



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**FAIRFIELD INSTITUTE OF MANAGEMENT &
TECHNOLOGY**

FIMT INSTITUTIONAL CAMPUS, KAPASHERA

110037

fimt-ggsipu.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Fairfield Institute of Management & Technology, New Delhi established by “The Fairfield Group of Institutions” a proven legacy of 45 years in grooming and shaping student’s career and moulding them into a successful and responsible citizen. FIMT is affiliated to GGSIP University, New Delhi is NAAC accredited, Approved by Bar Council of India, Grade ‘A’ Institute by DHE, Govt. of NCT Delhi, NCTE & Recognised under 2(f) of UGC Act of 1956 and ISO 9001-2015, 14001-2015. FIMT offers undergraduate degree/bachelor programmes such as BCA, BBA(G), BA(JMC) B.ED, BA-LLB, BBA LLB, B.Com (H), BA-ECO.(H) and BA-Eng. (H).

FIMT is located on National Highway-8, near the IG International Airport, New Delhi & close to Dwarka Sector-21 Metro Station. The campus has the first-rate Infrastructure including Academic Blocks, Lecture Halls, Computer Centres, Moot Court, Staff Rooms etc. Seminar Halls, Auditorium, Art & Craft Room, Science Lab, Psychology Lab, Teaching Aid Resource Centre. The institute has its library in every academic block along with the digital library having subscription of DELNET, NLIST, MANUPATRA, & Open Access Link on Institutional Website to access e-books and journals. The library is automated through INTERNATIONAL ILMS & KOHA softwares. In addition FIMT library has a vast collection of titles & volumes and reference materials related to the 9 courses that we are offering.

Fairfield Institute of Management & Technology is a place where professionals have joined hands to aid and direct the agenda of education, quality conscious and trend-setting Institute focus on providing equal opportunities for the development of human potentials for every segment of society.

Vision

To achieve excellence in technology-led teaching, training and research for continuous improvement in the field of Management, IT, Journalism, Education, Law, Humanities & Commerce.

To equip students with knowledge, skills and values that are necessary for sustaining one’s balance between a livelihood, and life.

To provide an effective, supportive, safe, accessible and affordable learning environment to FIMT students.

Mission

The following strategic characteristics and components enable the Institute to realize its vision:

To empower students of diverse backgrounds and varied aspirations.

To enable opportunities towards self-fulfilment and competitiveness in an increasingly global society through innovative and flexible learning.

To effect and sustain a student-centric culture that capitalizes on the uniqueness of multi-cultural society.

To enable the effective contribution of students towards sustainable development by the inculcation of skills for transforming lives and communities.

To have an effective pool of highly successful alumni who contribute to the profession in a unified community.

To improve the quality of life and contribute sustainable development of the region and the nation in harmony with our Culture, Heritage and Environment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Institute is located in New Delhi, National Capital of India. The students and staff appreciate its location advantages by commuting conveniently through Metro, Auto, College Buses and by other means of transport.
- FIMT is proud to claim to be a Safe, Tobacco & Ragging free and beautiful Green Campus with ultra-modern facilities to learn and live.
- Special facilities are provided for female students & staff like transportation, parking & flexible working hours.
- FIMT has qualified, experienced and dedicated teaching faculty. The cooperation of dedicated staff members ensures smooth functioning of the Institute. Faculty members share their responsibility for the achievement of Vision & Mission and overall development of the Institute.
- We ensure safe and secure environment for students and staff members.
- Faculties contributing in constructing and implementation of re-designed curriculum in 'Board of Studies' of an Affiliating University.
- Effective use of IT in teaching learning process.
- Proactive student support and encouragement to follow 'Environmental Friendly Practices' viz: taking notes digitally, use of public transport and plastic free campus and adapt three R's - Reduce, Recycle, Reuse.
- The various student's clubs organize 'Cultural and Co-Curricular Activities' and ensures peace and harmony in the campus.
- 'Sexual Harassment Committee and Disciplinary Committee' ensures immediate redressal of staff and students grievances.
- The college provides separate hostel facilities for 'Boys and Girls'.
- Laboratories with State-of-the-Art equipment and modern software tools exist.
- Student centric functioning with mentoring, counseling through teachers and effective academic monitoring.
- Active NSS Unit (National Service Scheme). Professional Society Chapters in every department.
- An initiative for plantable pencil and other eco-friendly stationary items in collaboration with Aarduit Foundation.
- CCTV monitored campus for security.
- 'Mentoring and Monitoring' of students on regular basis.
- Automate libraries with memberships from N-List/DELNET/Manupatra for unlimited e-resources.
- Positive reputation in the external community & stakeholders and among the other GGSIP University affiliated colleges.

Institutional Weakness

- The approach road is an eyesore, despite the best efforts of the institute, this problem could not be resolved.
- More efforts are required to increase the number of state/central government-funded projects.
- Students are to be encouraged for paper presentations at various National/International conferences, workshops and seminars.
- Industry-Academic relations to be improved for consultancy and extension activities.

Institutional Opportunity

- Situated in the NCT of Delhi, the institute has location advantage because of great connectivity.
- Being one of the best institute of GGSIP University, New Delhi, the institute has the option of reaching to other colleges in vicinity for collaboration for FDPs, Exchange Programmes, Seminars, Conferences, Placements, Internships, etc.
- The staff members actively participates & provide opportunities for collaboration & partnerships for institute growth.
- To arrange specialized training programs by the faculty.
- There are opportunities in the field of sports and cultural and other co- curricular activities as the college has won several laurels in all such areas.
- There is an opportunity for synergic collaboration with neighboring institutions/ organizations.
- There are ample opportunities to incorporate ICT and e-learning.
- Our Contribution to Green World - by means of expanding to social initiatives of teaching female students & making women self dependent.
- To add professional post graduate programmes under the GGSIPU in future.

Institutional Challenge

- Financial constraints as the fee structure is regulated by the Affiliating University.
- Being a self finance Institute no grant or financial support is available by Central/State Government.
- Strengthen industry-institute interaction.
- More placements in core companies.
- Encouraging students for competitive examinations and higher studies.
- Networking and strengthening relationship with stakeholders.
- More focus on industrial training of faculty and students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- FIMT an affiliated Institute of GGSIP University, is known for its quality education and effective curriculum delivery mechanism by taking utmost care in the curriculum planning and implementation. Semester pattern is followed in Curriculum designed by the University which is followed, adopted and documented.

- The Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to conduct various co-curricular ,life enhancing skill, social responsibilities projects.
- Allocation of subjects is done based on the teacher's specialization and experience. Conventional teaching practice of blackboard and chalk is commonly used along with PPT, audio-video lectures, films and structured lesson plan for better comprehension of the content of subjects.
- The syllabus, notes, video lectures, PPTs & previous year question papers, are provided on the student portal of the Institutional website which are accessible to students. The progress of syllabus coverage is monitored periodically by the IQAC.
- The faculty members are part of various Board of Studies (BOS) and Academic Councils in Universities and other colleges.
- BA-Economics (H.) & BA English (H.) were introduced in Academic Session 2017-18 & 2018 -19 after the first cycle of NAAC.
- Since we follow the GGS IP University Curriculum for all the Courses, there is no scope of University in Curriculum for Choice based credit system however some of the courses offer elective subjects.
- Field Projects/Internships constitute an integral part of the course curriculum through which the students get hands on exposure to various issues.

The Institute has strong feedback mechanism for course curriculum delivery quality from students at the end of every semester regarding the various modes of delivery of lecture. These feedbacks are then analyzed for internal quality monitoring of the teaching and training.

Teaching-learning and Evaluation

- The admission process is administered and executed with absolute transparency by the GGSIP University.
- Out of the total seats sanctioned 81.68% of students are admitted to the institution in the last five years, and 10.94 % of seats are filled against seats reserved for various categories.
- The slow learners and advanced learners are identified based on the student performance and special strategies are adopted to overcome the learning barriers. The department-wise Mentorship is allotted to continue the student-centric learning approach. The current year Mentor-Mentee Ratio is 26:1. Mentors are allocated to monitor students' progress and behavior in classrooms
- All members of the teaching fraternity are technologically literate and prefer the usage in the teaching process. The average percentage of full-time teachers against sanctioned posts during the last five years is 85%. The average teaching experience of the faculty in the institute is 3.25 years, which is an added asset for an institution.
- The Program and course outcomes are displayed on the website and the attainment of the program outcomes reflects in the internal assessment and the results. The average pass percentage of Students during the last five years 95.46%. The rewards and the recognition by the institution as well as the outside authorities enhance the abilities and bring up the competitive spirit in the institution which is important for the self-development and evolution of the teachers.
- The Grievance Redressal Cell attends to the student's various grievances.
- The Course outcomes, curriculum development, and execution, innovative and student-centric teaching methodologies are decided by the Student Feedback System.

Research, Innovations and Extension

- “Beti Bachao Beti Padhao Yojna” of amount Rs 2 Lac project sanctioned by the Rajsthan Government/NGO’s.
- Projects sanctioned on Jhuggi-Jhopdi Jeevan Uthaan Pariyojna, Meerut, UP & Humanitarian Project at Govt. Co-education Sr. Sec. School, Bandhwari from Slum Foundation & Centre for International Relations and Community Well-Being in collaboration with SUURHAE, and the total Rs. 1,50,000 amount sponsored.
- Research activities are being encouraged with due financial assistance from Management.
- The Institution has collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research, etc
- A prominent number of Faculty members have been awarded Ph.D. degrees during five years.
- Programs to encourage industry-academia interface are regularly conducted
- 93 Seminars & workshops conducted by the institution during the last five years

Extension Activities

- In pursuit of its service to the community and society, Institute has set up platforms such as NSS units. Students are sensitized towards cleanliness, health, environmental issues and they also participate in extension activities with NGOs to serve the neighborhood community. The students also host Blood Donation Camp and Organ Donation awareness Camp.

Infrastructure and Learning Resources

- The Institution has adequate State of art infrastructure facilities are being created on 3.5 acres of land and built-up area of 20,000 Sq. Mts. Institute has an adequate number of classrooms, with state-of-the art teaching and training logistics.
- An average percentage of 14.59% has been allocated for infrastructure augmentation (excluding salary) during the last five years. The average annual expenditure for the purchase of books/e-books and subscription to journals/e- journals during the last five years is 39.85 %
- The institute has a well-equipped library and digital library & having a subscription of DELNET, NLIST, MANUPATRA, & Open Access Link on Institutional Website to access e-books and journals. The library is automated through INTERNATIONAL ILMS, KOHA software. The library has a vast collection of titles & volumes and reference materials.
- The e-content development facilities like Handicam. Tripod, TV, Still Camera, Scanner, Internet, Wi-Fi, etc. are provided
- The institution has facilities for Indoor games like badminton, table tennis, gymnasium, etc. Yoga activities are organized frequently. Cultural activities/competitions are conducted during the National Festival, an annual gathering, fresher’s day, etc.
- In Academic Year (2019-20) Rs.397.66 lakhs expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component.
- The average expenditure on maintenance of physical and academic support facilities excluding salary component is 40.55 % during the last five years.
- The institute has well-established systems and procedures for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, and the overall set-up.

Student Support and Progression

- Institute provides required guidance and organizes activities essential for meaningful experiences, accomplishment in academics, success in career, community, and overall progression.
- Institute offers placement guidance, career guidance, and arranges for soft skills workshop programs. Through these programs, students improve performance in prerequisite skills for employment such as resume preparation, group discussions, and interviews.
- FIMT student portal offers academic support and study material for students. FIMT web portal is used by students, parents & staff to be abreast of the latest happenings in the Institute.
- 27 students are allotted to one mentor to help them achieve their goals and to assess their progress through Assignments and feedback mechanisms. Students' performance in examinations is evaluated, followed by remedial actions.
- Students take part in social, cultural activities, games, and sports events and are encouraged to participate in Moot court competitions, inter-collegiate, district, and state-level competitions.
- Around 209 medals won by students for outstanding performance in sports/cultural activities at Inter-University/State/National/International level during the last five years.
- Through NSS activities, students acquire social responsibility, skills, and competencies for overall development.
- Alumni members contribute through non-financial resources for academic matters. Guest lectures are arranged to understand the latest technical information and competition in the job market. Alumni members offer project assistance, internships, and workshops for students
- Institute has a transparent mechanism for timely redressal. The Sexual Harassment Committee and Anti Ragging Committee have been formed to provide safety and moral support for students.

