

**OPPORTUNITIES:**

- Conduct awareness programme by Workshop, Seminar and Group Discussion about Implementing Various Quality needs in the Institution.
- Tapping Alumni network for future placements and Training Needs as a part of Industry-Academia Interface.

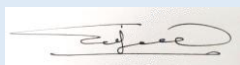
**CHALLENGES:**

- Entry of Private Universities in Delhi NCR has led to a massive influx of students moving towards such Universities for admission and hence stiff competition within such universities.

8. Plans of institution for next year

- Introduction of New Industry oriented Courses.
- Increasing MOU for more student exchange initiatives.
- Strengthening the Alumni network for more Industry-Academia partnership.
- Becoming a more progressive research oriented institution.
- Approaching towards transforming into a Futuristic Knowledge Powerhouse.

Name Dr. Saroj Vyas



Signature of the Coordinator, IQAC

Name Dr. R.K.Garg



Signature of the Chairperson, IQAC

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