



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Fairfield Institute of Management & Technology
• Name of the Head of the institution	Prof.(Dr) Saroj Vyas
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01125063208
• Mobile No:	9868472404
• Registered e-mail	fimtnaaccycle2@gmail.com
• Alternate e-mail	fimtnd@gmail.com
• Address	FIMT Institutional Campus, Kapashera
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110037
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	Guru Gobind Singh Indraprastha University, New Delhi-110078				
• Name of the IQAC Coordinator	Dr Shalini Kumar				
• Phone No.	01125063208				
• Alternate phone No.	01125063208				
• Mobile	8017821012				
• IQAC e-mail address	fimtnaaccycle2@gmail.com				
• Alternate e-mail address	fimtnd@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://fimt-ggsipu.org/pdf/AQAR2019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://fimt-ggsipu.org/pdf/Academic-calendar%202020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.45	2020-21	16/11/2021	15/11/2026
Cycle 1	B	2.67	2016-17	16/03/2016	16/03/2021
6. Date of Establishment of IQAC			01/06/2015		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>•Learning Booster Program for Motivation: We organised special Learning Booster programmes to make students focus on the matrix of the studies for each semester in the form of contacts with experts and conduct of self-regulated activities. • Subject Literature Survey: We introduced 'Subject Literature Survey' as a compulsory activity for each student in each semester for all papers being studied in respective semesters •Created Institutional Support: Prompted the institute for creating appropriate Institutional support for students' for 'students self-conceived activities' which produce in them power of initiative and takes them towards acceptability in Jobs and appreciation in society. • Building a Competitive environment:-Preparation and incentivization of students for competitions to acquire better positions of responsibility and performance in government and non-governmental sectors •Addressing Faculty Capacity:-Periodic development of faculty through FDPs and MDPs to ensure appropriate mentorship and Quality Production. •Building Subject-related Research Capacity: Promotion of contemporary Research Programs for the Institution as well as Individual faculty members as well as students with minor and major projects.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Academic calendar was made more meticulous for the guidelines of the students to perform with clarity for connecting with faculty lectures, continuous assessment and assignment submission.</p>	<p>Academic calendar was prepared and uploaded on the website, Smooth transition to online mode of teaching, paper setting, examination and evaluation from the onset of the COVID-19 pandemic. • Timely completions of syllabus and remedial classes conducted based on the feedback</p>
<p>To Motivate students to join online learning platforms, use smart phone as a learning tool</p>	<p>Students and faculty members are registered in online learning platforms like SWAYAM and NPTEL, epathshal</p>
<p>Social Service activities were a conducted to possible extent along with striving for entrepreneurship and placement opportunities.</p>	<p>One more NSS Unit added to FIMT, Proposal for MOU sent to Institute for Industrial Development (IID) is an incubator with the Government of India, Ministry of Micro, Small and Medium Enterprises (MSME), and the department of start-ups</p>
<p>Provide Opportunities to the youth of the country for their all-round development with a sense of Duty, Commitment, Dedication, Discipline and Moral Values so that they</p>	<p>Application Submitted for NCC</p>
<p>All departments are encouraged to organize seminar/Webinars, workshops and special lectures to improve the academic atmosphere.</p>	<p>20 Webinar conducted during the year</p>
<p>Empower stakeholders to participate in programs, projects, and activities leading to community development.</p>	<p>Under Unnat Bharat Abhiayn Proposal is being prepared for Village Adoption</p>
<p>For attending and participating in online motivational programmes, web/seminars, symposia etc.</p>	<p>The Research forums active in promoting research among teachers & Students by the Research Committee of the</p>

	college
Due to ongoing pandemic, a special arrangement was put in place for management- student relationship with a close contact.	Mentor Mentee & Advance Learner program were effectively monitored
Add-on courses proposed to be added to the institutional activities and profile in all areas.	Plan of action chalked by IQAC
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Management of FIMT	20/01/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	25/02/2022

Extended Profile

1. Programme

1.1 1261

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 3149

Number of students during the year

File Description	Documents
Data Template	View File

2.2 285

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 920

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 96

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 132

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	1261
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3149
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	285
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	920
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	96
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	132
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	70
Total number of Classrooms and Seminar halls	
4.2	601.56
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	227
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is affiliated with GGSIPU, it follows the academic calendar and curriculum prescribed by the university Based on IPU Academic Calendar Institute Prepares the Academic Calendar.

Effective curriculum delivery is ensured through a planned and documented process.

- Each semester begins with orientation activities and an understanding of the objectives and expected outcomes of each course for the period.
- The college innovates within these established academic structures, committed to providing holistic development for its students' Academic processes are streamlined, with timetables, workloads, and other supporting administrative tasks prepped well in advance of the teaching sessions.
- The syllabus, lecture plan, previous year question papers,

notes, PowerPoint presentations, and video lectures for courses are provided. As well as prepared by each Faculty which are downloadable/ accessible to students.

- Departmental reports are collated at the end of each academic session, documenting the academic and extracurricular work undertaken by the department in that year, thereby compiling its response in a systematic manner.
- For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessments, and evaluations.
- The use of emerging technologies is taught with necessary guidelines for facilitating more access to the knowledge base and, at the same time, avoiding misuse of these technologies.
- Alumni and expert experiences are shared with students to stimulate indulgence in the curriculum with objectivity and due concentration.
- Difficulties removal activities are conducted by having group discussions and symposia on complex topics/problems covered by the course being delivered.
- Complementing the pursuit of effective curriculum transaction is the strong tutorial and mentor ward system. Smaller groups of students are created, so that academic and other discussions are individualized.
- Experiential learning for the students through internships, projects, and field trips is specifically facilitated. Workshops, guest lectures, and seminars are conducted by the institution from time to time in every course.
- In addition to the course content as mentioned in the course plan, students are encouraged to participate in different curricular, technical events for overall development
- FIMT library provides access to a vast collection of international and national journals, reports, books, etc. as well as e-resources to strengthen the teaching-learning processes, etc.
- Extracurricular and Co-curriculum activities are conducted in harmony with curricular activities to largely enhance

curriculum delivery along with engagement in programs for creating better citizenship.

- The institution ensures feedback from time to time for students, teachers, alumni, employers, parents, and the non-teaching staff. Feedback forms are displayed on the college website for the requisite stakeholders to confidentially give the college their evaluations and suggestions. A Strong Mechanism was developed to take action on the feedback received from various stakeholders to attain an effective Teaching-Learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://fimt-ggsipu.org/pdf/Academic-calendar%202020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The astringent and systemic process of the 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 stakeholder's students.
- Academic Calendar is issued by the University at the beginning of the academic year. It clearly outlines a schedule for teaching, examination, semester break, and vacations that is strictly followed by the college to ensure the smooth and efficient functioning of its teaching and administrative processes. Each teacher is required to adhere to the timetable drafted in accordance with the Academic calendar covering specified days.
- All the information's reinforced during the collegiate and departmental orientation of new students at the beginning of the academic session.
- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests, and assignments in accordance with their allotted time table keeping the academic calendar and

planned co-curricular activities of the college in mind

- Every teacher conducts regular class tests with MCQs/Subjective of the related topics. Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed.
- 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.
- Institute is focused on providing transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency as our mottos in this process.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://fimt-ggsipu.org/pdf/Academic-calendar%202020-21.pdf

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 year.

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Academically, Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to Human values gender, environment, and professional ethics.

The curriculum integrates the following Courses on cross-cutting issues:

- **Life Skills Education:** To foster the spirit of social responsibility in students and enhance social and emotional well-being, to develop professionals in Life Skills Education, and to enhance their ability.
- **Business Ethics & Corporate Social Responsibility:** To acquaint students with the basics of Business Ethics & Corporate Social Responsibility of business.
- **Legal Ethics and Court Craft:** Complementary part of our legal system without the Study of which no advocate is suitably equipped with the basic requisites required to Go to the court.
- **Women & Law:** Role of women in society through the medium of law. It also focuses on women's welfare laws.
- **Media Laws & Ethics:** To explain reasonable restrictions on freedom of the press, describe the need & importance of the Press Council of India, utilize knowledge gained in coverage of judicial proceedings, Parliament and State Legislature
- **Env. Ethics, Human Values, and Literature:** To enhance the sensibility and sensitivity of the students towards the interfaces between environmental ethics and Human values.

- The college has a counseling cell, Internal Complaint Committee, and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of students, staff, and faculty.
- Various activities complement cross-cutting issues in the teaching Learning process i.e Students from Mass Communication Department make documentary films on issues of gender, sustainability, and disability.
- The Department of Education facilitates its students to visit special schools and slum areas, and understand aspects of marginalization so that they become reflective practitioners, learning the significance of inclusive pedagogies.
- Student participation in various cross-cutting issues activities such as "Donation drive Orphanage Visit, Mera Bharat Mahaan Hindi Poetry Competition, World Food Day, International Day Of Girl Child, Van Mahotsav Week. Various webinars The Impact of Fake News-Drugs Abuse and Illicit Trafficking, Covid Impact on Employment: Upskilling & Re-Skilling, were organized
- College celebrates days of National and International importance such as Republic day, Women's Day Independence Day, Teacher`s day, Human Right Day, International Yoga Day, World environmental day, etc. These celebrations nurture the moral, ethical, and social values in the students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

917

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://fimt-ggsipu.org/igac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1270

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

11

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- The Fairfield Institute is an academic institution dedicated to the development and transmission of higher-level knowledge through excellent research and teaching programs.
 - According to University policy, "internal assessment in a theory course comprises of written tests, assignments, presentations, seminars, and tutorials.". As a result, FIMT developed a method of Continuous Internal Assessment to track and assess students' development.
 - The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, also by University end term semester results, etc; on the basis of which slow and advanced learners are identified.
- Slow Learners:
- Remedial classes are organized, the purpose of which is to give special coaching in areas where they need support.
 - Additional reading material and books in the simple form are made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.
 - Bilingual explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought to par with the rest of the class.
 - Personal, academic, and career-related counseling is given from time to time.
 - Home assignments are given and evaluated on a regular basis.
 - Peer learning is encouraged through group discussions and presentations. This aids in building a culture of teamwork and helps to develop leadership as well as interpersonal skills.
 - Departments provide a Library hour (non-credit) as part of their normal timetable to confer with teachers.
 - Students have the opportunity of providing online input on

the curriculum and teacher evaluations so that appropriate action can be made.