Governance, Leadership and Management

- Fairfield Institute of Management & Technology, since its inception is governed by values and ideals. The governance of the institution is framed to achieve Mission component, and is working continuously towards the Vision of the institution, with overall holistic development of its stakeholders .
- Through e-governance & leadership, the Management is committed to create socially responsible and ethically conscious and competent individuals.
- Leveraging it's almost 45 years of legacy in the field of education institution works with the objectives to equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment.
- Societies, committees and associations are constituted for the academic and holistic growth of the students. They implement the resolutions taken in their meetings and also by the governing body for better functioning of the institute.
- The participative & decentralized structure set up at the institute provides opportunity to second level employees for leadership, for building the organizational culture and for growth of organization. They are involved to have autonomy in academic and administrative decisions and to carry out the Institutional practices.
- The administration and academia work in synergy for smooth and effective governance. Institute executes a transparent streamlined process for optimal utilization of financial resources for infrastructure and human resources. Financial audits are conducted to ensure transparency in financial management.
- The institution provides both statutory and non-statutory welfare measures for teaching and non-

teaching staff to ensure healthy environment for employees

- Quality enhancement strategies like participation in Orientation Programs, Seminars, Refresher Courses, Faculty Development Programs, Paper Presentations in Conferences, encouraging Research etc. are implemented for faculty development
- Institute IQAC regularly reviews the functioning of Teaching Learning process across the institution in different Programmes. IQAC works rigorously to intensify curricular aspects with Feedback analysis and review, & to increase number of Ph.D. holders

Institutional Values and Best Practices

- Gender equity promotion Programmes organized by the institution during the last five years. Institution shows gender sensitivity in providing facilities such as- Safety and Security, Counselling, and Common Room. Various Programmes like Beti Bachao Beti Padhao Rally, POCSO, International Women day organised onto infuse the value of respect for women in society and to instil the value of non-discriminatory behaviour.
- To contribute for environment sustainability, solid wastes are collected daily. Institution has well defined mechanism of Waste collection for Solid waste.
- Institute has signed a MOU with E WASTE RECYCLERS INDIA for E-waste. The e-waste generated is given to the authorized party for proper disposal.
- Being conscious towards the environment, Institute instructs students to minimize the use of plastic. Plastic free environment is maintained on the campus.
- Rain water harvesting structures are in place. The collected water is pumped to the overhead tank and used for college premises cleaning, watering plants and so on.
- Social & health awareness programs are organized for the development of local community and to infuse the value of social responsibility among the students.
- Activities such as Blood donation camps, plantation, Cleaning, visiting orphanages, personal and community hygiene awareness programs etc are organized under the guidance of NSS.
- Traditional festivals in addition to Teachers' Day, Women's Day, and Hindi Diwas and various other activities are conducted for the promotion of universal values

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY
Address	FIMT Institutional Campus, Kapashera
City	New Delhi
State	Delhi
Pin	110037
Website	fimt-ggsipu.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Dr. Saroj Vyas	011-25063208	9868472404	011-25063212	fimtnaaccycle2@gmail.com
IQAC / CIQA coordinator	Shalini Kumar	011-25063209	8017821012	011-25063211	fimtnd@gmail.com

Status of the Institution	
Institution Status	Self Financing

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-07-2006

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

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

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	14-02-2019	View Document
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
NCTE	View Document	26-05-2015	36	Recognized till the further notification and valid for ongoing session
BCI	View Document	04-08-2020	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Directorate of Higher Education Govt of NCT of Delhi
Date of recognition	19-02-2016

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	FIMT Institutional Campus, Kapashera	Semi-urban	3.5	20000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Management	36	Higher Secondary	English	240	159
UG	BCA,Information Technology	36	Higher Secondary	English	60	50
UG	BA (Journalism),Mass Communication	36	Higher Secondary	English	120	69
UG	BEd,Education	24	Under Graduate	English	100	93
UG	BBA,Law	60	Higher Secondary	English	240	130
UG	BA,Law	60	Higher Secondary	English	240	159
UG	BCom,Commerce	36	Higher Secondary	English	120	82
UG	BA,Humanities	36	Higher Secondary	English	60	21
UG	BA,Humanities	36	Higher Secondary	English	30	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	20				40				123			
Recruited	6	2	0	8	6	13	0	19	34	71	0	105
Yet to Recruit	12				21				18			
Sanctioned by the Management/Society or Other Authorized Bodies	20				40				123			
Recruited	6	2	0	8	6	13	0	19	34	71	0	105
Yet to Recruit	12				21				18			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				28
Recruited	17	11	0	28
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	17	11	0	28
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	6	0	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	6	2	0	6	13	0	0	0	0	27
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	33	70	0	103
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	1	0	4

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1603	599	0	0	2202
	Female	916	416	0	0	1332
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	8	11	6	4
	Female	13	14	7	12
	Others	0	0	0	0
ST	Male	0	1	3	0
	Female	1	1	3	0
	Others	0	0	0	0
OBC	Male	35	36	42	69
	Female	14	19	34	28
	Others	0	0	0	0
General	Male	415	588	594	579
	Female	290	422	359	388
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		776	1092	1048	1080

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
266	266	266	245	218

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	8	7	07

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3408	3535	3169	2590	1815

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
203	213	208	213	158

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
883	736	537	443	248
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
132	148	128	119	80
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
183	171	148	123	96
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 66

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
725.84	1043.14	1079.55	1025.99	447.23

4.3

Number of Computers

Response: 216

4.4

Total number of computers in the campus for academic purpose

Response: 200

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Fairfield Institute of Management & Technology, New Delhi, established by 'The Fairfield Group of Institutions, is an affiliated institute to GGSIP University, New Delhi. Since the institute is affiliated with GGSIPU, it follows the academic calendar and curriculum prescribed by the university itself. Based on GGSIPU academic calendar institute prepares its own academic calendar, for smooth & timely completion of the curriculum along with various co-curricular activities.

The first day of a new batch at the Institute is the orientation day where the first-year students are informed about the course structure, examination, reading lists, time table, practicals, and other such information required for the effective implementation of the curriculum, along with various rules & regulations, norms of the institute as well as of the GGSIP University.

Before the commencement of each semester, Director conducts a meeting with the teaching staff of FIMT to plan & organize the schedule of lectures. The faculty members are instructed to follow the academic calendar of GGSIP University to complete their syllabus within the stipulated time, and in case if any faculty is unable to complete their syllabus in a given time period they are given extra class for his/her subject.

Teachers also prepare the lesson plans which are further incorporated with the action plans. The Institute develops lesson plans against the objectives and targets for effective implementation of the curriculum, prescribed follow the curriculum given by the university. Teachers follow the action plan through the allotted teaching hours in time-table which is modified from time-to-time as per requirement.

The academic calendar provides the date of commencement of the academic session, duration of the semester, period of internal assessment tests, semester examinations, etc. For continuous monitoring of effective & quality delivery of lectures, course co-ordinators are appointed in each course and every semester: And these coordinators act as a bridge between the students, academic committee, and IQAC for solving grievances & improving quality education on the basis of the feedback received from the students.

To ensure quality delivery of lectures, faculty members are required to teach through PPTs/audio-video recordings supported with GD/PI's & allocation of minor & major research projects/assignments, etc. Submission of the assignments/research projects is mandatory for all students every semester.

The Seminars, Faculty Development Program (FDP), Workshops, Industrial Visits, Cultural and Technical Events, and Internal Quality Assessments are planned in the academic calendar which is monitored by IQAC and higher authorities.

After completion of every unit, the students have to sign the unit completion form before final submission

to the course co-ordinator.

The institute ensures time-to-time feedback from students between the session regarding class lectures and at the end of the session.

The institute receives regular updates of circulars through letters and emails from the university regarding the changes or modifications in the curriculum. The syllabus, lecture plans, previous year question papers, notes, PowerPoint presentations, and video lectures for courses are provided, which can be easily downloaded/ accessible to students. Teachers maintain records of attendance and are monitored by coordinators periodically.

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

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

Response:

A stringent and systemic process of **Continuous Internal Evaluation System (CIE)** is an integral part of the action plan which is designed for effective delivery of teaching and training to our most valuable stakeholders students. Through the CIE the student's academic progress is monitored regularly including attendance, participation in the various seminars, project work, unit-test and semester examinations. The students are benefitted by focusing on each part of syllabus designed for particular semester.

The Institute ensures effective time management and timeliness. For the implementation and monitoring of overall CIE process an 'Examination Committee' has been formed by the institute & the Director act as a head of the Committee with one faculty member from each course.

Before the commencement of each semester, the Director conducts a meeting with all faculty members to plan and organize the schedule of lectures along with the tentative schedule for preparatory leaves, class tests, mode of examinations, case studies, quizzes, assignments, projects, internal examinations, viva-voce, submission of logbooks and semester-end university examinations. However, the external examinations are conducted by the University, the schedule for which is released by the University, and the same is displayed on the Institute notice board and website as well. All possible efforts are made to adhere to the academic calendar for CIE.

The Class Tests, On-line Examinations, Case studies, Quizzes, Assignments, Projects Internal Examinations, Viva-Voce helps the students attain knowledge beyond the syllabus and are to be given within a set timeframe, and the students are required to complete them within the time given to adhere to the University's timeline.

Every possible effort is made by the Institute to adhere to the academic calendar for CIE.

1. Preparatory Exams/Internal Exams are conducted every year before university exams.
2. Every teacher conducts regular class tests with MCQs/Subjective of the related topics.

Apart from the continuous internal evaluation process, academic planning includes information regarding the following activities.

- a) **Working period:** The academic calendar indicates the semester-wise working period of the faculties which includes **working days, teaching days, admission period, examination, and valuation period** as per the university and UGC guidelines. Teaching days are strictly followed as per the guidelines given by the university.
- b) **Curriculum activities:** The academic calendar includes the complete teaching-learning process. It also contains lesson plans and the execution of activities.
- c) **Co-curriculum activities:** Various tests like an internal exam, practical exam, viva-voce, assignment, project, seminar, group discussion is conducted by the teachers, as per indicated in the academic calendar as well as it indicates the specific period for study tour if any, to be arranged in the session.
- d) **Extra-curricular activities:** The academic calendar gives due focus on the conduct of extra-curricular and social activities and the celebration of various famous national and international days. Tree plantation to keep campus area green and to make the students aware of various environment-related issues, blood donation camp, and various other social activities are conducted by NSS at the College Level.

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

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

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

Response: B. Any 3 of the above

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

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 88.89

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 8

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The cross-cutting issues like Gender biasness, Environmental Sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all the students. The curriculum which is designed by the college does include many of these aspects.

Human Values: Values are something which are desirable and worthy of esteem for their own sake. Human Values help us to live in harmony with the world. The following courses describe the Human Values.

- Principles of Management
- Human Resource Management
- Human Resource Management and Development
- Managing Interpersonal Effectiveness
- Introduction to Visual Communication
- Human Growth & Development
- Personality Development

Professional Ethics: The courses mentioned below describe professionally accepted standards of personal, business behavior, values and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles.

- Advertising and Sales Promotion
- E-business and E-Marketing
- Business Ethics & Corporate Social Responsibility
- Organization Change & Development
- Organizational Behavior
- Marketing Management
- International Business Environment
- Corporate Governance
- Contemporary Indian Scenario, Indian Economy, Photography Techniques
- Film Appreciation, Social Case Work

- Social Group Work, Counseling Theory & Practice
 - Organization Behaviour & Development
 - Teaching and Learning Skills
 - Organization Administration and Methods of Teaching in Physical Education
 - Science of Sports Training
 - Business Environment
 - Auditing
 - Financial Management
 - Business Laws
 - Entrepreneurial Development
- **Gender:** The courses below which addresses gender issues by providing the skill-set necessary for life-long learning and provide the opportunities for the students to explore subjects or areas of interest. It teaches equality in gender and also about action against bias.
- Gender Studies
- **Environment and Sustainability:** The following courses address environment and sustainability. It appreciates the ethical, cross-cultural, historical context of environmental issues and the links between human and natural systems. This enables the students to learn about the eco-system and other environmental factors. They also learn measures to protect the environment and are made aware of global warming and other related issues.
- Environmental Studies.
- As part of curriculum 'Environment Study' for first and second year is mandatory. Faculty makes students aware about the basic components of environment and their application in various fields. Institute organizes various activities like tree plantation, public awareness during festival season with the help of students. eg. Importance of blood donation and blood donation camps, importance of hygiene and individual responsibilities regarding the same.

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

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

Response: 6.58

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

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	17	16	14

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 40.2**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 1370

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni****Response:** A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 81.68

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

2019-20	2018-19	2017-18	2016-17	2015-16
776	1092	1048	1080	834

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1210	1270	1240	1270	940

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

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

Response: 10.94

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

2019-20	2018-19	2017-18	2016-17	2015-16
22	27	19	16	23

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

2.2 Catering to Student Diversity

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

Response:

Once the admission process is over and the students report to the Institute, the classes and other co-curricular activities are conducted as per the time-table and action plan implemented for providing quality education. The Institute adopts a process to assess the learning levels of the students by organizing special programmes to identify Advance & Slow Learners. Since the students admitted are from various caste, creed, religion, gender, socio-economic sections, and as a Centre for imparting education & knowledge we are committed to provide equal opportunities of growth to each student admitted.

We identify slow and advanced learners amongst the students through class-room discussions, question and answer technique, by considering their subject knowledge and previous year's performance. From second year onwards, we consider their performance in the classroom and the university end term examinations.

Advance Learners:

The advanced learners are identified on the basis of their participation in various academic & co-curricular activities and their performance in continuous evaluation at Institute level and in University level Examination. For such students Institute conduct's various activities such as

- Advance Notes.
- Seminar on advance topics.
- Out of class training viz. Industrial Tours.
- Guiding the students for Competitive Examinations.
- Training programs for gaining advanced technical know-how.
- Encouraging to participate in various symposiums like quiz, poster presentation, conferences, inter institution competitions, etc.
- Motivating them to do micro projects to inculcate research orientation.

Slow learners:

The slow learners are identified on the basis of their participation in various academic & co-curricular activities and their performance in university examinations of previous semester and internal examinations. Measures taken for improving academic performance of these students are :

- Individual counseling through mentoring
- Extra notes & study material
- Remedial/extra classes for weak students
- Student helpdesk
- Peer-to-peer learning
- Learning material prepared by subject handling faculty members
- System to communicate performance and attendance of students to parents regularly

Extra coaching is provided in respective subjects. Problem-solving sessions and additional tutorials are conducted for Mathematics, English, Accounting, Costing and Taxation in Under Graduate. It has been successful outcome as the targeted group of slow learners showed improvement in the academic activities and university examination. The major objective of this program is to make them competent and self confident to face the exams and reduces the drop out ratio.

File Description	Document
Upload any additional information	View Document

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

Response: 26:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The Institute is committed to ensure the holistic development of the students through a student-centric learning by organizing various activities like group discussions, field visits, debates, quizzes, seminars, internships, expert lectures, project writing and power point presentations along with co-curricular activities, sports, cultural events helping students in all-round development.

Student-centric activities are conducted throughout the year by the institute.

Teaching is one of the main components in educational planning which is a key factor in conducting educational plans:

Experiential Learning

- 1) Projects and field practicum
- 2) Minor & Major Projects and Research Projects
- 3) Dissertations, Case Study & Summer Internship
- 4) Soft Skill/ Capability Enhancement Training Program
- 5) Film Study- English Department

6) Moot Court, Legal-Aid & Advise Camps – Law Department

7) Engaging students in field work through NSS Unit

8) Laboratory/ practical classes in Psychology Centre, Science Lab., Art & Craft Centre, Language Lab and E-Resource Center.

Participation in competition at various levels

Study Tours & Industrial Visits

Faculty identifies, proposes and conducts academically significant field visits for the students of all courses.

Guest Lecture

Guest lectures by experts from industry and academics from across the education fraternity are organized to complement the teaching process and provide experiential learning.

Participated Learning

Team work

Student's activities are being organized by each department to promote the spirit of team work. Different activities and camp related to NSS, institutional social responsibility through Red Cross and Tree plantation. Swatch Bharat Campaign and Health Awareness Camp to help the students to learn art of living in a team for social and community welfare.

Problem-solving Methodology

Case studies

The case study method is adopted in the teaching-learning process to make students have logical thinking and practical knowledge to develop problem-solving ability. This is commonly adopted in management programmes as well as while teaching business laws, cyber laws etc.

Analysis and Reasoning

Questions in internal examinations are based on analysis and reasoning. The library and the campus are wired with WIFI to promote the habit of self-learning and discussion.

Quizzes/Debates/Discussions

Quizzes and Debates are conducted as a part of General Exercise by subject teachers in all programmes. The institution follows the discussion methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge. Discussions are held basically for personality development, managerial communications and business adoptions etc.

Research Activities

Research activities are conducted under each department with the guidance of senior faculty members through which the students of different semester acquire knowledge about emerging avenues and help them to promote research in their field.

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

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

Response:

The role of the teacher in teaching and learning process is vital. The use of information and communication technologies (ICTs) as a tool in this process does not do away with the role of the teacher. A shift in the role of a teacher utilizing ICTs to that of a facilitator does not obviate the need for teachers to serve as leaders in the classroom. Teacher's lesson planning is vital when using ICTs. The existence of ICTs alone does not transform teacher practices. However, ICT enables teachers to transform their teaching practices, given a set of enabling conditions. Teachers' pedagogical practices and reasoning influence their usage of ICT.

The use of ICTs as presentation tools (through LCD projectors, electronic whiteboards, guided 'web-tours', where students simultaneously view the same resources on computer screens) is seen to be of mixed effectiveness. While it may promote class understanding and discussion about difficult concepts (especially through the display of simulations), such uses of ICTs can re-enforce traditional pedagogical practices and divert focus from the content of what is being discussed or displayed to the tool being utilized.

At FIMT, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed Wi-Fi connection. The faculties of FIMT use various ICT enabled tools to enhance the quality of teaching-learning like

- Student centric software is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. which is connected to student portal through institute's website.
- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching/ learning process.
- The online learning environments are designed to train students in open problem-solving activity.
- Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.
- Lab manuals are uploaded on student's portal well in advance so that the experiment is performed timely.
- Online quizzes and polls are regularly conducted to record the feedback of the students.

- Student portal is used for creating multiple students accounts where faculty can check the individual practicals/assignments made by students.
- To teach mathematical subjects in online mode, faculties used various online tools like- using online marker/highlighter/pen and sharing it live on Google meet, etc.

Information Communication Technology (ICT) tools contribute to high quality lessons since they have potential to increase student's motivation, connect students to many information sources, support active in-class and out-class learning environments, and let instructors to allocate more time for facilitation. Therefore, use of ICT tools in teaching and learning process becomes a great area of research for many educators. These technologies increase student's motivation, self-confidence and self esteem to learn. Additionally, new technologies usually encourage independent and active learning, as a result, the students feel more responsible for their own learning.

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

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

Response: 26:1

2.3.3.1 Number of mentors ?????????????? ???????

Response: 132

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

2.4 Teacher Profile and Quality

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

Response: 85.05

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

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

Response: 26.05

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

2019-20	2018-19	2017-18	2016-17	2015-16
27	35	38	33	23

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

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

Response: 3.25

2.4.3.1 Total experience of full-time teachers

Response: 428.85

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated to students

well in time. The Director holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely to candidates who have qualified CET of GGSIPU or CLAT . Students who are admitted for the concerned course are assessed continuously through various evaluation processes at College and University level.

Continuous evaluation is made through group discussion, unit tests, assignment submission, field visit/ field work and project presentations. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for second /third year are asked to deliver the seminars of the concerned subjects. Topics are given to the students by their faculty members to prepare power point presentations.

For internal assessment, a sequential mechanism is followed including.

- Syllabus Completion Status by the Course Co-Ordinators.
- Preparation of Date sheet after Consultation with the Director and Course Co-Ordinators.
- Inviting Question Papers from Faculties for Smooth Conduct of Examination.
- Display of Date sheet on Institute's Website/Notice Board.
- Making Sitting Plan (For Students) & Examination Duty-Chart (Teaching and Non-Teaching Staff).
- Conduct of Examination.
- Evaluation of Answer Scripts.
- Meeting with Director & Faculties for discussion on Students Performance.
- Result Display.
- Interaction with students regarding their Internal Assessment.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the students towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

File Description	Document
Any additional information	View Document

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

Response:

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. All possible measures are taken to avoid any kind of grievances.

- In case of any grievances regarding internal assessment, the student is free to interact with the examination cell and get it resolved.
- As an internal exam component, assignment of every subject is submitted by the student on the

student portal. If the submitted assignment is not correct the faculty has an option to reject the assignment with a suitable reason and the assignment is automatically sent to the student on the registered e-mail id with the reason for rejection through our in-house developed software so the student can correct it and re-upload it.

- The internal assessment is conducted by the examination cell in a systematic method.
- The evaluated answer sheet is re-checked by other faculty members to avoid any kind of totaling mistake, omission, or unchecked questions.
- The corrected answer scripts chosen at random are verified by the 'Head of the Examination Department' to ensure the standard of the evaluation process.
- The marks obtained by the students in internal assessment tests are sent periodically in OMR Sheet/ uploaded on the university web portal within a stipulated time and the same is displayed on the University website for the purpose of cross-verification by students and the college and are given a specific time to resolve any discrepancies.
- As per the University notification, marks of internal assessment are published on the University website are cross-verified by examination cell with the marks sent to the university and in case of any omission, incorrect marks or any other kind of discrepancies are found, they are notified to the University for needful correction.
- As per University directions during the pandemic, exams were conducted through online mode. Re-tests were conducted for students who faced technical glitches at the time of examination.
- After completion of the evaluation process, the Director conducts a meeting with faculty members to discuss the common mistakes done by students like:

Issue no. - 1 Since most students were not serious about time management, the students dedicated unequal time to questions. Some questions were found over-explained while others were not properly elaborated.

Issue no. - 2 Efforts towards proper presentation of answers (like Graphic Organizer (GO) headings, underlining the important contents) were not shown.

Issue no. – 3 Students were not strained on working notes.

- The faculty members discuss all the issues mentioned above in the class and guided the students about important issues like time management and how the contemporary cases and proper presentation make their answers more attractive and help the students to secure good marks.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The institution displays its vision, mission, objectives, program outcomes, course outcomes on the

website. The same has been conveyed to the first-year students during the college orientation program at the beginning of every semester.

Every department displays the POs, COs on the department 'Notice Board'. The students are continuously made aware of these outcomes regularly. At the beginning of every unit, teachers articulate the learning outcomes and program outcomes which makes the teaching-learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge.

The program outcomes and course outcome are published at:

- Institutional Website: <http://fimt-ggsipu.org/program-outcome.php>
- Departmental Notice Board
- Library

The growth expected in students on completion of the program of study is informally repeated by faculty to make students aware of the same. Teachers prepare learning objectives and lesson plans of the subjects they teach and the same are shared with students.

In addition to this, all the key stakeholders are made familiar with program outcomes through faculty workshops, student workshops, student induction programs, faculty meetings, parent-teacher interaction, industry interaction, and academic activities.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

The organisation ensures institution-wide understanding of educational, operational objectives and outcomes; enhance programme effectiveness and the continuous improvement of student learning. Each subject is having different learning outcomes that are being communicated in the syllabus of each subject.

The students are made aware of learning outcomes in the following manner:

- a) The faculty members begin briefing them from the very commencement of the programme,
- b) There is a continuous informal interaction with 'The Alumni of FIMT' where details regarding these possibilities are communicated to them,
- c) The college also organises 'Career Counselling Programmes' which provides students with the vision of

the scope their chosen programme/ course.

d) UG students are prepared and counselled for admissions into PG programmes in other academic institutions.

e) The students and staff are made aware of these by publishing these accredit on website & display boards.

Learning Outcomes :

Aims at creating and developing among students aptitude/ skill/ ability/ capacity for- job profile, make students a critical thinker, well aware about social events and happenings, politically alert, sensitize them about environment and sensify them about the concept of sustainable development. These learning outcomes also aims to develop the abilities of the students to-

- Define problem, identify solution and resolve it as critical thinker.
- To become multi-tasker.
- To get equipped with different technologies.
- To become a global citizen and adjust to different cultural values and issues.

The methodology of attainment of POs (Programme Outcomes), PSOs (Programme Specific Outcomes) and COs (Course Outcomes) initiates from writing appropriate COs for each course which is followed systematically from the first semester upto the final semester for each programme.

The COs and POs are designed to ensure valuable benefaction towards society, personal excellence of the students, in grain appropriate social and moral values among students.

- The process for the evaluation of the students in different courses is followed as per the rules and regulations of the University and its Examination Department.
- The Course-level Assessment includes: A Continuous Assessment with a relative weight of 25% - 75% is done depending upon the course type, whereas 25% is allotted to meet the course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used.
- The assessment of Programme Learning Outcomes is done through assessment methodology, comprehensive examination, and rubrics every year.
- An Academic Committee is formed in the institute where the Directors, and Faculty Members discuss various issues related to the academic curriculum, teaching-learning outcomes, initiatives for research works etc.
- To ensure that there would be smooth running of teaching-learning process various meetings are conducted and issues are discussed and necessary changes to be implemented are shared.
- Alumni assessment is an important assement tool.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years**Response:** 94.85**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
758	736	537	443	248

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

2019-20	2018-19	2017-18	2016-17	2015-16
883	803	544	450	249

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.22

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 9.09

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	7	6	6

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

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

Response: 93

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	24	24	15	13

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

3.2 Research Publications and Awards

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

Response: 0.45

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

2019-20	2018-19	2017-18	2016-17	2015-16
13	11	10	8	13

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.27**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
13	4	6	6	4

File Description	Document
Institutional data in prescribed format	View Document

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

FIMT college organizes and participates in various extension activities making noteworthy contributions to the society and the environment to sensitize and aware students of the issues prevailing. The NSS unit of the institute has organised the numerous events like Beti Bachao Beti Padoo Rally, Blood Donation Camp, Legal Advice Camps, Seminars, Workshops and Guest lecturers on social issues, HIV & AIDS, Covid-19 etc. to emphasize student involvement, participation, and making them a responsible citizen of the society.

FIMT students are also engaged with the activities and initiatives of the “AARUDIT” Foundation which is a non-profitable organization that is working towards solving the problems of the underprivileged section of society.

COVID-19 was declared a pandemic by the WHO in early March 2020. The students have taken up the initiative of spreading the awareness pertaining to COVID-19 via posters, social media platforms i.e., Instagram, Facebook, etc among the masses.

FIMT has organized an awareness rally based on the ‘Beti Bachao Beti Padhao’ mission. The students created awareness among the people about the importance of a girl child. It encouraged the students to build up the ability to raise voice and work upon a social issue.

Blood donation camps are organized in the college premises whereby the college staff and students donate their blood.

Legal Advice camps are also organized by the college once a year. Under this, a team of Law faculties and

Law students visited a village and created legal awareness among the people and offered free legal advices to the general public.