- The mentor-Mentee program was implemented to understand the aptitude, need, and interest of students in the novice stage.
- Hand holding of freshers' by senior students has been a practice to help them cope with their studies and personal realm, which impacts their overall performance/well-being.
- **Advanced Learners:**
 - During lectures, class tests, assignments, and interactions outside the class, the teachers are able to assess the caliber of the students and identify the advanced learners.
 - Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.
 - Participation in various clubs and society and other extracurricular activity
 - Advanced Learners are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in the future.
 - Advanced learners are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations. They are given an opportunity for micro-teaching in the class as well as making individual presentations.
 - Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses provided by the college along with special lectures organized by expert resource persons.
 - Students are given recognition for their achievements at various forums in terms of appreciation certificates.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3149	98

File Description	Documents
Any additional information	View File

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

FIMT focus on Student-centric activities and the following methods are conducted throughout the year by the institution.

- Slum visits are organized by several departments to gain an understanding of the geographical, socio-political, and economic factors of the lives of the people living in slum areas.
- Every Department helps to combine theoretical knowledge with practical knowledge, through visits to Industrial/ Corporate houses. It gives students a platform to enhance their interpersonal skills and provide insight regarding the internal working of companies.
- The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas.
- The Research and Skill Development Cell helps students conduct independent research in survey methods, data collection, and social outreach
- Use of ICT & E-resources by students is encouraged.
- The college employs a problem-solving method with an interactive approach through discussions, debates, and oral group presentations to encourage greater participation and interactive learning.
- Project work is assigned in all practical subjects to encourage teamwork and participative learning.
- Newsletters are published by Departments and Societies to nurture creativity and other skills.
- A dedicated Activity Period is assigned every Saturday to organize various events by different societies and departments.
- Professional Counsellors are employed to enhance the learning process by supporting them with their personal and

professional concerns if any.

- Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.
- Law department focus on the art of writing judgment & Moot court competitions. Legal awareness camps are being organized.
- Physical Education Practicum Camps, physical education lesson planning, and developing games are organized for school children by B.Ed students. This enhances their experiential learning as part of their training to become teachers.
- School Planning and Management Programme by the B.Ed Department to understand school systems and infrastructure. These projects give insights into the school as a social system by analyzing of vision of the school, policies, practices, hierarchy (if any) or decision-making system of the school, teaching-learning processes, and human resource system.
- As part of the B.Ed course, students engage in a four-month-long internship in various government & Private schools in Delhi.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The following ICT tools are used by the Institute:

- The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach updated information.
- The college has ICT Enabled Classrooms to have Desktops, Laptops, and Projectors which helps in the e-learning process.
- The library provides access to e-resources vide INFLIBNET to teachers and students. This provides resources to enable them to do research.
- Institute has its own created software for Online Examination System, Intranet Based College Management

System, Fee Record Management System, Assignment Record Management System, Attendance Record Management System, and Transport Record Management System.

- Each student and Faculty have their own portal Student Portal and Employee Portal. Student can access their e notes, the question [papers, assignments, PPTs, and video
- The college has well-equipped Computer Labs. The teachers take practical classes for courses like Mathematics, Commerce, Computer Science, Economics, etc. The labs are updated with new software like Tally, Microsoft Office, latest Excel utility.
- Online Classes through Google Meet, Microsoft Team, Google Classroom)
- MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edxetc), Imperial College London
- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

96

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

96

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

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

2.4.3.1 - Total experience of full-time teachers

332

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

Internal assessment is made transparent and robust by adopting different patterns of assessment through written exams/participation in class discussion /research assignments and performance of skill development activities.

- The college has a transparent and robust evaluation process in terms of frequency and variety.
- In order to ensure smooth and efficient functioning in internal assessment, Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work.
- The College encourages the teachers to adopt innovative methods such as Open Book Tests,
- MCQs and Analytical Tests, etc. on a continuous basis before semester-end examinations held by the University.
- For ensuring a transparent and robust internal assessment, an Examination Committee has been established, which is headed by the Director and has three major divisions
 - Conduct division
 - Result division
 - The University correspondence, and the student's grievance division.

(1) Conduct division

Conduct Division headed by the Academic Head, who has the following duties in order to ensure a smooth evaluation system.

Releasing the academic calendar in advance, prior to the beginning of the session, so that faculty and students can execute the semester in a time-bound manner. Collection of the Unit completion certificate by faculties. Collection of Question bank Preparation of date -sheet, attendance sheet & mark sheet, and circulation to all faculties. Collection of Marks from faculties and Submission to examination cell.

(2) Result division

Headed by Examination In-charge

Result Division displays marks of internal within two to three days collects and compiles the result. Thereafter all the marks are uploaded to the GGSIP University portal and submitted to the

University in PDF within the stipulated time. When the marks uploaded by the University on The GGSIPU website are verified by the examination cell and in case of any discrepancy revision/correction letter send to the University.

(3) The University correspondence and students' grievance division

All the University correspondence related to the smooth functioning of the examination system is done by the examination In-charge under the direction of the Director and in case of grievance, it is seen by the Grievance department under the direction of the Director of the Institute.

BEST PRACTICES OF EXAMINATION CELL

1. Provides immediate solutions to student's problems with the separate e-mail id provided to all students - examinationfimtcollege@gmail.com
2. To ensure an unbiased evaluation, the evaluation process is done by other faculties who are subject experts but not teaching the paper in that particular session.
3. The best answer sheet/project reports/practical files are available in departmental libraries.
4. All the examination-related information is promptly uploaded to the college website.
5. Doubt sessions are organized after internal examination as students can discuss on the question paper.
6. Re-Internal examination conducted for those who were absent in Internal exams due to genuine reasons.
6. All the necessary forms are available on the college website ie the drop and grace form.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

FIMT is an affiliated college and therefore it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a final exam that is uniformly conducted for students across all the affiliated colleges of GGSIPU. The final exam for each paper has 75% weightage of the overall assessment and the remaining 25% constitute internal assessment marks.

- The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects, and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.
- The institution has a well-defined system in place to deal with examination-related grievances. There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. All possible measures are taken to deal with 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.
- The Internal assessment conducted by the examination committee in a systematic procedure
- The Evaluated answer sheet is re-checked by other faculty members to avoid any kind of totaling mistake or omission of any question or any unchecked question.
- 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 College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test/project marks are uploaded on the College website. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement.
- Any query of students regarding the feedback and evaluation

is thoroughly addressed by the respective 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 published on the University website cross-verification done by examination cell and in case of any omission, incorrect marks or any other kind of discrepancies are found, notified to the University for needful correction. Teachers.
- As per University directions, the pandemic exams were conducted online mode. Re-tests were conducted for students who faced technical glitches.
- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University the College.
- After completion of the evaluation process, the Director conducts meetings with faculty members and discusses the common mistakes done by students, and issues the corrective measures that should be taken to ensure good academic grades.
- Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

With the objectives of Outcome-Based Education (OBE), the Program Outcomes (POs), and Course Outcomes (COs) are framed by the department offering the concerned program after consultation with all faculty and the stakeholders. After attainment of agreement, the same is widely propagated and publicized through various means such as display and/or communication specified hereunder.

- Website
 - Curriculum /regulations books
 - Department Notice Boards
 - Laboratories
 - Student Orientation Programs
 - Parent meet
 - Faculty meetings
 - Alumni meetings
 - Library
-
- All our COs are connected with POs, which are also mentioned at the beginning of each course, and with objectives and purpose.
 - the faculty members adopt their methods and mechanisms to ensure COs, also activities during the course are oriented towards COs.
 - The faculty members, class teachers, and mentors, also inform the students and create awareness while addressing the students, the Program In-charge creates awareness on POs and COs. and emphasizes the need to attain the outcomes.
 - POs include many areas of inter-related knowledge, skills, and personality traits that are to be acquired by the students during their graduation. Program Outcomes (POs) are comprehensive statements that describe the professional accomplishments which the program aims for, and these are to be attained by the students by the time they complete the program.
 - Cos are clearly specified and communicated. Course outcomes (COs) are direct statements that describe the vital and continuing disciplinary knowledge, abilities that students should possess, and the depth of learning that is expected upon completion of a course.
 - The POs/Cos of the program are available through electronic media at individual Department websites located on the college website <http://fimt-ggsipu.org/>The COs of the courses are also published through electronic media at the Department site located on the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.fimt-ggsipu.org/pdf/Programme%20Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

- The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes.
- Throughout the year the faculty records the performance of each student on each program outcome. At the same time, remedial coaching is also provided to slow learners to make pace with the desired progression.
- The Methods of measuring attainment:
 - End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures program outcomes based on the course attainment level fixed by the program. It is a direct evaluation process.
 - Internal and External Assessment: Internal assignments are given to the students to check their domain knowledge which is aligned with the Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.
 - Institutional Examination and Tests: Students are assessed and evaluated throughout the semester at the institutional level through the unit test, surprise test, internal examinations, participation in internal/ external Moot courtcompetitions, and the performance of the student is analyzed for assessing the attainment level of program outcomes.
 - Project workis being scrutinized on the basis of their findings relevant to the research question of those projects.
 - Feedback Evaluation: The Institution collects feedback

from students, Alumni, Employers, and Parents which is an important method of measuring attainment with the objectives of identifying the attainment level of students in terms of the program, subject, course, and syllabus outcomes and understanding the impact of the teaching-learning process.

- Internships: Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain the necessary skills and practical experience in their chosen discipline.
- Placements: One of the most important Programme Outcomes of an Undergraduate Degree is the employability of students upon successful completion of their degree program. Placement Cell, which caters to the demands of companies from different sectors.
- Higher Studies: Another parameter to measure attainment of POs, PSOs, and COs is through a progression of students towards higher studies in educational institutions in India.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

920

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://docs.google.com/forms/d/e/1FAIpQLScCNobbPocq17wsBt40Vr3gMlt0Z6UUZfymOpqn9KJvqYC10A/viewform>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

- FIMT College organizes and participates in various extension activities making noteworthy contributions to the society and environment to sensitize and make the students aware of the issues prevailing in the environment and society.
- The NSS unit of the college takes part in numerous events to emphasize student involvement, and participation and make them responsible citizens 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.
- 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.
- 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 voices and work on a social issue.
- Events organized during the year, covid-19 awareness drive, Mera Bharat Mahan, Plantation drive, cancer awareness session, donation drive, plantation drive, orphanage visit, donation drive, plantation drive, webinar on HIV / Aids, "matritva - tribute to mother" webinar on covid 19 - myth vs facts, managing stress during covid-19" blood donation & covid 19 vaccine, waste management session" help the needy at doorstep red dot challenge," webinar on nature & covid-19", webinar on elder abuse, Van Mahotsav week activity.
- The college organizes and participates in various extension activities with a dual objective of not only sensitizing the students about various social issues but also contributing to the community and strengthening community participation.
- FIMT organizes extension activities in the neighborhood community that sensitizes students towards community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society.
- Green initiatives by work towards promoting the ethos of preservation and protection of our environment and instill a feeling of responsibility for a better, greener, and cleaner environment through initiatives like plantation drives, competitions (online and Offline), and the sale of plastic

alternatives, talks by eminent speakers, excursions, screening of documentaries and campaigns on social media, organic farming, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

37

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

3757

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

08

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college and to enhance 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 goal, the Institute has created an adequate infrastructure in terms of State of art computer labs, library, language lab, faculty rooms, and classrooms Seminar Halls with Audio Visual Facility.

- The institution is divided into various wings according to the courses, each wing is well equipped with spacious classrooms, IT labs and libraries. Sufficient number of ICT equipped classrooms are available within the departments.
- There are two computer labs and a language lab is available for the students. These labs have adequate computer equipment, internet connectivity to support practical sessions. The college provides access to
- The magnificent Moot court, established in , various internal and external moot court competitions are conducted in the moot court.
- The campus Wi-Fi Enabled for the benefit of students and faculty.
- School 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.

- School of Education has its 'Art & Craft Room', as it is an important part of their curriculum, The institute also has 'Psychology Room' and Language lab headed by a professional appointed by the institute
- Institute has two seminar halls to conduct conferences, seminars, and workshops. The big seminar hall has a capacity of 250 seating capacity and the small one has 100. They are equipped with Projectors, public addressing system with internet connectivity.
- The institute has a well-equipped library and 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 software. The library has a vast collection of titles & volumes and reference material. Our Institutional portal has the link for Government initiative education through ICT for student access. An E-learning facility is provided which covers a wide set of applications and processes including computer-based and virtual learning. Common rooms for boys and girls are separately available where any sick student can take a rest or get ready for the programs. We have a spacious and well-equipped Sports room, where pupils can play indoor games like table tennis, chess, caroms, etc. We have a Health room where the doctor attends to the students and faculty patients.
- The campus has a well-equipped gymnasium, Hostel, and mess and substantially enhanced its support services such as cafeteria, canteens, shops, and other facilities. Institute is maintaining a conducive environment for the students to achieve their dreams.

The available infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent-teacher meetings, Campus Recruitment Training classes, meetings, webinars/seminars, conferences, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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 the best possible engagement of physical infrastructure and the tools needed for the same.

Adequate facilities of cultural activities:

We are 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.

? Teacher's day is one of the celebration days organized by students to showcase their gratitude towards their Teacher.

? 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 the function of Diwali Mela which is held every year on campus to spread the idea of good over evil.

? Various events and competitions are organized for the students in which also we try to promote our culture by using various themes related to our culture.

Adequate facilities of games and sports:

"Discipline is the bridge between goals & accomplishment". The institution understands the value of sports and games in an individual life. Institute provides trained instructor who guides students to achieve their goals. We do have various teams for various sports and also have enough space for the same. Institute has facilities for the following games and sports: Football,

Basketball, Kabaddi, Along with outdoor games and sports, we do have the proper required to set up of indoor games & sports which

include; badminton, table tennis, carom, chess, ludo, weight-lifting, power-lifting, and many others. Apart from this institute do provide following facilities to our students who seek interest in sports:

? The Institute has a Sports room and a Storeroom.

? The Institute has adequate infrastructure for various games and sports.

? Students participate in Inter-College tournaments in various sports. The Institute also supports financially if they have the dedication and caliber to achieve their goals.

? Those students who are selected to represent the college at the university level, state and national level competitions are supported by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

601.56

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software - koha
- Nature of automation -fully
- Version - 18.05.04.000
- Year of automation - 2018.
- Koha is the first free software library automation package. In use worldwide, its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base.
- Full-featured ILS.In use worldwide in libraries of all sizes, Koha is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha includes modules for acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation for when Internet access is not available, and much more. Koha will work for consortia of all sizes, multi-branch, and single-branch libraries.
- Multilingual and translatable.Koha has a large number of available languages, with more languages every year.
- Full-text search in powerful searching, and an enhanced catalog display that can use content from Amazon, Google, LibraryThing, Open Library, and Syndetic, among others.
- Library Standards Compliant.Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50,

SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

- **Web-based Interfaces.**Koha's OPAC, circulation, management, and self-checkout interfaces are all based on standards-compliant World Wide Web technologies-XHTML, CSS, and JavaScriptmaking Koha a truly platform-independent solution.
- **Free Software / Open Source.**Koha is distributed under the Free SoftwareGeneral Public License (GPL) version 3 or later.
- **No Vendor Lock-in.**It is an important part of the free software promise that there is no vendor lock-in: libraries are free to install and use Koha themselves if they have the in-house expertise or to purchase support or development services from the best available sources. Libraries should be free to change support companies and export their data at any time, make sure your support company allows this, it's also important to make sure it uses a good data management system

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

3.59

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

35

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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.

In terms of hardware infrastructure:

- The institute has two IT labs, one language lab consisting of 237 desktops and laptops. These workstations are available to the students and faculty both to use computer for academic project, practical sessions and for learning.
- Furthermore, college is equipped with 18 printer (of various companies namely, Canon, HP,) in the teaching block.
- The facilities of Projectors and desktops makes the learning process effective as various innovative methods like cooperative learning, presentations, can be incorporated by

the faculties in the teaching learning process.

While for the Software infrastructure:

- 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 on the college premises. All users are expected to use the resources in an efficient and ethical manner.
- The institute has adopted a 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.
- Desktops are running on Windows 10 operating system and most of them have MS office 2010 installed and few are running on Microsoft Office 365.
- The college uses DRRF software for lecture and attendance record.
- 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 are being done from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

227

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

542.77

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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

Infrastructure resources are as follows:

- The Institute has three wings that are 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 is 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 equipment are done by the respective person under the supervision of floor coordinators. Course Coordinators maintain a report of the repaired and updated equipment.
- 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 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.
- Library: 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 & has 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 include: -
 - To guide the librarian in formulating general library policies and regulations.
 - To provide proper documentation services and update 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 a 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 equipment available in the institute. The in-charge encourages students to more participate in sports activities. Institute has different sports teams and proper equipment, 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 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 the 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. A total of 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 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 students & 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.fimt-ggsipu.org/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

91

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

91

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

91

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

87

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

- FIMT encourages students' participation & involvement in various Academic, Cultural, sports, and CSR activities for their holistic and all-around development. The institute constantly encourages the students to participate in decision-making in terms of academic and administrative activities through various committees.
- The participation of the student as a representative can be observed at various levels of the institution;
- Campus Ambassador: At the university level each year two campus ambassadors are selected from each college to undertake various SVEEP activities/ programs of the election commission to enroll left out electors, especially youth, and to organize national votes day and inspire the voters in general to exercise their right to vote. Tanya Kurana and Ritik Negi were selected as the campus ambassador for the academic session 2020-21.
- Students members in various committees: Students play vital roles on the institution's committees and provide invaluable advice and input to decision-making from the student perspective. The institution values and welcomes student contributions to its committee processes by inviting them as internal and external members.
- Class representatives: Every year, two student representatives from each class are elected. these representative acts as an interface between students, faculty, and administration. Working with the faculty and administration, CRs strive to make the learning experience engaging and enjoyable for the students. Wheres as lend

voices to the students' concerns and opinions; play an active role in resolving any issues with the faculty and administration in the day-to-day academic activities. They encourage and bring new initiatives to the table with the aim to make the campus life and learning more fun and engaging.

- **Clubs & Societies:** The Institution supports various clubs & societies with the primary aim to direct the dynamism of students in constructive directions to produce a total integrated personality through assimilation of the culture, literature, art, music, dance arena and sports activities, photographic acumen, in addition to community services. These societies offer a diversified range of extracurricular activities, meeting a variety of student interests. Each Club/Society is constituted by a President, a Vice-President, a Student Secretary, and student members.
- There are several student societies that cater to a range of interests encouraging the students to hone their unique talents and managerial skills. Besides representing the institution at different colleges and Universities, these societies also organize competitive events and showcase their talents in the various in-house events organized within FIMT
 - ZAHAANAT- The Theatre Society
 - THIRAK- The Dance Society
 - AAHANG- The Music Society
 - POLAROID - The Photography Society
 - HASGULLE - Stand-up Comedy Society
 - PROSPEROUS- The Literary Society
 - SRIJAN- The Production Society
 - ECOMANIA- The Economics Society

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/societies.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

FIMT Alumni Association (SUMANGAL-FIMT) is created to build an engaged supportive alumni committee. FIMT and the Alumni association jointly believe in creating and maintaining associations with its alumni. The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. FIMT alumni are currently working at various positions in Public and Private Sectors 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 youth in every area to act as their representatives and coordinate, synchronize and promote their interest in all matters.
- To utilize the experience, wisdom, zeal, ability, and spare time of past students of the FIMT the society for the benefit of the weaker section of the society.
- To promote sports education, culture & knowledge by arranging seminars of past students of FIMT.
- To make the students career-oriented and attain international standards by sheer professionalism.
- To arrange seminars and develop activities for a healthy environment, and to avoid pollution developed the habit of tree plantation; cultivate horticulture gardens and agriculture plants in selected areas.
- To bring about better living conditions, mutual co-operation amongst the past students of FIMT by implementing

recreational facilities

- To arrange, conduct and hold seminars, conferences, discussions, symposia, etc for past students.
- To establish, acquire, construct, maintain or support a library for general education and advancement thereof for past students.
- To promote, social, educational, and cultural activities for general education for past students.
- To promote, encourage, and advancement of any training and/or physical efficiency of the past students includes that of 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.
- To Attain Feedback on curriculum from past students
- The Alumni Association Contributions through various means:
 -
 - Book Donation: Contribution by donating Books.
 - Alumni Interaction: Alumni of SBPIM give input to aspiring graduates. They are invited as resource persons at various events, guest lectures, and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in the corporate world, application of knowledge, and corporate working culture.
 - Placement & Career Guidance Assistance: Alumni are working in organizations in various capacities. They keep the faculties and the placement officer abreast of 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.
 - Summer Internship Opportunities: SIP is a part of the curriculum; Alumni provide innumerable opportunities in various companies to the students.
- 6. Entrepreneurship Awareness: Some of 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 SIP.