Events Organised:

- Health & hygiene habits, legal rights and duties, energy conservation, cultural heritage & tradition, prevention of alcohol consumption, pan chewing, rehabilitation and counseling of victims, women safety, extra curricular activities are conducted through the NSS Unit, and other societies of the institute.
- Participation in a social cause under the Beti Bachao Beti Padhao Yojna.
- Humanitarian Project at Govt. Co-Education Senior Secondary School, Bhandhwari, Gurugram.
- Participation in Jhuggi-Jhopdi Jeevan Uthaan Pariyojna.
- Blood Donation Camps are being organized.
- Legal Advice Camps are being organized.
- Guest Lecture on Protection Under Criminal Law for Women in India.
- Workshop on Rain Water Harvesting.
- Nation Seminar on Organ Donation, Transplant Coordination and Legal Aspect
- Cyber Crime and Cyberlaw Awareness
- Heart Health Workshop by Heart Care Foundation of India.
- Participation in the initiatives of the AARUDIT Foundation.
- Workshop on Positivity and Balanced Life for Youth.
- Workshop to create awareness on 'Know Your Rights'.
- Problem Solving & Innovative Thinking as a part of Personality Development Workshop.
- Workshop for students on Self-Management and Etiquettes.
- Developing Legal Ethics and Professional Ethics Workshop.
- Workshop on Mental Health & Well-Being.
- Road Safety Week.
- Awareness Program on Leprosy Break Myth- Youth Partner Program.
- One day workshop on One Man-One Plant.
- HIV/AIDS Awareness Campaign.
- 'Beti Bachao Beti Padhao' Rally.
- Awareness Campaign about Precautions against COVID-19.
- Seminar on POCSO.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	0	00	00	00

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

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

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

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

Response: 0.06

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	0	0	0	0

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

3.4 Collaboration

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

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	2	3	1	2

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

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

Response: 7

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	1	1	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The Institute has adequate physical facilities for teaching-learning activities. Its lush green and eco-friendly campus creates a good learning environment. The infrastructure facilities are adequate according to the requirement of students. In order to implement the plans and achieve the desired goals, the Institute has the following facilities and equipments for teaching-learning.

Classrooms: The Institute has a sufficient number of well-furnished, well ventilated, lighted and spacious classrooms for conducting theory classes.

Laboratories: All the laboratories are well equipped and well maintained not only for carrying out curriculum oriented lab practicals but also to carry out research activities. All the laboratories are established as per GGSIPU norms.

Seminar Halls: It is equipped with State-of-the-Art facilities viz. audio system, projection facilities, etc. Lectures of prominent people, seminars and discussions are organized. It has a seating capacity of 250 students. They are equipped with LCD projectors, public addressing system with internet connectivity.

Moot Court: It helps the students to take part in simulated court or arbitration proceedings.

Facilities and Equipments for teaching, learning, and research:

- Audio-Visual Lab
- Recording Rooms
- Editing Rooms
- Psychology Lab
- Music Room
- Science Lab
- ICT Lab
- Counseling Room
- Syndicate Room
- Common Room for Girls and Boys

AV Room: Equipped with facilities like PA system, OHP and LCD. Educational movie screening, lectures, co-curricular activities and other events are organized.

Library: The institute has a well-equipped library and a digital library as well with subscription of DELNET, NLIST, MANUPATRA, & Open Access Link on institutional website to access e-books and journals. The library is automated through INTERNATIONAL ILMS, KOHA software. The library has a vast collection of titles, volumes and reference material. Our Institute's portal has a link for Government initiative education through ICT for student access. An e-learning facility is also provided which covers a

wide set of applications and processes including computer-based and virtual learning.

We also have a spacious and well-equipped fitness center, playground, art and craft, cafeteria, sports room, rest rooms, etc.

Medical Room: Free of cost medical services for the staff and students. It is well-equipped with Oxygen Cylinder, Nebulizer and emergency medication with First Aid treatment.

Organic Farming: The Institute promotes integrated farming system that strives for sustainability and to make student and faculties understand that use of fewer pesticides reduces soil erosion, and recycles animal wastes back into the farm.

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

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

Response:

The institute believes in the overall development of the students and for that along with studies; cultural & physical activities are equally important. Institute ensures adequate availability and best possible engagement of physical infrastructure and the tools needed for the same.

Adequate facilities for cultural activities:

We live in a country of rich heritage and as a part of the education system; we need to maintain consistency among today's generation. The Institute is well known for its positive approach towards moral values. We celebrate our culture on various occasions. Following are few cultural activities held in the Institute.

- Teacher's day was organized by the students to showcase their gratitude towards their teachers.
- Saraswati Pooja is held every year on the occasion of 'Basant Panchmi'.
- Hindi Diwas celebration is also an important day in our calendar to let students know the importance of the 'Hindi Language'.
- Every member of the institute eagerly waits for 'Diwali Mela' which is held every year in campus to spread the idea of good over evil.
- We have also organized, a cultural evening when the students from 'Kathmandu School of Law', Nepal visited India for the student exchange program. All our clubs came forward to showcase their skills and performed various activities.
- Various events and competitions are also organized for the students to promote Indian culture by performing on various themes related to our culture.

Auditorium: The college has a fully functional AC Auditorium with a seating capacity of 250-300

participants at a time. The auditorium has state-of-art audio-visual setup with a great lighting system. Various cultural and academic programs are being organized by the college at the auditorium.

Gym/fitness centre: The fitness centre is a space specifically designated for exercise, fitness training, and physical wellness activities. It is well equipped with equipments like treadmill, lat pulling down, stationary bicycle, dumbbell set, etc.

Indoor sporting equipments like Shuttle Badminton, Table Tennis, Chess, Carrom, etc., are being provided in the campus. Yoga activities are commonly organized in the campus. Many students participate in state and national level events & have won several awards & medals.

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

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

Response: 16.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

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

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

Response: 14.59

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

2019-20	2018-19	2017-18	2016-17	2015-16
44.82	321.11	231.89	110.39	16.85

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

4.2 Library as a Learning Resource

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

Response:

Library is a heart of any Institution and enhance its' quality of academic and research environment. The Institute has 3 departmental libraries of its own. The huge collections of knowledgeable academic books, periodicals, references, national and international journals, CD-ROM's, CD/DVD based electronic resources newspapers, magazines, research projects, are available for the students and faculties. The Institute also has the accessibility of internet, e-books, e-journals etc. that are made available in the digital library which helps them in increasing their knowledge and understanding of various subjects which further helps them in performing well in examinations and in various other activities being conducted at Institute level including internships and placements.

Electronic Resource Management

Professional Library memberships of DELNET/N-LIST/MANUPATRA, for unlimited e-resources.

Well-equipped digital-library with internet connectivity for access to e-resources, e-journals from anywhere.

The college has an excellent computerized library with 'International Library Automation Software' - **koha**, richly equipped with books, valuable reference works, maps, back years question papers of college and university examination and a variety of periodicals. It is enriched every year by the addition of new books. Because of the great demand for text books, adequate number of them, in each subject is provided. At present library has around 250 CDs/DVDs. The library has subscribed periodicals including national and international journals from reputed publications.

As per the requirement, new books are ordered with the concern of subject teachers for reference by the faculties. A list of books suggested by concerned faculty, are also ordered for distribution in book bank & for issue by library to students.

The library cum reading room is open daily for all the students without any extra charge from 09.00 am onwards.

Library Services:

A well-equipped and well managed library is the foundation of modern educational system. The college library services are planned and organized so that the users can get their desired information or documents promptly. The library provides variety of services to increase the use of its resources. Reference service

and personal service aims to provide right books to right readers. Some of the services provided by our library are:

- Reference Service
- Circulation of Books
- Reference Book Section
- Display of New Arrivals
- Access to Syllabus and Old Question Papers Set
- Book-Bank facility
- Inter-library Loan Facility
- OPAC (On Line Public Access Catalog)
- Internet Facility
- Access to e-resources from INFLIBNET's N-List Consortium, DELNET, MANUPATRA, etc.

Facilities available:

- 1.Bar Code Printer
- 2.Bar Code Scanner
- 3.Photocopy Machine
- 4.Internet Bandwidth
- 5.Free Wi-Fi, Internet Access
- 6.Download and Printout Facility
- 7.Organization of Books Exhibitions/Display of New Books
- 8.Proper System of Feedback from the users to improve library services
- 9.Electronic library
- 10.Computer application binary interface database
- 11.On-Site Workshops
- 12.Newspaper Clipping Services.

The institute has mechanism of purchasing books as per the recommendation of Library Committee.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 39.85

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

2019-20	2018-19	2017-18	2016-17	2015-16
9.6	11.14	27.38	98.83	52.30

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

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

Response: 0.56

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

Response: 20

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institute recognizes the vital role of Information Technology in its mission and related administrative activities as well as its importance in the academic domain in preserving information in digital forms.

The institute provides a free Wi-Fi facility to the students, faculty members & administrative staff. They can access the internet freely through their mobile phones, tablets, or laptops in the college premises. All users are expected to use the resources in an efficient and ethical manner.

The institution is in process of framing its IT Policy for describing its value for using its computing facilities including computer hardware, software, e-mails, and internet access collectively known as Information Technology (IT) facilities. The IT Policy focuses this domain by including how effectively the existing IT infrastructure should be used to provide various services to its users. It also describes the future road map for providing services and up-gradation of IT infrastructure.

IT Services**Enhanced Online Services:**

The institute has adopted few online services for students such as online submission of practical curriculum files, assignments, and conducting online internal exams. IT Department has taken the initiative to develop 'Institution Management Software' for providing enhanced online services to the students.

Wireless Set-up and Applications:

Enhancing the wireless network access in the campus for all offices, buildings, hostels, and open-access areas.

Hardware & Software installing and licensing

Institute's network user community will have to take certain precautions while getting their computers or peripherals installed so that they may face minimum inconvenience due to the interruption of services because of hardware failures. The institute does not allow any pirated/unauthorized software installation on the campus computers or to the computers connected to the institution's campus network. Computers or any networking equipment used by concerned department have to undergo annual maintenance. The institute promotes the policy of using licensed software on its network. However, all the institute's computers have licensed operating systems and tools.

The institute takes the help of experts for maintenance and repairs of computers and also for up-gradation of the college website. Maintenance and up-gradation is being done from time to time.

Green Computing

The institute believes in maintaining and improving the 'Green Ethos' on the campus. It is a continuing process of review and exploration of improving technologies and practices.

Our core green computing policy objectives are to:

- Benefit the environment by conserving resources
- Reduce e-waste
- Reduce costs through efficiencies and staff awareness
- Promote the purchase of ICT infrastructure from the green-certified suppliers
- Improve stakeholder awareness of 'Green IT Issues'

The above-mentioned objectives are achieved through the following guidelines and actions:

- Keeping a track of the power consumption and reduction in power consumption when upgrading ICT hardware.
- Promotion of 'Star Energy' efficient rating system in the purchase of ICT and electronic goods.

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

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

Response: 17:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 40.55

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

2019-20	2018-19	2017-18	2016-17	2015-16
397.66	406.4	476.59	436.57	99.7

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

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

Response:

Maintenance is very crucial for the smooth flow of academic activities & it's an ongoing process. The Maintenance Department look after the overall maintenance of infrastructure as per the need, demands, and suggestions from all the stakeholders.

Details regarding infrastructure resources are as follows:

- The Institute has three wings which is well equipped with the resources as per the physical & academic requirements.
- All the wings have their own reception, where assistance is provided for any doubt or queries.
- The Institute is accommodated with 67 classrooms. Each room is fully ventilated, has the proper sitting capacity, and carries a whiteboard & projector for a better understanding of the students. The central timetable is designed in such a way that there is maximum utilization of infrastructural facilities and classrooms. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness, and infrastructure on the campus to provide a congenial learning environment. With the help of the cleaning staff/sweepers, the cleanliness of classrooms are maintained regularly and supervised by the floor in-charge assigned for each floor.
- Department of Journalism & Mass Communication has its audio-visual studio and production lab with proper lights, cameras, microphones, radio consoles, and other mandatory items required for the students. Repairing and maintenance of lab equipments are done by the respective person under the supervision of floor coordinators. Course Co-ordinators maintain a report of the repaired and updated equipments. Department of Education has an 'Art & Craft Room', as it is an important part of their curriculum. Institute also has a 'Psychology Room' for counseling purposes and is headed by a professional counselor appointed by the Institute.
- **Computer Labs:** Computer maintenance and support are carried out by system administrators. Record is maintained by the lab in-charge, regular up-gradation is carried out for computers and software and supervised by the management. There is a systematic and regular disposal of all types of e-waste and e-scrap. The Institute has three computer labs having 200 computers, accommodated by internet facility and latest software's which is used by the students and staff. Apart from these computers, each department has appropriate computers as per the requirements.

- Institute has three manuals and one digital library. Books of the latest editions are installed in the library. The institute has a well-equipped library and digital library & having a subscription of DELNET, NLIST, MANUPATRA & Open Access Link on Institutional Website to access e-books and journals. The library is automated through INTERNATIONAL ILMS, KOHA software. Also, availability of e-books, manuport, Shodh Ganga ensured by the institution in the e-library. The library has an Advisory Committee that comprises the Chairperson, Secretary, and Members from all departments. The duties of the committee includes: -
 - To guide the librarian in formulating general library policies and regulations.
 - To provide proper documentation services and updating library collection.
 - To work towards modernization and improvement of library and documentation services.
 - To formulate policies and procedures for efficient use of library resources.
 - To prepare budget and proposals for the development of the library.
 - To seek feedback on library functions from readers/users.
 - To submit the annual report on the functioning of the library.