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

GOVERNANCE

- FIMT College fosters an atmosphere of intellectual vigor and moral values in which the youth of our country find their dreams of getting wings and achieving greatness and success as distinguished men and women of the society and country wherein they contribute positively.
- In light of shifting national and worldwide trends in education, FIMT's Vision and Mission have been aligned. Goals are set to achieve the objectives outlined in the national higher education policy. The College's current vision is to be a global leader in education and a significant partner in India's growth toward a just, humane, and inclusive society.
- Our founder and chairperson Shri V K Nangalia Bharadwaj with the insight of serving the society under the motto "Developing a second to none academic environment through the synergy 'actively join in the administration of the institution and motivates the Principal/Director, Program In Charge, Faculty, Non-teaching staff and students to work towards the achievement of the vision and mission.
- The Governing body consists of members of Management, eminent academicians, and industrialists, who guide the administrative and academic-related matters, expansion of infrastructure, implementation strategy, future plans, and other vital decisions. The decisions of the Governing Body are executed by the Principal/Director, Program In Charge of the Departments, and faculty members teaching and non-teaching staff.
- The Principal appoints committees with members from teaching staff, non-teaching staff, and students to oversee the college's various operations, such as admissions, academic

coordination, examinations, promotion of research and extension activities, development of infrastructure facilities, and staff appointments, service records, and encouraging cultural activities.

- The Leadership ensures the compliance of academic and administrative processes and procedures along with the continual improvement through regular systematic audits, feedback, conferences, checks, and monitoring by a well-defined Quality Assurance Framework. The Leadership of the college sets the direction for all the members of the college to work collectively towards the achievement of the vision and mission set by the college.
- The management mobilizes funds for the enhancement of infrastructure, laboratory, library, and office equipment, apart from creating an environment-friendly campus/premise.

Perspective Planning

- The college has the following perspective plans for the holistic development of students- Strengthening Industry-Institute partnerships, developing innovation, and kindling the Entrepreneurial spirit of the students.
- The governance of the college is reflective of effective leadership and is in tune with the vision and mission. The Vision and Mission statement defines the college's distinctive characteristics in terms of addressing the needs of students and society it seeks to serve by providing courses in all disciplines in futuristic and emerging areas. Developing the overall personality of the students to be excellent professionals and as per the need of the society and country. Inculcating good human values to be a good human being and having regard for heritage and culture.

File Description	Documents
Paste link for additional information	http://www.fimt-ggsipu.org/vision.php
Upload any additional information	No File Uploaded

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

DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

The college practices a decentralized and participative management

approach in all its activities, initiatives, and decision-making by involving the Principal/Director, HODs, and Faculty members at all levels. We have the following measures to ensure decentralization and participation

- The Principal/Director is the Head of the Institution and ensures that the right environment prevails at all times for the smooth functioning of all academic activities, intellectual growth, extra-curricular activity, etc. Periodic meetings are convened with the HODs, and Faculty members where ideas are exchanged and decisions are made with respect to improvement in academic performance and infrastructural developments.
- The Director creates various committees in consultation with the Program In-charge Planning and Monitoring Board, Training and Placement Cell, Academic Affairs Committee, Staff Selection Committee, IQAC, Exam Cell, Placement Committee, Grievance and Redressal Committee, Anti-Ragging Committee, etc. are a few of the committees with definite roles and responsibilities. These committees help in the decentralization of work and ensure the collective responsibility of the entire team in each process. The functioning of the committees is reviewed periodically.
- There are various levels and participation from all stakeholders in decision making
- Student and In charge to take initiatives and proposals and routine matters
- Review by the respective committee.
- A group of senior faculty is supposed to give formal recommendations with suggestions
- Management gives the final approval
- Suggestions from society and other stakeholders
- The administrative and academic responsibilities are decentralized to involve effectively till the last person for effective implementation & monitoring of various policies, regulations & guidelines at various levels.
- The Program In-Charge works toward the holistic development of the Faculty members/students. This is done with the help of the class in charge and mentors, who provide academic support, guidance, counsel, address grievances, maintain the database, keep track of the attendance of the students and communicate their progress to the stakeholders.
- The students take an active part in the various activities on the campus. This results in the effective and proper

execution of the work and promotes cooperation between management, staff, and students. The Program In-Charge of various departments is responsible for the day-to-day administration of the Departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Our Institutional Strategic perspective plan is primarily drawn in consonance with institutional objectives and prescription of the affiliating and approving bodies.
- Capacity building of the faculty has priority in our strategic plan
- Orienting students to theoretical knowledge with skill development through specialized interaction with expert/professional field study, clinical practices is also our part of strategic plans
- Comparative studies of leading institutional functions and policies set by state and national governments are taken as guidelines for the achievements of our goals.
- Emphasis on using the ICT tools for effective teaching and learning.
- Research Training workshops are organized for students to equip them with the latest research methodologies.
- Periodical assessments thorough review of the infrastructure and activities is made to make the institutional strategic plan sustainable.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

- The Institution has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions. With the hands-on experience of the management, Institutional Management is designed with transparency to get the optimum results out of it.
- A hierarchical setup is established from top management to down the level demarcating the Duties, Responsibilities, Accountability, and Authorities at every stage. The Director is the Academic and Administrative Head of the institution who provides leadership and guidance in the planning, organization, and execution of all programs with the active support and participation of the faculty and non-teaching staff members
- The Board comprises the representatives of various sections like Governing Body, Chairman, Executive Director, Faculty Librarian, Teachers' Representatives, Alumni, deliberate and decides on various operational, tactical, and strategic issues of the Institution, finalize the Action Plan The IQAC (Internal Quality Assurance Cell) functions as a Coordinating Body and Monitoring Cell to conduct an evaluation of the teachers' performances with regard to regularity, punctuality, sincerity, accountability, teaching quality, commitment, etc.
- The IQAC looks after the sustenance and enhancement of the academic inputs and outputs. The college has constituted several Committees and Cells to manage various activities and functions of the college in a decentralized manner.
- Student Liberty/participation in proposing activities as our policy and administrative preferences makes possible our efficient organization of multiple activities with the satisfaction of stakeholders.
- Academic activities like student teaching exercises in various institutions Moot court and related activities Industrial visits, and software programs are now largely performed by the students with satisfactory feedback from the stakeholders.
- The approach of the Management towards creating and enabling a working environment for the staff and the students makes the functioning of the Institutional bodies effective and efficient that the Institution carried out Academics and curricular activities, and extracurricular activities even during this pandemic.
- We are continuing with an open decision policy, multilevel administrative setups continuous appointment process with

negotiable service requirements in consonance with fair procedures.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://fimt-ggsipu.org/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching staff:

- The Institute has a Grievance Redressal and Appraisal Committee (GRAC) which facilitates the redressal of teachers' grievances in an unbiased manner and with complete confidentiality.
- The teaching staff is also provided with financial support to attend workshops and seminars in India and abroad which is beneficial for their professional development.
- The Management ensures the celebration of all the festivals together to encourage a healthy and hygienic 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 new techniques in teaching that are widely used to upgrade their efficiency.

- Automation of attendance and leave using a 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.
- An 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 a well-maintained workspace to facilitate a good ambiance.
- The Institute allows the teachers to pursue higher studies and short-term courses.
- The Institute is having cafeteria where food is provided at a concessional rate.
- 12 days of casual leave are allowed in a calendar year for regular teaching staff.
- The staff of FIMT has free access to the Internet and Wi-Fi facilities on the campus.
- Counseling & Guidance are also provided to the teaching staff.
- In-house developed software for various departments.

Non-teaching staff:

- Provide information about various Government policies which are beneficial for weaker sections of the society so as to promote Inclusive Development.
- The non-teaching staff has a facility to avail of 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 programs.
- The canteen and medical facility are 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 on campus.
- The wards of the non-teaching staff are given fee concession.
- Supply of sanitary napkins to the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

31

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

34

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

The Academic Performance Index is listed below:

1. Teaching, learning, and evaluation-related activities
2. Student Feedback
3. Professional development, co-curricular and extension activities organized and Participated
4. Research and Academic Contribution
5. Extra-Curricular Activities
6. Participation in Admission activities
7. Performance is being evaluated periodically by the Management

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 questionnaires collect information about the teacher and different aspects pertaining to the teaching process. After completion of each Academic year, faculty submit the Appraisal form. A team consisting of the Director and Senior Professor in the Department 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 the 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

During Internal Audit FIMT focused on the following areas to ensure for effective and efficient management controlling: -

- adequacy of accounting, financial and other controls
- compliance with established plans and procedures
- the integrity and reliability of financial and other information
- whether assets and other interests are properly safeguarded; and
- the compliance system of organization
- analysis of major fluctuation in Budget and Actuals
- reviewing the data management system of the organisation
- keep a track of Payroll and its compliances
- vouching the expenses of the high value transaction
- Taken care of Statutory Auditor comments, if any.

The steps followed by FIMT for conducted Internal Audit are as follows:-

- Reviewing of Governance and Management System
- Reviewing the Budgetary Policy
- Reviewing the Procurement Policy and recommended changes from time to time
- Reviewing of Income and Expenditure including review of segregation of duties such as the person collecting the fees and recording the fees should not be the same
- Physical verification and marking of all assets
- Reviewing the other facilities related to Safety, the welfare of students and staff
- Reporting to the management committee and providing suggestions if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

FIMT is a college affiliated with IP University is a non-aided institute run by the "THE FAIRFIELD FOUNDATION (REGD)" registered as a trust under Income Tax Act 1961. Major sources of funds for FIMT are as follows:-

- FIMT mobilizes its resources from funds generated from Self-financing, the budget committee monitors each amount of funds spent by the institute, and the management at a regular interval of time reviewed the same.
- Further, the budget allocation of the institute is prepared to keep in mind the developmental criteria of the University; accordingly, provisions are made in the Budget, which is prepared by management under the direct supervision of the Finance Committee, which is ultimately approved by the Chairman of the institute, and then the fund is sanctioned, which is deployed on different Heads of Expenditures in accordance with the approval of management committee for efficient use of funds received from students.
- The Institute follows transparency in the use of funds. Optimum utilization of funds is ensured through-
- The College has a Governing Body, Planning and Purchase Committee, Library, and various
- Associated bodies, help in the preparation, division, allocation, and utilization of funds.
- Adequate funds are utilized for the development and maintenance of the infrastructure of the university.
- Some funds are allocated for social service activities as part of the social responsibilities through NSS.
- The main motto of resource mobilization and optimal utilization of resources is to put FIMT on benchmark in tune with quality teaching and the unique growth of students.
- Fees received from students are used for the development of the college and staff salaries and are properly audited.

Physical and Academic facilities are augmented for students.

- The number of workshops and seminars are organized. Guest lectures, field trips, and industrial visits are organized for students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The primary concern of IQAC is to provide quality education to the students through an effective and meaningful teaching-learning process and also to adopt practices. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavors of the College in keeping with its vision and mission.

The IQAC mainly focuses on:

- Realizing the Mission and Vision of the institution.
- Defining the POs Institutionalizing the quality policies
- Documenting the quality-assuring strategies
- Continuous improvement in the strategies after thoroughly assessing the attainment.
- Redefining the new goals and observing the attainment level

IQAC achieves this through mainly two practices, viz.,

1. Focus on teaching-learning and evaluation process: Conducting Academic Audit annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an impartial and authentic opinion about the

institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers for corrective measures and to enable them to enhance their teaching skills and their relationship with the students.

Areas, where these incremental changes are reflected, are as follows:

Attainment of Programme Outcomes, and Course Outcomes & Continuous Internal Assessment:

- IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc.
- Use of Learning platforms by faculty like Google, MOOCs, Udemy, Coursera. Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs. Workshops are organized to familiarize the faculty with the various teaching and
- IQAC promotes the culture of research amongst students by organizing Research Workshops for students. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.
- Collaborations are established with foreign Universities and Colleges so as to provide global exposure to the students.
- Internship opportunities are made available to the students by inviting reputed companies to the College through the Placement Cell or the Departments. Many industry-academia cooperation have been developed, giving students the opportunity to keep up with the current trends in various industries.

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/iqac.php
Upload any additional information	No File Uploaded

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are

A) IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation that 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 seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

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

Daily lecture Record: Every day faculty prepare and submit details of the lecture along with the topic covered on an online portal.

Feedback Mechanism: 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 give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and take appropriate corrective actions.

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

? Regular class tests and interactions

? Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminars presentations.

? Semester system of examination for all courses.

? Providing Question banks of various subjects to the students.

? Providing Lecture notes through an online portal

? Timely redressal of students' grievances.

? Extra classes/ for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.
Students' result analysis: Institute has the provision of analysis of students' 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 counseled and motivated to work towards improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

- Organization of sensitizing activities to promote gender equality Various Activities were conducted focusing on gender sensitization throughout the year.
- Safety and Security

The safety of girls is a top priority at every college campus. Nowadays, a safe and supportive campus community is both an obligation and a challenge for college administrators and students. Institute should provide a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personnel.

- CCTV Camera

24 hour CCTV surveillance is maintained in the college. Total 156 cameras installed throughout the entire campus, It helps to keep a check on antisocial activities. Students and other employees in the college to remain cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians.

- Counseling Rooms At Student's Counseling Room, the specialized staff offers counseling regarding college life, career issues, friendship issues, and personality issues, among others.
- Common Rooms: Separate common Rooms are available for female students.
- Women's Day is celebrated at college for the student and Faculty
- Sexual Harassment Committee: To establish that inappropriate behavior of a sexual nature and/or retaliation will not be tolerated at FIMT to set forth procedures for resolving such allegations.

File Description	Documents
Annual gender sensitization action plan	http://fimt-ggsipu.org/pdf/7%20(2).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Inspired by Swachh Bharath, a flagship initiative of Government of India, the college took several initiatives to properly dispose waste and maintain eco-friendly environment in and around the campus. Appropriate labeling is used on all kinds of bins to help users discard various type of waste avoiding manual segregation
- Solid waste management: Institute practices the 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 room. 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. As well as we 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 campus. MOU has been made with supplier of Computers and electronics materials, in MOU it has been mutually agreed to give collected e-waste with non-profit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

- The institute is making enormous attempts to create an inclusive and supportive environment for the students and faculty as well. Various cultural and sports activities are organised in the institute, which provide students an effective mechanism to interact with each other and establish a harmonious environment.
- To commemorate Women's Day, Yoga Day, Teachers' Day, and World AIDS Day, the faculty and students volunteer wholeheartedly in order to make the events successful and memorable. The institute's celebration of the Hindi Divas reflects its commitment to promoting linguistic harmony on the campus.
- The institute also celebrates festivals such as Diwali, Lohri, and Christmas, encouraging interaction between teachers and students from various cultural backgrounds.
- The NSS unit of our institute organises events that promote awareness about community services, address the physical and social needs of communities, and foster stronger interpersonal relationships via a framework of friendship and service.
- The institute also takes account of socioeconomic diversity among the students and provides scholarships to those with limited financial resources.
- These initiatives help students and faculty feel more connected with the institution and also prepare them for the challenges ahead.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The institution educates students about their constitutional commitments to values, rights, obligations, and responsibilities through a variety of academic and extra-curricular activities, with the goal of developing them as

better citizens of the country. The college curriculum includes subjects like the Indian Constitution, Practical Ethics, and Value Education, which help in developing constitutional commitments among students.

- Constitution Day is commemorated by the institute, which strives to spread constitutional principles and ideals. To increase awareness of legal issues, the School of Law hosts a variety of legal assistance and legal awareness camps.
- The institution also conducts many initiatives, such as conducting awareness campaigns, hosting orientation programmes, training programmes, seminars, and workshops, to prepare future leaders to inherit human values while coping with constitutional commitments.
- Ethical Values, Citizens' Rights, Duties, and Responsibilities are only a few of the topics presented at the institution's many events. In order to instil positive values in students and staff, a code of conduct has been created, and everyone is expected to follow the standards.
- Students are encouraged to participate in educational programmes about plastic bans, sanitation, voter rights, Swachh Bharat, human rights, and other important issues.
- The institute encourages students to participate in sports and games, as well as NCC and NSS, in order to strengthen national links and relationships. Various institute departments are actively involved in a variety of events aimed at establishing values that will assist students in becoming responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

4. Annual awareness

A. All of the above

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International commemorative days, events, and festivals

To maintain harmony and a healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed on the FIMT campus.

- At the FIMT campus, both Independence and Republic Day are celebrated with great enthusiasm and joy. Usually, various competitions are organised under the banner of "Mera Bharat Mahan", which includes events like cultural performances, Painting competitions, poetry recitation and Quizzes to facilitate maximum participation.
- Various National Days like Labour Day, Nurse Day, Mother's Day, Music Day, Yoga Day are celebrated to spread awareness and make use of them as an opportunity to serve our community by organising Donation drives by the NSS units of the institute
- In addition, Celebrations of some international days like the Olympics, Pride month, "Day against Drug awareness", and World Photography Day are incorporated at the Departmental and college level.
- At FIMT pan- Indian festivals ranging from Holi, Diwali and Christmas are celebrated to inculcate a sense of respect for our religious-cultural Diversity among the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1: Title of the practice: Educating and imparting Social Skills in Students

Objectives of the practice

? Educational institutions, play a vital role in the development and improvement of society, contributing to the welfare of citizens. Considering the social responsibility of Institutions with a large number of stakeholders, this practice aims to examine how these institutions establish the mission, objectives, and strategic actions oriented at meeting these expectations.

? Educating for developing the social consciousness.

? Opportunities for Social Contribution.

Best Practice-2: Title of the Practice: "Best Teacher Awards" as Teacher recognition scheme

The objective of the Practice: ? To increase the morale and motivation among faculty members ? To create a culture of promoting quality in teaching-learning. ? To give faculty a sense of recognition in the Institute ? To promote and increase the Research Culture in Institute

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Fairfield Institute of Management and Technology (FIMT), New Delhi, shaping students' 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 potential. The vision of the institute focuses on essential aspects like global standards, value-based education, an 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 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institute is affiliated with GGSIPU, it follows the academic calendar and curriculum prescribed by the university Based on IPU Academic Calendar Institute Prepares the Academic Calendar.

Effective curriculum delivery is ensured through a planned and documented process.

- Each semester begins with orientation activities and an understanding of the objectives and expected outcomes of each course for the period.
- The college innovates within these established academic structures, committed to providing holistic development for its students' Academic processes are streamlined, with timetables, workloads, and other supporting administrative tasks prepped well in advance of the teaching sessions.
- The syllabus, lecture plan, previous year question papers, notes, PowerPoint presentations, and video lectures for courses are provided. As well as prepared by each Faculty which are downloadable/ accessible to students.
- Departmental reports are collated at the end of each academic session, documenting the academic and extracurricular work undertaken by the department in that year, thereby compiling its response in a systematic manner.
- For continuous growth, our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. They are also members of various bodies of the University contributing to curriculum reviews, assessments, and evaluations.
- The use of emerging technologies is taught with necessary guidelines for facilitating more access to the knowledge base and, at the same time, avoiding misuse of these

technologies.