Gym/fitness Centre:

- Institute has its gym, games and sports room with the latest technology equipment. A sport in charge takes care of the maintenance of sports equipments available in the institute. The in-charge encourages students for more participation in sports activities. Institute has different sports teams and proper equipments, and time & space is provided to students for the practice.
- **Moot Court:** Law students have full access to the 'Moot Court'. It is a replica of the Supreme Court and is open for practice for the law students.
- **Seminar Halls-** Institute has two seminar halls supported by the latest multimedia for facilitating presentations during workshops and seminars.
- Institute has auditoriums equipped with a projector & a good audio system. Each auditorium is accommodated with a seating capacity of approximately 200, 300 & 500 Students respectively.
- **Syndicate Room:** The Institute has a syndicate room utilized as an '**Examination Control Room**' for the purpose of 'Internal Examination' & 'Term End Examinations', conducted by GGSIP University.
- **Electric Power Backup Facilities:** The institute has a separate generator and staff for maintaining power supply without any interruption for the smooth functioning of the college.
- **Round the Clock Security:** The security of the college is maintained by the security guards. Total 156 CCTV cameras have been installed to monitor the infrastructure. Security persons are also appointed to observe the entire property from any kind of damage and loss.
- **Canteen Facilities:** The college provides canteen facilities to the students and staff through a third-party contract which is reviewed after the contract period for renewal or new contract with other service providers. The canteen is maintained by the service provider but facilities like water, electricity and other infrastructure including painting are provided by the college and these facilities provided by the college is under the maintenance department.
- **Transport Maintenance:** The college has a transport department which is responsible for maintaining college buses and other vehicles. There is a separate parking facility for the students and faculties at the college which is also maintained by the maintenance department.
- **Rain Water Harvesting:** Rain Water Harvesting plant is projected on the campus to use rainwater for fulfilling the water-related needs. It is a step towards the concept of nature conservation.
- Cleaning & sanitizing of water purifiers, water coolers, and water tanks are done regularly.

- Pest control and proper garbage disposal are also done under the supervision of the supervisor to secure environmental hygiene.
- **Organic Farming:** It helps to understand student & faculty to compare with conventional agriculture uses fewer pesticides, reduces soil erosion, and recycles animal wastes back into the farm.

Landscaper maintains the greenery of the campus and regularly works for beautifying the lush green campus.

File Description	Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 0.66

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

2019-20	2018-19	2017-18	2016-17	2015-16
34	35	28	11	0

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

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

Response: 0.05

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	2	1	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

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

Response: A. All of the above

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 15.94

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

2019-20	2018-19	2017-18	2016-17	2015-16
08	114	156	125	15

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

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

Response: 25.25

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 223

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

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

Response: 60

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	21	1	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	21	1	0	0

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

5.3 Student Participation and Activities

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

Response: 209

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

2019-20	2018-19	2017-18	2016-17	2015-16
92	83	32	0	2

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

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

Response:

FIMT encourages student's participation & involvement in various academic, cultural, sports, and CSR activities for their holistic and all-round development. The institute constantly encourages the students to participate in decision-making in terms of academic and administrative activities through various committees.

It has been one of the best practices of FIMT as students are motivated and actively involved in participation. Every class has a class representative (CR) who encourages students to participate in cultural activities and sports activities and also in extension activities like 'Swachh Bharat Abhiyan', 'Tree Plantation Drive', 'Yoga Day', 'Blood Donation Camp', and various other socio-cultural activities organized by various committees in/out the college, etc..

Internal Complaints Committee & Anti- Ragging Committee: FIMT is a ragging-free campus a 'Zero Tolerance Zone' and has an Internal Complaints Committee and Anti-Ragging Committee. Nomination of the student as a member of the Anti-Ragging Committee promote an ambiance conducive for the Institute to be a ragging-free campus.

Cultural & Social Society: Different cultural societies of FIMT promotes and encourages the involvement of students in organizing various activities with the help of faculty mentors.

- ZAHAANAT- The Theatre Society
- THIRAK- The Dance Society
- AAHANG- The Music Society
- POLAROID – The Photography Society
- HASGULLE – The Stand-up Comedy Society

All societies apart from organizing various events on the campus are also actively involved in activities outside the campus. ZAHANAT - The Dance Society has been performing at national level youth programs and won laurels as well.

NSS (National Service Scheme): Institute has set up two NSS to sensitize students towards societal issues and community service activities to be carried out by the students of FIMT. Students actively participated in plantation drive, HIV/AIDs awareness program, leprosy workshop & e-waste management drive etc.

A 'No Plastic' awareness campaign was conducted by NSS at FIMT to share the hazards of indiscriminate use of plastic. Being conscious towards the environment, Institute instructs students to minimize the use of plastic.

FIMT has signed an MOU for e-waste management and awareness drive was organized about the proper disposal of e-waste and e-scrap.

NSS wing undertakes all possible activities relating to the environmental consciousness.

ECOMANIA – The Economics and Commerce Society is a, proposed society of Fairfield Institute of Management and Technology which focuses on the growth of the student as they deal with practical aspects of the professional life in the future by taking the fact in mind that provide the opportunity to the students for growing and doing interesting research works related to their academic curriculum. As the name of the society is the merger of Eco. +Commerce and Mania stand for the great enthusiasm, that the students need to achieve their goals in life.

Alumni Association: Alumni are also a part of the various committees and they are contributing to guiding students.

The management gives active support to the students and assists them in planning and organizing these activities. Involving the students in various administrative bodies has made them more responsible and strengthened their bonding with the Institute.

File Description	Document
Upload any additional information	View Document

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

Response: 41.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
92	83	32	0	2

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

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services**Response:**

SUMANGAL - FIMT Alumni Association is created to build an engaged supportive alumni committee. FIMT and The Alumni Association jointly believe in creating and maintaining association with its alumni. The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. Our alumni are currently working at various positions in 'Public and Private Sector' and proving their mettle in all spheres of management. It plays an important role in shaping the future of the Institute.

Alumni Objectives:

- To bring together students of FIMT in every area to act as their representative and coordinate, synchronize and promote their interest.
- To utilize the experience, wisdom, zeal, ability and spare time of past students of the FIMT for the benefit of the weaker section of the society.
- To arrange seminars and to develop activities for healthy environment, and to avoid pollution, develop the habit of tree plantation; cultivate horticulture gardens and agriculture plants in selected areas.
- To arrange, conduct and hold seminars, conferences, discussions, symposia etc for past students.
- To establish, acquire, construct, maintain or support library for general education and advancement thereof for past students.
- To promote social, educational, cultural activities for general education for past students.
- To promote, encourage, and advance any training and/or physical efficiency of the past students that includes sports and games in all their branches.
- To print and publish books, periodicals, references, information brochures, to develop computer software and to circulate the same and conduct magazine.

Alumni Benefits for Students:

The Alumni Association contribution through various means for our present students: -

- Contribution by donating books.
- Alumni Interaction: They are invited as resource persons at various events, workshops, seminars and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture.
- Entrepreneurship Awareness: Our alumni have established start-ups in different sectors, many of them are first generation entrepreneurs. They decided to become entrepreneurs during their academic span at FIMT. Through the journey as an entrepreneur, they learnt various skills & knowledge. They enlighten the students with their success stories and challenges faced by them.
- Mentoring & project assistance for final year students: Alumni of FIMT is helping and guiding the students to prepare their final projects and along with that they are mentoring them for higher education as well.
- Placement & Career Guidance Assistance: Alumni are working in organizations at various capacities. They keep the faculties and the placement officer abreast about the available job opportunities. They assist and guide the students to crack the interviews. They also share their experience with the students and motivate them for their career development in various domains.

- Campus recruiters: Alumni come to campus as recruiters for their companies and also recommend and promote FIMT to their employers for campus placements.
- Summer Internship Opportunities: SIP being a part of the BBA, B.Com (H), BCA, BA-LLB & BBA-LLB curriculum; Alumni provide innumerable opportunities in various companies to the current students.

File Description	Document
Upload any additional information	View Document

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION

To achieve excellence in technology-led teaching, training and research for continuous improvement and quality in the field of Management, IT, Journalism, Education, Law, Humanities, and Commerce.

To equip students with knowledge, skills, and values that are necessary for sustaining one's balance between a livelihood and life.

To provide an effective, supportive, safe, accessible and affordable learning environment.

MISSION

The following strategic characteristics and aspirations enable the Institute to realize its vision:

To empower students with diverse backgrounds and varied aspirations.

To endow with opportunities towards self-fulfilment and competitiveness in an increasingly global society through innovative and flexible learning.

To effect and sustain a student-centric culture that capitalizes on the uniqueness of multi-cultural society.

To enable effective contribution of the students towards sustainable development by the inculcation of skills for transforming lives and communities.

To have an effective pool of highly successful alumni who contribute to the profession in a unified community.

To improve the quality of life and contribute towards sustainable development for the betterment of the region and the nation keeping in mind harmony with our culture, heritage and environment.

The empowered team involves- Management, Director, IQAC Members, Teaching Staff, Non-Teaching Staff, Supporting Staff, Student Representatives, Stakeholders, Alumni and other members of various Committees & Clubs. The leadership of the institute provides the clear road-map towards achieving the vision and mission of the institute for excellence in technical, academic and administrative processes. The empowered team with the help of the department wise committees formulates quality policy and integrates the same in strategic plans. Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education. The team also creates robust principles, frameworks, systems and processes for the institute which intends to reinforce the culture of excellence.

The Director, as the Principal Executive and Academic Officer steers the Institute towards the fulfillment of its vision, mission and objectives leading the faculties and staff of all levels through developing specified five-year milestones and setting up broad based goals, responsibilities and review mechanism. Faculties and other staff members are encouraged in developing and implementing the management system at various levels. Faculty members are also appointed as the members of various statutory bodies and committees of the Institute for decision making and managing its functioning. These include the Planning and Monitoring Board, Academic Council, Faculty Boards and the Finance Committee.

The leadership ensures the compliance of academic and administrative processes and procedures along with the continuous improvement and development of the management system as part of the 'Total Quality Management' framework of the Institute. This is ensured through regular systematic auditing, checking and monitoring by well-defined 'Quality Assurance Framework'. The leadership strives for continuous improvement by perfecting the system through introspection and continuous feedback, especially, by identifying organizational needs and striving to fulfill them, by reinforcing a culture of excellence through IQAC, by interacting with all its stakeholders and encouraging self-governance and team work to achieve the vision and mission of the Institute.

File Description	Document
Paste link for additional information	View Document

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

Response:

Decentralization and Participative Management:

Decentralization

The Institute has a decentralized and transparent mechanism in management, administration, financial and academic affairs. This mechanism is delegating appropriate responsibilities from the top-level management to a low level and allows the top management to focus on policy-making and take major decisions to support empowerment, specialization, and accountability at all levels of its hierarchy.

The Institute has a three-tier hierarchy committee with inter-related responsibility-sharing headed by an Honorable Chairperson, collegially coordinated by the Director, and supported by the Teacher Management Committee. Meetings are inculcated at regular intervals for the smooth functioning of the Institute. The meetings are held at three levels:

1) Standing Committee Level: It is a permanent governing body constitutes of the Chairman, Director, and Coordinators of departments which conducts meeting at regular intervals for discussing matters governing the functioning of course framework, student development, and teacher welfare and institute enhancement.

2) Institute level: Academic responsibilities are fairly divided among all the teaching staff members.

Committees are appointed for the various academic and non-academic activities conducted during the academic year. The list of all the committees are displayed on the notice-board and represented on the official website as well at the beginning of the semester for easy access during the progression of the semester.

3) Department level: The course coordinators are responsible to look day-to-day administration of the department and report to the Director. In addition, faculty members can give suggestions and ideas for improvement. Students also actively participate through different formal and informal feedback mechanisms.

The Director provides leadership for the academic administration and creates an effective environment conducive to learning. Head of Institute ensures that quality education is imparted to the students that foster the holistic development and student's all-round development and achievement of strategic plans of the Institute.

Participative Management

The Institute prides itself on confirming adherence to the culture of participative management by involving teaching staff, students, and non-teaching staff in various activities. All decisions of the institution are governed by the management. There is ample freedom provided by the management to the faculty members and the students to share their innovative ideas as well as express suggestions for improvement in any aspect of institute functioning. The non-teaching staff is also included in the effective and efficient improvement of the Institute.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Both perspective and strategic plan documents are available in the institute. Keeping in mind, the short-term, medium-term, and long-term development plans, the college always adopts a bottom-up approach with a strategic directive given by the top administration management.

Over the past years, the college has shown prominent growth and added two new programs- Bachelor of English (Honours) and Bachelor of Economics (Honours) in academic years 2017-18 & 2018-19. The National Service Scheme (NSS) was initiated in 2019-20 & few extension activities were carried out through NSS. More students from the economically weaker section were admitted with a nominal fee, merit scholarship and to sustain growth strategies must be formulated, communicated, and implemented effectively.