- Alumni and expert experiences are shared with students to stimulate indulgence in the curriculum with objectivity and due concentration.
- Difficulties removal activities are conducted by having group discussions and symposia on complex topics/problems covered by the course being delivered.
- Complementing the pursuit of effective curriculum transaction is the strong tutorial and mentor ward system. Smaller groups of students are created, so that academic and other discussions are individualized.
- Experiential learning for the students through internships, projects, and field trips is specifically facilitated. Workshops, guest lectures, and seminars are conducted by the institution from time to time in every course.
- In addition to the course content as mentioned in the course plan, students are encouraged to participate in different curricular, technical events for overall development
- FIMT library provides access to a vast collection of international and national journals, reports, books, etc. as well as e-resources to strengthen the teaching-learning processes, etc.
- Extracurricular and Co-curriculum activities are conducted in harmony with curricular activities to largely enhance curriculum delivery along with engagement in programs for creating better citizenship.
- The institution ensures feedback from time to time for students, teachers, alumni, employers, parents, and the non-teaching staff. Feedback forms are displayed on the college website for the requisite stakeholders to confidentially give the college their evaluations and suggestions. A Strong Mechanism was developed to take action on the feedback received from various stakeholders to attain an effective Teaching-Learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://fimt-ggsipu.org/pdf/Academic-calendar%202020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The astringent and systemic process of the 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 stakeholder's students.
- Academic Calendar is issued by the University at the beginning of the academic year. It clearly outlines a schedule for teaching, examination, semester break, and vacations that is strictly followed by the college to ensure the smooth and efficient functioning of its teaching and administrative processes. Each teacher is required to adhere to the timetable drafted in accordance with the Academic calendar covering specified days.
- All the information's reinforced during the collegiate and departmental orientation of new students at the beginning of the academic session.
- For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests, and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind
- Every teacher conducts regular class tests with MCQs/Subjective of the related topics. Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed.
- 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.

- Institute is focused on providing transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency as our mottos in this process.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://fimt-ggsipu.org/pdf/Academic-calendar%202020-21.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Academically, Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses are offered within and

across departments, to help students critically examine issues related to Human values gender, environment, and professional ethics.

The curriculum integrates the following Courses on cross-cutting issues:

- **Life Skills Education:** To foster the spirit of social responsibility in students and enhance social and emotional well-being, to develop professionals in Life Skills Education, and to enhance their ability.
- **Business Ethics & Corporate Social Responsibility:** To acquaint students with the basics of Business Ethics & Corporate Social Responsibility of business.
- **Legal Ethics and Court Craft:** Complementary part of our legal system without the Study of which no advocate is suitably equipped with the basic requisites required to Go to the court.
- **Women & Law:** Role of women in society through the medium of law. It also focuses on women's welfare laws.
- **Media Laws & Ethics:** To explain reasonable restrictions on freedom of the press, describe the need & importance of the Press Council of India, utilize knowledge gained in coverage of judicial proceedings, Parliament and State Legislature
- **Env. Ethics, Human Values, and Literature:** To enhance the sensibility and sensitivity of the students towards the interfaces between environmental ethics and Human values.
- The college has a counseling cell, Internal Complaint Committee, and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of students, staff, and faculty.
- Various activities complement cross-cutting issues in the teaching Learning process i.e Students from Mass Communication Department make documentary films on issues of gender, sustainability, and disability.
- The Department of Education facilitates its students to

visit special schools and slum areas, and understand aspects of marginalization so that they become reflective practitioners, learning the significance of inclusive pedagogies.

- Student participation in various cross-cutting issues activities such as "Donation drive Orphanage Visit, Mera Bharat Mahaan Hindi Poetry Competition, World Food Day, International Day Of Girl Child, Van Mahotsav Week. Various webinars The Impact of Fake News-Drugs Abuse and Illicit Trafficking, Covid Impact on Employment: Upskilling & Re-Skilling, were organized
- College celebrates days of National and International importance such as Republic day, Women's Day Independence Day, Teacher`s day, Human Right Day, International Yoga Day, World environmental day, etc. These celebrations nurture the moral, ethical, and social values in the students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

917

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://fimt-ggsipu.org/iqac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1270

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

11

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- The Fairfield Institute is an academic institution dedicated to the development and transmission of higher-level knowledge through excellent research and teaching programs.
 - According to University policy, "internal assessment in a theory course comprises of written tests, assignments, presentations, seminars, and tutorials.". As a result, FIMT developed a method of Continuous Internal Assessment to track and assess students' development.
 - The assessment of the learning levels of the students is done by the teachers in the classrooms during lectures and through conducting class tests, assignments, tutorials, also by University end term semester results, etc; on the basis of which slow and advanced learners are identified.
- Slow Learners:
- Remedial classes are organized, the purpose of which is to give special coaching in areas where they need support.
 - Additional reading material and books in the simple form are made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.
 - Bilingual explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought to par with the rest of the class.
 - Personal, academic, and career-related counseling is given from time to time.
 - Home assignments are given and evaluated on a regular basis.
 - Peer learning is encouraged through group discussions and presentations. This aids in building a culture of

teamwork and helps to develop leadership as well as interpersonal skills.

- Departments provide a Library hour (non-credit) as part of their normal timetable to confer with teachers.
 - Students have the opportunity of providing online input on the curriculum and teacher evaluations so that appropriate action can be made.
 - The mentor-Mentee program was implemented to understand the aptitude, need, and interest of students in the novice stage.
 - Hand holding of freshers' by senior students has been a practice to help them cope with their studies and personal realm, which impacts their overall performance/well-being.
- **Advanced Learners:**
- During lectures, class tests, assignments, and interactions outside the class, the teachers are able to assess the caliber of the students and identify the advanced learners.
 - Departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.
 - Participation in various clubs and society and other extracurricular activity
 - Advanced Learners are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in the future.
 - Advanced learners are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations. They are given an opportunity for micro-teaching in the class as well as making individual presentations.
 - Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses provided by the college along with special lectures organized by expert resource persons.
 - Students are given recognition for their achievements at various forums in terms of appreciation certificates.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3149	98

File Description	Documents
Any additional information	View File

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

FIMT focus on Student-centric activities and the following methods are conducted throughout the year by the institution.

- Slum visits are organized by several departments to gain an understanding of the geographical, socio-political, and economic factors of the lives of the people living in slum areas.
- Every Department helps to combine theoretical knowledge with practical knowledge, through visits to Industrial/ Corporate houses. It gives students a platform to enhance their interpersonal skills and provide insight regarding the internal working of companies.
- The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas.
- The Research and Skill Development Cell helps students conduct independent research in survey methods, data collection, and social outreach
- Use of ICT & E-resources by students is encouraged.
- The college employs a problem-solving method with an interactive approach through discussions, debates, and oral group presentations to encourage greater participation and interactive learning.
- Project work is assigned in all practical subjects to encourage teamwork and participative learning.

- Newsletters are published by Departments and Societies to nurture creativity and other skills.
- A dedicated Activity Period is assigned every Saturday to organize various events by different societies and departments.
- Professional Counsellors are employed to enhance the learning process by supporting them with their personal and professional concerns if any.
- Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.
- Law department focus on the art of writing judgment & Moot court competitions. Legal awareness camps are being organized.
- Physical Education Practicum Camps, physical education lesson planning, and developing games are organized for school children by B.Ed students. This enhances their experiential learning as part of their training to become teachers.
- School Planning and Management Programme by the B.Ed Department to understand school systems and infrastructure. These projects give insights into the school as a social system by analyzing of vision of the school, policies, practices, hierarchy (if any) or decision-making system of the school, teaching-learning processes, and human resource system.
- As part of the B.Ed course, students engage in a four-month-long internship in various government & Private schools in Delhi.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The following ICT tools are used by the Institute:

- The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach updated information.
- The college has ICT Enabled Classrooms to have Desktops,

Laptops, and Projectors which helps in the e-learning process.

- The library provides access to e-resources vide INFLIBNET to teachers and students. This provides resources to enable them to do research.
- Institute has its own created software for Online Examination System, Intranet Based College Management System, Fee Record Management System, Assignment Record Management System, Attendance Record Management System, and Transport Record Management System.
- Each student and Faculty have their own portal Student Portal and Employee Portal. Student can access their e notes, the question [papers, assignments, PPTs, and video
- The college has well-equipped Computer Labs. The teachers take practical classes for courses like Mathematics, Commerce, Computer Science, Economics, etc. The labs are updated with new software like Tally, Microsoft Office, latest Excel utility.
- Online Classes through Google Meet, Microsoft Team, Google Classroom)
- MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edxetc), Imperial College London
- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

96

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

96

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

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

2.4.3.1 - Total experience of full-time teachers

332

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is made transparent and robust by adopting different patterns of assessment through written exams/participation in class discussion /research assignments and performance of skill development activities.

- The college has a transparent and robust evaluation process in terms of frequency and variety.
- In order to ensure smooth and efficient functioning in internal assessment, Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work.
- The College encourages the teachers to adopt innovative methods such as Open Book Tests,
- MCQs and Analytical Tests, etc. on a continuous basis before semester-end examinations held by the University.
- For ensuring a transparent and robust internal assessment, an Examination Committee has been established, which is headed by the Director and has three major divisions
 - Conduct division
 - Result division
 - The University correspondence, and the student's grievance division.

(1) Conduct division

Conduct Division headed by the Academic Head, who has the following duties in order to ensure a smooth evaluation system.

Releasing the academic calendar in advance, prior to the

beginning of the session, so that faculty and students can execute the semester in a time-bound manner. Collection of the Unit completion certificate by faculties. Collection of Question bank Preparation of date -sheet, attendance sheet & mark sheet, and circulation to all faculties. Collection of Marks from faculties and Submission to examination cell.