Strategic/Perspective Plan

Efficient Teaching-learning procedure

- Academic planning and preparation of academic calendar
- Preparation of teaching plan as per university guidelines
- Preparation of lesson plan based on CO & PO mapping
- Constant assessment to measure outcomes
- Use of more practical methods of teaching
- Use of e-learning resources
- Promote research culture & facilities
- Provide mentoring and individual support
- Follow a transparent feedback system
- Performance enhancement through workshops and seminars.
- Implementation of best practices for students
- Evaluation parameters and benchmarking

Effective Leadership and Participative Management

- Formation of various committees for effective participation.
- Decentralization of the academic, administrative, and student-related responsibilities.
- The minutes of the meetings are communicated to the Director who in turn consolidates all the suggestions and submits them to the management for approval & reference.

Student's Overall Development through Participation

- Student representatives have the responsibility towards students & to be available to listen to student views and concerns and actively represent them in an objective and accurate manner.
- Students training & placement activities.
- Student's representation in various committees and clubs.
- Participation in extension activities & competitions.

Ensuring Effective Governance

- To review smooth running of the administrative activities of the college, discussing the approval of new programs.
- To review examination results (Internal & External) of all programs; result analysis and their improvement strategies.
- To approve the up-gradation & maintenance of the infrastructure of the institute.
- To review the budget allocated for different purposes and their expenditure etc.
- To provide support for conducting all kinds of activities:- Co-curricular and Extra-curricular.
- Monitoring and implementing the 'Quality Management System'.
- Establishing e-governance.
- Leadership development through decentralization.

Proper Discipline

- Monitoring of CCTV/cameras at the entire campus and other measures to maintain the discipline.

- The entry of the students inside the campus only with Idcards and proper uniforms.

Alumni Interaction and Outreach Activities

- Registrations of alumni association is in the process to increase their participation.
- Invitation for guest lecturers/internship/placement/training/entrepreneurship.
- Exploring contributions.
- Sponsorships/scholarships/fund generation.
- Database creation, regular interactions with alumni, and networking.
- Recognition of successful alumni for appreciation and felicitation.

Mounting Physical Infrastructure

- Green campus
- Infrastructure building development & modification
- Functional facilities for e-learning

Deployment

The plans articulated by the Management and Director are communicated to the target groups like faculties, students, staff, and other stakeholders through meetings, emails, and other forms of communication. The Director provides guidelines at the institutional level to undertake these activities.

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

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

Response:

For effective governance in Administration and Academic activities, Institute has Governing Body , Finance Committee and has formed various Committees.

- Governing Body
- Academic Head of Institution
- Finance Committee
- Sub Committee

Functions of Governing Body

- Role is to represent, plan strategic direction, set the organisation's goals
- Governing Body meets twice in a year
- Approve institution of new programmes of study leading to degrees

- To plan for the infrastructure development of the institute

The Governing Body has overall responsibility of the delegated budget and reviews the finances regularly.

Functions of Academic Head of the Institution

- Manage faculty resources, administrative staffs and other college resources.
- Develop educational process and policies to meet curriculum goals.
- Plan faculty meetings, orientations, trainings and workshops.
- Work with academic coordinator for smooth conduction of academic activities.
- Support and participate in college and community related activities.
- Plan budget, schedule and resources for college and community related activities.
- Make regulations for sports, extra-curricular activities.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, medals and to frame regulations for the award of the same.
- Advise the Governing Body of suggestions pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

Functions of Finance Committee:

- Finance Committee meets once in a year
- To prepare budget for the institute
- To arrange audit of account

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

Teaching staff:

- The Institute has a Grievance Redressal and Appraisal Committee (GRAC) which facilitates the redressal of teacher's grievances in an unbiased manner and with complete confidentiality.
- Teaching staff is also provided with financial support to attend workshops and seminars nationally and internationally which is beneficial for their professional development.
- The Management ensures the celebration of all the festivals together to encourage healthy work environment, and national integration.
- Faculty Development Programmes are organized from time to time for the professional development of the teachers and also to make them aware of the latest techniques in teaching that are widely used to upgrade their efficiency.
- Automation of attendance and leave using biometric system and hygienic working supports the mental well being of the staff.
- Meditation, rejuvenation and yoga classes are conducted for the teachers keeping their mental health into consideration.
- Internal complaint committee has been constituted to deal with the internal complaints (students/staff) of the college.
- The Institute has a well equipped medical room for the teachers, students and the non-teaching staff.
- The teaching staff is provided with well maintained work space to facilitate good ambience.
- The Institute allows the teachers to pursue higher studies and also short term courses.
- The Institute is having cafeteria where food is provided at a concessional rate.
- 12 days casual leaves are allowed in a calendar year for regular teaching staff.
- Staff of FIMT has free access to internet and wi-fi facilities inside the campus.
- Counseling & guidance are also provided to the teaching staff.
- In-house developed software's for various departments.

Non teaching staff:

- Provides information about various government policies which are beneficial for weaker section of the society so as to promote 'Inclusive Development'.
- Non-teaching staff has a facility to avail interest free festival advance up-to Rs. 5000/- which can

be repayable in 8 months.

- The non-teaching staff is encouraged to pursue skill development programmes.
- The canteen and medical facility is provided to the non-teaching staff as well.
- Free uniform for certain grade employees (only for drivers and sweepers).
- Training programmes for the non-teaching staff organized at campus.
- The wards of the non-teaching staff are given fee concession.
- Supply of sanitary napkins to the staff.

File Description	Document
Upload any additional information	View Document

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

Response: 1.04

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	0	0	0

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

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 11.25

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
41	6	11	6	6

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

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

Response:

The Institution follows a well-developed appraisal system based on bias-free criteria and by taking the student feedback to bring out the actual performance of the faculty.

Academic Performance Index are listed below:

- Teaching, learning and evaluation related activities
- Student feedback
- Professional development, co-curricular and extension activities organized and participated
- Research and academic contribution
- Extra-curricular activities
- Participation in admission activities

At the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collects information about the teacher and different aspects pertaining to the teaching process. After completion of each academic year faculty submits the appraisal form. A team consisting of the Director and Professors, goes through the feedback forms collected from the students and suggests suitable measures to improve the teaching-learning process. These evaluations are used for the award of career advancements to faculty members and for promotion to next

higher position.

FIMT has evolved a standard method of evaluating the teaching, research and administrative activities of the faculty. The information furnished by the faculty member is duly evaluated by the Director and the evaluation of each faculty member is submitted to the management.

As such there is no specific performance appraisal system followed for non-teaching staff in the institute. However, performance is being evaluated periodically.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Financial Controls:

The Institution has its own internal Control over accounts to ensure:

- 1.Maintenance of adequate accounting records in accordance with the provisions of the applicable statutes;
- 2.Safeguarding the assets of the Institution;
- 3.Preventing and detecting frauds and other irregularities;
- 4.Selection and application of appropriate accounting policies, operation of systems, procedures & controls; making judgements and estimates that are reasonable and prudent; design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements.

External Financial Audit:

The Institution appoints external 'Chartered Accountants as Auditors' every year to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and obtain an Independent auditor's report on accounts that includes the Auditors opinion on reasonable assurance on true & fair view as required under the statue of the financial statements, conformity of the accounting principles generally accepted in India & State of Affairs of the Institution's Financial Records, maintenance of proper books of account as required by law and finally, agreement of the Balance Sheet, the Statement of Profit and Loss with the books of accounts maintained by the Management.

Setting up Audit Objections:

The audit objections, if any, noticed by the external Auditors are settled and rectified as and when they are raised during the course of the External Audit.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response:

The Institution mobilizes its funds received mainly from students enrolments, receipt of fees share from the Affiliated University and pay to its teaching and non-teaching staff, expenditure on augmentation of the infrastructure facilities, repair & maintenance expenses as per budget allocation on the respective heads. Budget of the Institution is prepared keeping in mind developmental criteria of the Institution and accordingly provisions are made in the budget, which is prepared by a team of experts under direct supervision of Institutional Head, Financial Adviser which is ultimately approved by the Director and then fund is sanctioned, which is deployed on different heads of expenditures in accordance with approval of various committees constituted by the institution from time to time for efficient use of funds. The Institution follows cent percent transparency in use of funds as per different plan periods under fixed schedule, target and time. Further, funds are spent after approval from building committee, sales and purchase committee, finance committee and other committees of the Institution. All these committees are chaired by the Institutional Head. The Institution also mobilizes its resources from funds generated from self-financing and vocational courses run by it. All expenses of contingent nature are spent from this fund after getting approval from financial authorities of the Institution after it is finally approved by the Institution Head. Resource mobilization is carried out by following means: • Students course fees • Interest on corpus fund • Funding from alumni donors • Provision of space on lease to various commercial

utility facilities for students, faculty members, banks, and other Institutions. Optimum utilization of funds is ensured through:-

- Adequate funds are allocated for effective teaching-learning practices that include orientation programmes, workshops, inter-disciplinary activities, training programmes, refresher courses that ensures quality education;
- Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of fixed assets;
- Enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year;
- Adequate funds are utilized for development and maintenance of infrastructure of the University;
- Some funds are allocated for social service activities as a part of social responsibilities; main motto of resource mobilization and optimal utilization of resources is to put the Institution on bench mark in tune with quality teaching and unique growth of students.

6.5 Internal Quality Assurance System

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

Response:

In fulfillment of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation, and quality up-gradation of institutions of higher education, FIMT has taken concrete steps for the development of students and faculty members and thus established the Internal Quality Assurance Cell (IQAC) on 31/5/2015 as a post-accreditation quality sustenance measure.

The main aim of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the Institution. During the post-accreditation period, the IQAC has put an effort to channelize all efforts and measures of the Institution towards promoting its academic excellence.

IQAC has been constituted as per the format prescribed by the NAAC and meetings are held periodically. IQAC cell has initiated various measures after the first cycle of NAAC accreditation. IQAC reviews the teaching-learning and other processes and takes any initiative for implementing the curriculum prescribed by the University and its enrichment.

The main initiatives and practices to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices are:

- Formation of IQAC
- Formation of Alumni Association
- Initiating NAAC preparation work
- Submission of Annual Quality Assurance Report
- IQAC News-letters
- Mentor-Mentee Scheme
- Periodic review of the performance of teaching and non-teaching staff
- Organizing Workshops, Guest lectures, and Seminars
- Feedback collection from Student's, faculties and Alumni
- Review of the teaching-learning process

- Improving library facilities
- Class Representatives Method
- Structured Feedback from the students

The Practices initiated during the last five years:

- Enrichment of Spiritual Quotient (SQ) Through Assembly
- Green Campus Initiative
- Best Teacher Awards
- To encourage faculty & students to take part in mental wellbeing/ projects/ societal challenges awareness programs
- Class representatives Method
- Educating and imparting social skills in students

The above practice encourages students to take part in social responsibility activity during the last five academic years which helps to increase student motivation and participation & increase in effective teaching and learning process, the practice has helped to establish an opportunity to promote the social development of students.

Two examples of best practices institutionalized as a result of IQAC initiatives in the latest Academic Year:

IQAC led the efforts to renew the ISO Certifications in the latest Academic year.

The Institute's IQAC planned, organized, and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators, and mapping the various processes across the entire functioning of the Institute, which finally led to the successful award of the ISO 9001:2015 and ISO 14001:2015 certifications respectively.

<http://fimt-ggsipu.org/qms.php>

<http://fimt-ggsipu.org/ems.php>

IQAC led the efforts to implement the Mentor-Mentee Scheme in the latest Academic Year

The institute has a 'Mentor-Mentee' Scheme for all the students i.e first, second, third, and final year. Under this initiative, one faculty is appointed for 47 students as their mentor. The role of the appointed faculty is to continuously monitor the academic performance such as daily attendance of the students in lectures and practicals.

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

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

Response:

The Institute thrives for perfection in giving the best services to the stakeholders. In this process IQAC plays a crucial role for continuous quality checks. Institute works in close coordination with the industry and tries to cater to the changing needs. IQAC ensures continuous up-gradation of quality of inputs supplied to the students.

Many incremental improvement initiatives are taken by the institute, and are listed below:

Academics Initiatives

- Institute is taking continuous and wide-awake efforts to improve quality in academics and continuously improving on Teaching-Learning Process.
- Add on Bachelor of Arts - Economics BA - Eco. (H) Program in Academic Session 2017-18.
- Add on of Bachelor of Arts - English BA - Eng. (H) Program in Academic Session 2018-19.
- Increase of intake in BA-LLB and BBA-LLB from 120 to 240 seats.
- Significant improvement in University External Examination.
- Best Teacher Award initiated and implemented.
- Submission of Annual Quality Assurance Report.
- IQAC News-letters.
- Mentor-Mentee Scheme.
- Class Representative Method adopted.
- Improved library facilities.

Received Research Projects:

1. 'Beti Bachao Beti Padhao' from Rajasthan Government.
2. 'Humanitarian Project' at Govt. Co. Ed. Senior Sec. School, Bandhwari Village, Gurugram.
3. 'Slum Development and Up-Gradation Process' at Meerut, UP.

ADMINISTRATIVE INITIATIVES

- Securing **Grade 'A'** from **DHE** (DIRECTORATE OF HIGHER EDUCATION) in the Academic Year 2016-17.
- ISO Certification for 2021-24.
- Two NSS units started in Academic Session 2019-20 to encourage students and the units are successfully conducting activities to serve the society.