(2) Result division

Headed by Examination In-charge

Result Division displays marks of internal within two to three days collects and compiles the result. Thereafter all the marks are uploaded to the GGSIP University portal and submitted to the University in PDF within the stipulated time. When the marks uploaded by the University on The GGSIPU website are verified by the examination cell and in case of any discrepancy revision/correction letter send to the University.

(3) The University correspondence and students' grievance division

All the University correspondence related to the smooth functioning of the examination system is done by the examination In-charge under the direction of the Director and in case of grievance, it is seen by the Grievance department under the direction of the Director of the Institute.

BEST PRACTICES OF EXAMINATION CELL

1. Provides immediate solutions to student's problems with the separate e-mail id provided to all students - examinationfimtcollege@gmail.com
2. To ensure an unbiased evaluation, the evaluation process is done by other faculties who are subject experts but not teaching the paper in that particular session.
3. The best answer sheet/project reports/practical files are available in departmental libraries.
4. All the examination-related information is promptly uploaded to the college website.
5. Doubt sessions are organized after internal examination as students can discuss on the question paper.

6. Re-Internal examination conducted for those who were absent in Internal exams due to genuine reasons.

6. All the necessary forms are available on the college website ie the drop and grace form.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

FIMT is an affiliated college and therefore it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a final exam that is uniformly conducted for students across all the affiliated colleges of GGSIPU. The final exam for each paper has 75% weightage of the overall assessment and the remaining 25% constitute internal assessment marks.

- The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects, and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.
- The institution has a well-defined system in place to deal with examination-related grievances. There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. All possible measures are taken to deal with 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.
- The Internal assessment conducted by the examination committee in a systematic procedure
- The Evaluated answer sheet is re-checked by other faculty members to avoid any kind of totaling mistake or omission of any question or any unchecked question.
- 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 College follows a completely web-enabled (online) internal assessment and attendance management system. Assignment and test/project marks are uploaded on the College website. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement.
- Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective 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 published on the University website cross-verification done by examination cell and in case of any omission, incorrect marks or any other kind of discrepancies are found, notified to the University for needful correction. Teachers.
- As per University directions, the pandemic exams were conducted online mode. Re-tests were conducted for students who faced technical glitches.
- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University the College.
- After completion of the evaluation process, the Director conducts meetings with faculty members and discusses the common mistakes done by students, and issues the corrective measures that should be taken to ensure good academic grades.
- Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

With the objectives of Outcome-Based Education (OBE), the Program Outcomes (POs), and Course Outcomes (COs) are framed by the department offering the concerned program after consultation with all faculty and the stakeholders. After attainment of agreement, the same is widely propagated and publicized through various means such as display and/or communication specified hereunder.

- Website
 - Curriculum /regulations books
 - Department Notice Boards
 - Laboratories
 - Student Orientation Programs
 - Parent meet
 - Faculty meetings
 - Alumni meetings
 - Library
- All our COs are connected with POs, which are also mentioned at the beginning of each course, and with objectives and purpose.
 - the faculty members adopt their methods and mechanisms to ensure COs, also activities during the course are oriented towards COs.
 - The faculty members, class teachers, and mentors, also inform the students and create awareness while addressing the students, the Program In-charge creates awareness on POs and COs. and emphasizes the need to attain the outcomes.
 - POs include many areas of inter-related knowledge, skills, and personality traits that are to be acquired by the students during their graduation. Program Outcomes (POs) are comprehensive statements that describe the professional accomplishments which the program aims for, and these are to be attained by the students by the time

they complete the program.

- Cos are clearly specified and communicated. Course outcomes (COs) are direct statements that describe the vital and continuing disciplinary knowledge, abilities that students should possess, and the depth of learning that is expected upon completion of a course.
- The POs/Cos of the program are available through electronic media at individual Department websites located on the college website <http://fimt-ggsipu.org/>The COs of the courses are also published through electronic media at the Department site located on the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.fimt-ggsipu.org/pdf/Programme%20Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

- The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes.
- Throughout the year the faculty records the performance of each student on each program outcome. At the same time, remedial coaching is also provided to slow learners to make pace with the desired progression.
- The Methods of measuring attainment:
 - End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures program outcomes based on the course attainment level fixed by the program. It is a direct evaluation process.
 - Internal and External Assessment: Internal assignments are given to the students to check their domain knowledge which is aligned with the Programme Outcomes of the respective subject. External Assessment is evaluated by external

experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.

- Institutional Examination and Tests: Students are assessed and evaluated throughout the semester at the institutional level through the unit test, surprise test, internal examinations, participation in internal/ external Moot court competitions, and the performance of the student is analyzed for assessing the attainment level of program outcomes.
- Project work is being scrutinized on the basis of their findings relevant to the research question of those projects.
- Feedback Evaluation: The Institution collects feedback from students, Alumni, Employers, and Parents which is an important method of measuring attainment with the objectives of identifying the attainment level of students in terms of the program, subject, course, and syllabus outcomes and understanding the impact of the teaching-learning process.
- Internships: Students are encouraged to take up internships, projects, fieldwork, etc. This helps them to obtain the necessary skills and practical experience in their chosen discipline.
- Placements: One of the most important Programme Outcomes of an Undergraduate Degree is the employability of students upon successful completion of their degree program. Placement Cell, which caters to the demands of companies from different sectors.
- Higher Studies: Another parameter to measure attainment of POs, PSOs, and COs is through a progression of students towards higher studies in educational institutions in India.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

920

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://docs.google.com/forms/d/e/1FAIpQLScCNobbPocgl7wsBt40Vr3gMlt0Z6UUZfymQpgn9KJvqYC10A/viewform>

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

- FIMT College organizes and participates in various extension activities making noteworthy contributions to the society and environment to sensitize and make the students aware of the issues prevailing in the environment and society.
- TheNSS unit of the college takes part in numerous events to emphasize student involvement, and participation and make them responsible citizens 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.
- 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.
- 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 voices and work on a social

issue.

- Events organized during the year, covid-19 awareness drive, Mera Bharat Mahan, Plantation drive, cancer awareness session, donation drive, plantation drive, orphanage visit, donation drive, plantation drive, webinar on HIV / Aids, "matritva - tribute to mother" webinar on covid 19 - myth vs facts, managing stress during covid-19" blood donation & covid 19 vaccine, waste management session" help the needy at doorstep red dot challenge," webinar on nature & covid-19", webinar on elder abuse, Van Mahotsav week activity.
- The college organizes and participates in various extension activities with a dual objective of not only sensitizing the students about various social issues but also contributing to the community and strengthening community participation.
- FIMT organizes extension activities in the neighborhood community that sensitizes students towards community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society.
- Green initiatives by work towards promoting the ethos of preservation and protection of our environment and instill a feeling of responsibility for a better, greener, and cleaner environment through initiatives like plantation drives, competitions (online and Offline), and the sale of plastic alternatives, talks by eminent speakers, excursions, screening of documentaries and campaigns on social media, organic farming, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

37

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

3757

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

08

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college and to enhance 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 goal, the Institute has created an adequate infrastructure in terms of State of art computer labs, library, language lab, faculty rooms, and classrooms Seminar Halls with Audio Visual Facility.

- The institution is divided into various wings according to the courses, each wing is well equipped with spacious classrooms, IT labs and libraries. Sufficient number of ICT equipped classrooms are available within the departments.
- There are two computer labs and a language lab is available for the students. These labs have adequate computer equipment, internet connectivity to support practical sessions. The college provides access to
- The magnificent Moot court, established in , various internal and external moot court competitions are conducted in the moot court.
- The campus Wi-Fi Enabled for the benefit of students and faculty.
- School 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.
- School of Education has its 'Art & Craft Room', as it is an important part of their curriculum, The institute also has 'Psychology Room' and Language lab headed by a professional appointed by the institute
- Institute has two seminar halls to conduct conferences, seminars, and workshops. The big seminar hall has a capacity of 250 seating capacity and the small one has 100. They are equipped with Projectors, public addressing system with internet connectivity.
- The institute has a well-equipped library and digital library & having subscription of DELNET, NLIST, MANUPATRA, & amp; 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 Institutional portal has the link for Government initiative education through ICT for student access. An E-learning facility is provided which covers a wide set of applications and processes including computer-based and virtual learning. Common rooms for boys and girls are separately available where any sick student can take a rest or get ready for the programs. We

have a spacious and well-equipped Sports room, where pupils can play indoor games like table tennis, chess, caroms, etc. We have a Health room where the doctor attends to the students and faculty patients.

- The campus has a well-equipped gymnasium, Hostel, and mess and substantially enhanced its support services such as cafeteria, canteens, shops, and other facilities. Institute is maintaining a conducive environment for the students to achieve their dreams.

The available infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent-teacher meetings, Campus Recruitment Training classes, meetings, webinars/seminars, conferences, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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 the best possible engagement of physical infrastructure and the tools needed for the same.

Adequate facilities of cultural activities:

We are 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.

? Teacher's day is one of the celebration days organized by students to showcase their gratitude towards their Teacher.

? 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 the function of Diwali Mela which is held every year on campus to spread the idea of good over evil.

? Various events and competitions are organized for the students in which also we try to promote our culture by using various themes related to our culture.

Adequate facilities of games and sports:

"Discipline is the bridge between goals & accomplishment". The institution understands the value of sports and games in an individual life. Institute provides trained instructor who guides students to achieve their goals. We do have various teams for various sports and also have enough space for the same. Institute has facilities for the following games and sports: Football,

Basketball, Kabaddi, Along with outdoor games and sports, we do have the proper required to set up of indoor games & sports which include; badminton, table tennis, carom, chess, ludo, weight-lifting, power-lifting, and many others. Apart from this institute do provide following facilities to our students who seek interest in sports:

? The Institute has a Sports room and a Storeroom.

? The Institute has adequate infrastructure for various games and sports.

? Students participate in Inter-College tournaments in various sports. The Institute also supports financially if they have the dedication and caliber to achieve their goals.