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on the feedback, various innovative activities and reforms were introduced. The thrust in academic excellence and holistic growth of the students remain the prime focus of the institution. The

faculty members join hands in the Institution's zeal to enhance and sustain quality education flagging the way for the attainment of Vision, Mission, and Values.

A) IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminars/ guest lectures/ workshops/ FDP's/ hands-on-series and many more.

Semester Lesson Plan: The lesson plan is prepared by the faculty members for all the subjects that they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and internships.

Daily Lecture Record: Faculties prepare and submit details of the lecture along with the topic covered on an online portal on daily basis.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject gives a clear idea about the problems faced by the students. The Management & Director also monitors the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the institute in this context:

- Regular class tests and interactions.
- Mid-term and continuous evaluation comprising of internal tests, assignments, group discussions, and presentations.
- Semester system of examination for all courses.
- Providing question bank of various subjects to the students.
- Providing lecture notes through an online portal.
- Timely redressal of student's grievances.
- At least 75% attendance is compulsory in each semester.
- Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Student's result analysis: Institute has the provision of analysis of student's performance after the announcement of their semester results. If the result of the students, in a subject, is not found up-to-the-mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: B. 3 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Measures initiated by the institution for the promotion of gender equity during the last five years:

- Separate NSS unit is started exclusively to encourage female students and the unit is successfully conducting various activities to serve the society.
- The health centre is provided on the campus with a qualified physician along with a separate medical room.
- 'Beti Bachao Beti Padhao' Jan Aandolan Rally at FIMT, Kapashera, New Delhi.
- 'Humanitarian Project' at Govt. Co. Ed. Senior Sec. School, Bandhwari Village, Gurugram.
- Celebrating of International Women's Day.
- Yoga Sessions.
- Rakhi Making Competition.
- Seminar on POSCO (Protection of Children from Sexual Offences) ACT to create awareness about Child Protection Policy that ensures a safe environment.
- Slum Development and Up-Gradation Process at Meerut, UP.

The institute has a policy of appreciating faculties without gender bias. Women faculties are nominated, based on their ability, as coordinator of the departments and conveners of various committees and discharging their duties efficiently.

Weblink: <https://fimt-ggsipu.org/naac-ssr/7.1.1.php>

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

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

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

Response: B. 3 of the above

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

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

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

Response:

Inspired by 'Swachh Bharath', a flagship initiative of Government of India, the college took several initiatives to properly dispose-off waste and maintain eco-friendly environment in and around the campus. Appropriate labeling is used on all kinds of bins to help everyone while discarding various type of wastes avoiding any manual segregation.

Solid waste management:

Institute practices segregation of solid waste and its effective management in the campus. The collected waste is segregated at the source of the generation. The waste bins are placed separately for dry and wet waste at every corner of the corridor, wash rooms and common rooms. The dry waste bins are also placed in library, classrooms, etc. The dry and wet waste is handed over to municipal waste collection agency for further treatment.

Liquid waste management:

The liquid waste generated from the campus goes directly to the drainage system created in the vicinity of the institute. Along with that we do use enzyme based bacterial treatment tablets in washrooms to keep washrooms neat and clean.

E-waste:

The Institute has MOU for collecting and disposing waste generated in the campus. MOU has been made with supplier of computers and electronic materials, and it has been mutually agreed in MoU to give collected e-waste with non-profit.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

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

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

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

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

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

Response: C. 2 of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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

Response:

Our Logo signifies our commitment towards the development of society with continuous traditional values

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Let us together be protected and let us together be nourished by God's blessings / let us together join our mental forces in strength for the benefit of humanity / let our efforts at learning be luminous and filled with joy, and endowed with the force of purpose / let us never be poisoned with the seeds of hatred for anyone / let there be peace and serenity in all the three universes.

- Invocation from Taittiriya Upanishad

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual

values among the students and staff. To develop the emotional and religious feelings among the students and the faculties, commemorative days are celebrated in the campus with the initiative and support of the management for not only recreation and amusement but, also to generate the feeling of oneness and social harmony.

The Institute celebrates cultural and regional festivals jointly with students & staff, like New Year Celebration, Fresher's Party, Teacher's Day, Orientation and Farewell Program, Induction Program, Rally, Oath Ceremony, Plantation Drive, Youth Day, Women's Day, Yoga Day, and festivals like Diwali Mela Celebration, Holi Milan Celebration, Lohri Celebrations, etc. and religious ritual activities are also performed in the campus.

Motivational lectures of eminent personalities of the concerned fields are arranged for all-round development of the students for their personality development, good communication and to make them responsible citizens following the national values of social and communal harmony and national integration.

Besides academic and cultural activities, we have built-up many strong infrastructures for a variety of sports activities for the physical development of the students.

In this way institute take efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities.

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

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

Response:

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the constitution irrespective of caste, religion, race, gender etc.

Fairfield Institute of Management & Technology sensitizes the students and the employees of the institution about the constitutional obligations like values, rights, duties, and responsibilities as citizens and enables them to act as a responsible citizen.

To equip students with knowledge, skills, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community.

The students are inspired by participating in various programs of culture, traditions, values, duties, and responsibilities as we invite prominent people as well in such programs. The institute has conducted awareness programs on Cleanliness, Swachh Bharat, No-Plastic etc. involving students.

The college established policies that reflect core values. Code of conduct is prepared for the students and staff and everyone obeys the conduct rules at FIMT.

The affiliating university curriculum is framed with mandatory courses like professional ethics and human values, constitution of india, essence of indian traditional knowledge as a small step to inculcate constitutional obligations among the students. Major initiative during the last five years are:

- **Vigilance Awareness Week:** 'Integrity - A way of life' to spread awareness regarding sanitation, living standards of life, and knowing one's personality.
- A separate NSS unit is started exclusively to encourage the students. The unit is successfully conducting activities to serve the society.
- 'Beti Bachao Beti Padhao' Jan Aandolan Rally at FIMT, Kapashera, New Delhi.
- Slum Development and Up-Gradation Process at Meerut, UP.
- Humanitarian Project at Govt. Co. Ed. Senior Sec. School, Bandhwari Village, Gurugram.
- Bihar Flood Donation.

Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on protecting the environment. Ethical values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in elocution, debates, and class presentations.

Weblink: <http://www.fimt-ggsipu.org/events.php>

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

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

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

Response: B. 3 of the above

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

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

Response:

At Fairfield Institute of Management and Technology, we prepare individuals to find out their inherited potentialities and develop the same to the maximum in order to help them derive their respective utilities and contribute to society. The institute believes in celebrating events and festivals in its campus. It is an integral part of learning and building a strong cultural belief among the students.

FIMT makes tremendous efforts in celebrating national and international days, events, and festivals throughout the year.

- New Year Celebration
- Lohri/ Pongal/ Makar Sankranti
- Republic Day
- Basant Panchami
- International Women's Day
- Navratri Celebration
- Plantation Day
- World Environment Day
- International Yoga Day
- Orientation Day
- Fresher's & Farewell Party
- Independence Day
- Janmashtmi Celebration
- Teacher's Day
- Hindi Diwas
- Gandhi Jayanti
- Swach Bharat Abhiyaan
- Sports Meet
- NSS Day
- Health/ Legal Awareness Workshops
- Diwali Celebrations
- Road Safety Week
- HIV/AIDS Conference
- Vigilance Awareness Week

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

7.2 Best Practices

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

Response:

Best Practices No. 1:

- **TITLE OF THE PRACTICE:** *Students development and engagement to reach beyond academics during Covid-19 lockdown*

1. OBJECTIVES OF THE PRACTICE:

- Engagement of students in education during Covid-19 lockdown through online co-curricular activities.
- Dedicating time to co-curricular activities during the pandemic provided students with a sense of normalcy and social connection amid uncertainty.
- To create a culture of promoting collaborative learning in the teaching process.
- To achieve the principles of the teaching/learning process which are multi-dimensional.

Co-curricular activities are an excellent way for students to gain skills like:

- Creativity
- Persuasion
- Collaboration
- Adaptability and,
- Time Management

2. THE CONTEXT:

- As the colleges remain shut amid the Covid-19 pandemic, students explored more than just academics while utilizing their time during the lockdown.
- The teaching/learning process was given immense importance in the institute. While faculty grapples with new ways of managing this sudden transition to online education, students were left clinging to their mobile phones and computer screens.
- Just giving online lectures are not enough to motivate the interest of students in studies. The facilitator is required to use a variety of tools to keep students engaged in the learning process.
- Multi-fold knowledge & dedicating time to co-curricular activities kept students active and they

enjoyed learning even at their homes.

3. THE PRACTICE

- Holistic learning was encouraged through various activities.
- The students were the part of the learning process rather than just a spectator of the same.
- Different activities gave an opportunity to the learners to put their knowledge into application.
- The freedom was given to the students to share their views and ideas.
- During various activities discussions, and webinars questioning was encouraged.
- The creativity of students was encouraged through various activities.

4. EVIDENCE OF SUCCESS

- A prominent number of participations during the co-curricular activities and webinar sessions.
- Holistic development rather than only academic success of learners contribute to creating socially sensitive individuals which is the main objective of an educational institute.
- Students & staff have a more positive and sense of normalcy outlook towards life.
- Now, students have a broad vision to understand things rather than learning theoretically only.
- Students when shown the right direction and given the right encouragement can achieve the goals they desire like those who aspire to explore in writing are motivated now and has started writing poems and articles, etc.
- Co-curricular activities proved to be a great way to learn new skills and create memorable experiences.

5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- To keep students interest in learning, facilitators today have to play the role of an educator and a student as well, rather than just an educator.
- A major limitation of the co-curricular activity was the time constraint.
- The facilitators had various ideas which they wanted like to implement in their lectures, however, due to a shortage of time, all of them couldn't be implemented.
- Sometimes the technical issues were also encountered.
- Resources in terms of finance were continuously required to upgrade technology requirements.

Best Practice No. 2

TITLE OF THE PRACTICE:

Literacy Awareness Drive 2020: 'Spirit to bring a change in society'

1. OBJECTIVES OF THE PRACTICE:

Robin Hood Academy

- To create excitement among the children associated to 'Robin Hood Academy'.
- To reduce the ratio of dropouts in schools by making them aware about 'The Value of Education'.
- To fill the gap between the 'Street & Schools'.
- To empower young dreams to pursue higher education.

- To make children living in slums realize that education is vital for their enhancement and overall development.

Fairfield Institute of Management & Technology

- To inculcate and sensitize the future teachers of our 'Nation' by indulging them in voluntary work.
- To provide a platform for FIMT students to join and contribute in local academy cluster.
- To inculcate a high sense of responsibility and commitment among the students & staff to serve less fortunate children.
- To make FIMT students realize the true value of money.
- Humanitarian Work.

2. THE CONTEXT:

As an educational institution, it's our responsibility to work for the welfare of the society. Education is the right of every individual irrespective of belief, caste, creed, financial status, gender, political affiliation, religion & region. Cultivating a positive seed in the mind of children is a high demand of the 21st century & along with that making the blessed ones realize the value of money and altering their minds from filthy practices to best practices. As a country with the highest youth population, it's the right time to shape India in the best possible ways. However, FIMT took the initiative to conduct 'Literacy Awareness Drive 2020' with the motto 'To bring a change in society' by involving our students in volunteering & humanitarian work. For this, FIMT joined the 'Literacy Awareness Project' in January 2020 with Robin Hood Academy which is the initiative of 'Robin Hood Army'. The Robin Hood Army is a volunteer-based zero-funds organization that works to get surplus food from restaurants and the community to serve less fortunate people. Under this army, there is a team 'Robin Hood Academy' that focuses on the education of slum children. The Robin's empowered 6000+ street children so far with basic primary education. On January 24th, 2020 thirty children associated with 'Robin Hood Academy' of age group 8-14 years along with their volunteers visited the FIMT Campus.

Date: 24th January 2020, Friday

Venue: FIMT Campus, Kapashera, New Delhi-110037

3. THE PRACTICE:

If we give our children the opportunity of good education; we are handing them the key to their success and the success of the nation as well. In the present existence, even the slum dwellers have realized that education is vital for their enhancement and overall development, even though they have not acquired literacy skills, the parents are willing to send their children to schools so that they can acquire education.

Keeping in mind the importance of education and to inculcate and sensitize the students of our nation, FIMT approached 'Robin Hood Army' to plan a visit of the children at our institution. Around 30 children of a slum of dwarka area visited the FIMT campus with the volunteers of 'Robin Hood Academy' as few FIMT students are already associated with them as volunteers. They reported at the campus at 10:00 a.m.

An Educative Session on 'Good Touch Bad Touch'

To aware children that their body belongs to them and they have a right to protect it, FIMT organized a

session on 'Good Touch and Bad Touch'. The session was conducted by Prof. (Dr.) Saroj Vyas, Director-FIMT where she taught how to identify the 'No Touch' areas, understand who are 'Safe Adults', and how to communicate with parents about any bad experience. An animated video was also shown to help children understand the difference between good and bad touch.

Involving in Computers

Knowing Computers

Some of the children who came to FIMT barely went to school while some of them had never seen a computer before or had any idea about the internet. Keeping in mind that technology attracts children to go to school which will help in achieving the aim of reduction in dropouts; FIMT organized a lecture for them in IT Lab. Firstly, the IT technician made them aware of the different parts of the computer and its functions. Then, the children were given the chance to use MS. Paint and MS. Word etc.

Love for Books

To create excitement and interest for reading, children were given the opportunity to visit the library of FIMT- School of Education. B.Ed. trainees organized a question-answer round to develop an interest in them and also to understand the academic level of the children so that they can further provide guidance to them. Also, children were provided with reference books and comics.

Showcasing Talent

Children from all the strata of societies have the talent but, they require someone to unfold and guide them. To promote them to find their talent, and to aware that hidden talents can also lead them to live a glorious life, however members of FIMT Cultural Clubs motivated the children and share with them some inspiring stories through street play and dance performances. A session was also organized where children took the initiative and asked multiple questions.

Inculcating Cleanliness

An informative session was organized for the children to make them aware of the relationship between cleanliness and health. Colorful charts, posters were shown focusing on various aspects of the cleanliness of their households and surrounding areas. They were also addressed and were apprised of the benefits of keeping the surroundings clean. It was urged to them that cleanliness should be a matter of habit and it should be ensured in each of their activities. They were also enlightened about the safe use of toilets.

4. EVIDENCE OF SUCCESS:

The output of the **Literacy Awareness Drive 2020: 'Spirit to bring a change in society'** was very fruitful. The students of FIMT religiously worked hard to groom the children in the best possible ways. FIMT is thankful to 'Robin Hood Academy' for giving us the opportunity to connect with the children of slums and to do at least a little for them. Major changes always start with baby steps and that's what the initiative was all about. FIMT students as well as the faculties pledged to continue to do the humanitarian work to bring a change in society.

5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- Time management- We are running 9 courses at the FIMT campus, however, to involve students along with the faculties on a working day so that their classes will not get disturbed was a bit of a challenge. But, we managed to do it smoothly with good management of time and dividing the segments as per the activities done and people involved in it.
- The requirement of staff- Though the volunteers were there with the children but, we needed faculties for organizing and implementing various activities. However, we managed our work as per the schedule. Not, only this, even the Director postponed few of her work so that she can totally focus upon the children of 'Robin Hood Academy'.
- Refreshments for children- With happy faces and a good heart, FIMT organized suitable refreshments as per the age of the students. They enjoyed eating while we enjoyed watching them. The smile on their faces was priceless and worth remembering always.
- Discipline on the campus- FIMT volunteers took the initiative to maintain the decorum on the campus however the classes of all the courses ran smoothly without any distraction.
- Adjustment of the lectures- We adjusted the time-table of the faculties in circulation so that the maximum number of faculties can give a little input from their end in the 'Literacy Awareness Drive'.

There were hardly any challenges anyone has faced at any end, rather FIMT is obliged to conduct this drive. "The greatness of humanity is not in being human, but in being humane." – Mahatma Gandhi.

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

7.3 Institutional Distinctiveness

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

Response:

Fairfield Institute of Management and Technology (FIMT), New Delhi, shaping student's careers in the country is a self-financing, quality-conscious, and trend-setting Institute. We are distinctive as per our vision, priority, and thrust focusing on providing equal opportunities to everyone for the development of society with the help of human potentials. The vision of the institute focuses on essential aspects like global standards, value-based education, eco-friendly environment, and sustainable development. FIMT believes in the all-around development of beginners, which includes the values of Vivekananda. FIMT focuses to create an environment where our ethnicity and traditions go hand in hand with the material world.

The Institute has established its distinctive approach towards its vision, priority, and thrust through a holistic approach for the development with a global vision and social responsibility. We at FIMT encourage faculty members & students to take part in various types of projects and programs. The original practices that we have undertaken so far which makes us out of the league are:

- *We focus more upon 'paper recycling' rather we do less paperwork or whenever required.*

- *'Best out of waste' is an outstanding practice which we have put up with the help from 'Art & Craft' faculties & B.Ed. students of FIMT.*
- *The world is shifting towards organic life, so do we by undergoing the practice of 'Organic Farming' at the FIMT campus.*
- *The need of the hour is to protect the environment; however, we are concentrating & putting our best efforts into e-waste management as well.*

1. Focusing on 'Paper Recycling':

Aarudit Foundation 'From Dependence to Independence' was incorporated, with seed capital from the Fairfield Foundation. Having belief in being the change makers it started with the 'Go Green Initiative' by the launch of eco-friendly products like Plantable Pencils, Plantable Pens, Plantable Cards, Plantable Note Diary, Plantable Bookmarks, Plantable Rakhi, Plantable Price Tags, and Colour Pencil. The initiative got bigger when we started the practice of using recycled stationery at Fairfield Institute of Management & Technology. From the students to staff members, everyone is using 'Aarudit' products resulting in 'Go Green Initiative' with the prime motto of paper recycling. The volunteers collect waste papers from the campus weekly & students bring old newspapers from their houses to get them used in making pencils, diary, cards, bookmarks, etc. As a result, we provide them the stationary kit which is made from recycled paper by 'Aarudit Foundation'. The initiative has proved as one of the best practices undertaken by FIMT and we are planning to expand it on a large scale in the future.

For more details click on the given link- <http://www.aarudit.org/go-green.php>

2. Best Out Of Waste:

Fairfield Institute of Management & Technology is doing this practice for so many years. We believe in reusing the waste material and bring the best out of it. FIMT- School of Education leads this practice and with the help of B.Ed. trainees we have been able to make more than 1100 gifts so far. As a result of this practice, we have gifted it to our guest speakers of seminars, workshops, etc. along with the visitors at FIMT. The gifts are made from the collected waste material of the FIMT campus maintaining an important way to contribute to a clean & green environment. Gifts from waste materials have always been a best practice, but with the help of 'Art & Craft' faculties of FIMT, we have taken it to the next level, from gifting at national as well as international platforms, showcasing the talent of the students along with saving extra money to buy gifts from the market.

Some gifts made from the waste material by FIMT students were also displayed at 'Diwali Mela' celebration.

For more details click on the given link- <http://www.fimt-ggsipu.org/events-images.php?id=109>

3. Organic Farming Practice:

Fairfield Institute of Management & Technology has taken an initiative to promote traditional ways of farming by using all-natural pesticides and fertilizers on its campus. Before commencing with organic farming several awareness programs were conducted for the gardeners regarding the practice and how well it has to be conducted by the dissemination of the latest technologies. We support the initiative taken by Delhi Government to acquire 'Organic Tag' like other states. As an educational institution, we should take baby steps in achieving environmental goals for the betterment. At present only gardeners and staff is

involved in organic farming & we are planning to indulge FIMT students as well in the future. The vegetables which we are growing are getting distributed among the teaching & non-teaching staff and that's how this practice is coming out to be more fruitful as we are achieving two goals: that are protecting the environment & serving the community.

4. E-waste Management:

'Fairfield Institute of Management & Technology' has signed an e-waste management service agreement with 'E-Waste Recyclers India' for E-Scrap & E-Waste management. The sole purpose of the agreement is the proper management of electronic & electrical wastes of all types like:

- IT & Telecommunications, mobile, pager, etc.
- Photocopier, printer, fax, land-line phone, smart & feature phones, etc.
- UPS, inverter, battery, stabilizer, etc.
- Electrical panel, motor, fitting & misc, etc.
- Electronic appliances, LCD, LED, washing machine, AC, refrigerator, etc.
- CFL/ tube light, toner/ cartridge, dry cell etc.

All the above e-scrap and e-waste are being collected from the staff and students at the FIMT campus once in a month. And, upon the arrival of the e-scrap at the treatment site, EWRI sorts and classifies e-scrap for channelization, dismantling, or recycling.

For more details click on the given link- <https://fimt-ggsipu.org/naac-ssr/pdf/e-waste-management-mou.pdf>

Fairfield Institute of Management & Technology is recognized for its overall focus on quality teaching and learning along with the protection of our environment & working for the community and that's why we count among the BEST affiliated colleges of GGSIP University, New Delhi.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

The institution's societal commitment provides an opportunity for the faculty members and students alike to render services to society.

Awareness During COVID-19 Pandemic:

Since the declaration of COVID 19 as a pandemic by WHO and Countrywide lockdown, for implementation of various precautionary measures and Govt. guidelines from March 2020, the students of the NSS Unit worked voluntarily in their areas to sensitize the people through their self-prepared charts, posters, video and audio messages, social media platforms.

Plant A Tree Campaign:

Institute has taken an initiative "join together for the future on your birthday" for Faculty students & Staff as Plant a tree Campaign. It is an initiative towards the environmental practices that each one will plant a tree on his/her birthday and share a picture with the plant to our registration link <http://fimt-ggsipu.org/registration.php>.

Institute also has developed & maintaining an organic farming near college as a green initiative

Knowing Your Neighbours:

Social relationships are adaptive and crucial for survival and in this regard the Fairfield Institute of Management and Technology, prepare individuals to inculcate the importance of social connection and knowing their Neighbourhood among Faculty & Students.

Anti-Drug Anti Liquor & Say No to Tobacco:

Drug and substance abuse is a serious problem adversely affecting the social fabric of the country. FIMT has taken an initiative to create awareness & to sensitize youngsters about the issue.

A 'No Plastic' Awareness Campaign was conducted by NSS at FIMT to share the hazards of indiscriminate use of plastic.

AAA – Academic and Administrative Audit report year-wise is maintained which is the best instance for the following transparency.

Institute is in process **energy conservation** and applied to Ministry of New and Renewable Energy, New Delhi for **Solar Panel** at Institute premises.

Concluding Remarks :

Fairfield Institute of Management & Technology is an institute having a motto to serve society through

education.

Education and Transformation: (The Guru-Shishya Parampara)

The Fairfield Institute of management and technology has always been at the forefront of helping the students understand diverse forms of faith in cultures and celebrates them to promote communal harmony and it knows that today's students are more creative and innovative at every front. It has been our responsibility since inception to facilitate an atmosphere for creation and innovation.

FIMT firmly believes and tries to follow the Ottawa Charter for Health Promotion of 1989 which advocates that education should be directed towards the development of the child's fullest potential. Apart from education, FIMT's vision is to include life skills among essential learning tools viz. self-control skills, survival, quality of life, capacity building, problem-solving, interpersonal skills, decision making, effective communication, interpersonal relationship skills, etc.

The visionary management has made far-reaching efforts to pool resources, attract employees to this work environment to refine its focus to accomplish vision it has set for itself.

Efforts of the Institution in this direction are furnished in the form of descriptive summaries along with essential data under each criterion as proof. SWOC analysis is furnished covering General strengths, Academic strengths, Faculty, Students 'centric ambiance in addition to institutes weaknesses, opportunities, and challenges.

The NAAC accreditation and assessment process would provide us an immense scope for continuation of this effort to serve society. The feedback, provided would certainly help us refine our best practices and achieve distinction. This accreditation will serve as a great morale booster to our institution as a centre for higher education and for accelerating institute's growth in providing quality Education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
2.6.3	<p>Average pass percentage of Students during last five years</p> <p>2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> <p>2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>853</td><td>803</td><td>544</td><td>450</td><td>249</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>883</td><td>803</td><td>544</td><td>450</td><td>249</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16						2019-20	2018-19	2017-18	2016-17	2015-16	853	803	544	450	249	2019-20	2018-19	2017-18	2016-17	2015-16	883	803	544	450	249
2019-20	2018-19	2017-18	2016-17	2015-16																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
853	803	544	450	249																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
883	803	544	450	249																											
3.3.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p> <p>3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years. Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>0</td><td>2</td><td>1</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>00</td><td>0</td><td>00</td><td>00</td><td>00</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	2	0	2	1	1	2019-20	2018-19	2017-18	2016-17	2015-16	00	0	00	00	00										
2019-20	2018-19	2017-18	2016-17	2015-16																											
2	0	2	1	1																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
00	0	00	00	00																											
4.1.3	<p>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 14 Answer after DVV Verification: 11</p>																														

4.3.3	Bandwidth of internet connection in the Institution Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: E. < 5 MBPS Remark : bill for bandwidth of 50Mbps pure (1:1) can't be less than or equal to Rs.1000.Bill seems to be of shared internet connection designed for home users.
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>423</td><td>423</td><td>388</td><td>356</td><td>356</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>266</td><td>266</td><td>266</td><td>245</td><td>218</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	423	423	388	356	356	2019-20	2018-19	2017-18	2016-17	2015-16	266	266	266	245	218
2019-20	2018-19	2017-18	2016-17	2015-16																	
423	423	388	356	356																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
266	266	266	245	218																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>9</td><td>9</td><td>8</td><td>7</td><td>7</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>9</td><td>9</td><td>8</td><td>7</td><td>07</td></tr></table>	2019-20	2018-19	2017-18	2016-17	2015-16	9	9	8	7	7	2019-20	2018-19	2017-18	2016-17	2015-16	9	9	8	7	07
2019-20	2018-19	2017-18	2016-17	2015-16																	
9	9	8	7	7																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
9	9	8	7	07																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td></td><td></td><td></td><td></td><td></td></tr></table>																				

2019-20	2018-19	2017-18	2016-17	2015-16
758	736	537	443	248

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
883	736	537	443	248

3.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 70

Answer after DVV Verification : 66