? Those students who are selected to represent the college at the university level, state and national level competitions are supported by the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

601.56

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software - koha
- Nature of automation -fully
- Version - 18.05.04.000
- Year of automation - 2018.
- Koha is the first free software library automation package. In use worldwide, its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base.
- Full-featured ILS. In use worldwide in libraries of all sizes, Koha is a true enterprise-class ILS with comprehensive functionality including basic and advanced options. Koha includes modules for acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation for when Internet access is not available, and much more. Koha will work for consortia of all sizes, multi-branch, and single-branch libraries.
- Multilingual and translatable. Koha has a large number of available languages, with more languages every year.
- Full-text search in powerful searching, and an enhanced catalog display that can use content from Amazon, Google, LibraryThing, Open Library, and Syndetic, among others.
- Library Standards Compliant. Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.
- Web-based Interfaces. Koha's OPAC, circulation, management, and self-checkout interfaces are all based on standards-compliant World Wide Web technologies-XHTML, CSS, and JavaScript making Koha a truly platform-independent solution.
- Free Software / Open Source. Koha is distributed under the Free Software General Public License (GPL) version 3 or later.
- No Vendor Lock-in. It is an important part of the free software promise that there is no vendor lock-in: libraries are free to install and use Koha themselves if they have the in-house expertise or to purchase support or development services from the best available sources. Libraries should be free to change support companies and export their data at any time, make sure your support company allows this, it's also important to make sure it

uses a good data management system

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

3.59

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

35

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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.

In terms of hardware infrastructure:

- The institute has two IT labs, one language lab consisting of 237 desktops and laptops. These workstations are available to the students and faculty both to use computer for academic project, practical sessions and for learning.
- Furthermore, college is equipped with 18 printer (of various companies namely, Canon, HP,) in the teaching block.
- The facilities of Projectors and desktops makes the learning process effective as various innovative methods like cooperative learning, presentations, can be incorporated by the faculties in the teaching learning process.

While for the Software infrastructure:

- 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 on the college premises. All users are expected to use the resources in an efficient and ethical manner.
- The institute has adopted a 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.

- Desktops are running on Windows 10 operating system and most of them have MS office 2010 installed and few are running on Microsoft Office 365.
- The college uses DRRF software for lecture and attendance record.
- 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 are being done from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

227

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

542.77

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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

Infrastructure resources are as follows:

- The Institute has three wings that are 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 is 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 equipment are done by the respective person under the supervision of floor coordinators. Course Coordinators maintain a report of the repaired and updated equipment.

- 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 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.
- Library: 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 & has 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 include: -
 - To guide the librarian in formulating general library policies and regulations.
 - To provide proper documentation services and update 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 a 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 equipment available in the institute. The in-charge encourages students to more participate in sports activities. Institute has different sports teams and proper equipment, 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 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 the 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. A total of 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 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 students & 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

77

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.fimt-ggsipu.org/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

91

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

91

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

91

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

87

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**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) during the year**

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - 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) during the year****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) during the year.**

19

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

- FIMT encourages students' participation & involvement in various Academic, Cultural, sports, and CSR activities for their holistic and all-around development. The institute constantly encourages the students to participate in decision-making in terms of academic and administrative activities through various committees.
- The participation of the student as a representative can be observed at various levels of the institution;
- Campus Ambassador: At the university level each year two campus ambassadors are selected from each college to undertake various SVEEP activities/ programs of the election commission to enroll left out electors, especially youth, and to organize national votes day and inspire the voters in general to exercise their right to vote. Tanya Kurana and Ritik Negi were selected as the campus ambassador for the academic session 2020-21.
- Students members in various committees: Students play vital roles on the institution's committees and provide invaluable advice and input to decision-making from the student perspective. The institution values and welcomes student contributions to its committee processes by inviting them as internal and external members.
- Class representatives: Every year, two student representatives from each class are elected. these representative acts as an interface between students, faculty, and administration. Working with the faculty and administration, CRs strive to make the learning experience engaging and enjoyable for the students. Wheres as lend voices to the students' concerns and opinions; play an active role in resolving any issues

with the faculty and administration in the day-to-day academic activities. They encourage and bring new initiatives to the table with the aim to make the campus life and learning more fun and engaging.

- **Clubs & Societies:** The Institution supports various clubs & societies with the primary aim to direct the dynamism of students in constructive directions to produce a total integrated personality through assimilation of the culture, literature, art, music, dance arena and sports activities, photographic acumen, in addition to community services. These societies offer a diversified range of extracurricular activities, meeting a variety of student interests. Each Club/Society is constituted by a President, a Vice-President, a Student Secretary, and student members.
- There are several student societies that cater to a range of interests encouraging the students to hone their unique talents and managerial skills. Besides representing the institution at different colleges and Universities, these societies also organize competitive events and showcase their talents in the various in-house events organized within FIMT
 - ZAHAANAT- The Theatre Society
 - THIRAK- The Dance Society
 - AAHANG- The Music Society
 - POLAROID - The Photography Society
 - HASGULLE - Stand-up Comedy Society
 - PROSPEROUS- The Literary Society
 - SRIJAN- The Production Society
 - ECOMANIA- The Economics Society

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/societies.php
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

9

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

FIMT Alumni Association (SUMANGAL-FIMT) is created to build an engaged supportive alumni committee. FIMT and the Alumni association jointly believe in creating and maintaining associations with its alumni. The Alumni Association provides an interface for establishing a link between the alumni, staff, and students of the institute. FIMT alumni are currently working at various positions in Public and Private Sectors 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 youth in every area to act as their representatives and coordinate, synchronize and promote their interest in all matters.
- To utilize the experience, wisdom, zeal, ability, and spare time of past students of the FIMT the society for the benefit of the weaker section of the society.
- To promote sports education, culture & knowledge by arranging seminars of past students of FIMT.
- To make the students career-oriented and attain international standards by sheer professionalism.
- To arrange seminars and develop activities for a healthy environment, and to avoid pollution developed the habit of tree plantation; cultivate horticulture gardens and agriculture plants in selected areas.
- To bring about better living conditions, mutual co-operation amongst the past students of FIMT by

implementing recreational facilities

- To arrange, conduct and hold seminars, conferences, discussions, symposia, etc for past students.
- To establish, acquire, construct, maintain or support a library for general education and advancement thereof for past students.
- To promote, social, educational, and cultural activities for general education for past students.
- To promote, encourage, and advancement of any training and/or physical efficiency of the past students includes that of 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.
- To Attain Feedback on curriculum from past students
- The Alumni Association Contributions through various means: -
 - Book Donation: Contribution by donating Books.
 - Alumni Interaction: Alumni of SBPIM give input to aspiring graduates. They are invited as resource persons at various events, guest lectures, and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in the corporate world, application of knowledge, and corporate working culture.
 - Placement & Career Guidance Assistance: Alumni are working in organizations in various capacities. They keep the faculties and the placement officer abreast of 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.
 - Summer Internship Opportunities: SIP is a part of the curriculum; Alumni provide innumerable opportunities in various companies to the students.
- 6. Entrepreneurship Awareness: Some of 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 SIP.

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
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	
<p>GOVERNANCE</p> <ul style="list-style-type: none"> • FIMT College fosters an atmosphere of intellectual vigor and moral values in which the youth of our country find their dreams of getting wings and achieving greatness and success as distinguished men and women of the society and country wherein they contribute positively. • In light of shifting national and worldwide trends in education, FIMT's Vision and Mission have been aligned. Goals are set to achieve the objectives outlined in the national higher education policy. The College's current vision is to be a global leader in education and a significant partner in India's growth toward a just, humane, and inclusive society. • Our founder and chairperson Shri V K Nangalia Bharadwaj with the insight of serving the society under the motto "Developing a second to none academic environment through the synergy 'actively join in the administration of the institution and motivates the Principal/Director, Program In Charge, Faculty, Non-teaching staff and students to work towards the achievement of the vision and mission. • The Governing body consists of members of Management, eminent academicians, and industrialists, who guide the administrative and academic-related matters, expansion of infrastructure, implementation strategy, future plans, and other vital decisions. The decisions of the Governing Body are executed by the Principal/Director, Program In Charge of the Departments, and faculty members teaching and non-teaching staff. • The Principal appoints committees with members from teaching staff, non-teaching staff, and students to oversee the college's various operations, such as 	

admissions, academic coordination, examinations, promotion of research and extension activities, development of infrastructure facilities, and staff appointments, service records, and encouraging cultural activities.

- The Leadership ensures the compliance of academic and administrative processes and procedures along with the continual improvement through regular systematic audits, feedback, conferences, checks, and monitoring by a well-defined Quality Assurance Framework. The Leadership of the college sets the direction for all the members of the college to work collectively towards the achievement of the vision and mission set by the college.
- The management mobilizes funds for the enhancement of infrastructure, laboratory, library, and office equipment, apart from creating an environment-friendly campus/premise.

Perspective Planning

- The college has the following perspective plans for the holistic development of students- Strengthening Industry-Institute partnerships, developing innovation, and kindling the Entrepreneurial spirit of the students.
- The governance of the college is reflective of effective leadership and is in tune with the vision and mission. The Vision and Mission statement defines the college's distinctive characteristics in terms of addressing the needs of students and society it seeks to serve by providing courses in all disciplines in futuristic and emerging areas. Developing the overall personality of the students to be excellent professionals and as per the need of the society and country. Inculcating good human values to be a good human being and having regard for heritage and culture.

File Description	Documents
Paste link for additional information	http://www.fimt-ggsipu.org/vision.php
Upload any additional information	No File Uploaded

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

DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

The college practices a decentralized and participative management approach in all its activities, initiatives, and decision-making by involving the Principal/Director, HODs, and Faculty members at all levels. We have the following measures to ensure decentralization and participation

- The Principal/Director is the Head of the Institution and ensures that the right environment prevails at all times for the smooth functioning of all academic activities, intellectual growth, extra-curricular activity, etc. Periodic meetings are convened with the HODs, and Faculty members where ideas are exchanged and decisions are made with respect to improvement in academic performance and infrastructural developments.
- The Director creates various committees in consultation with the Program In-charge Planning and Monitoring Board, Training and Placement Cell, Academic Affairs Committee, Staff Selection Committee, IQAC, Exam Cell, Placement Committee, Grievance and Redressal Committee, Anti-Ragging Committee, etc. are a few of the committees with definite roles and responsibilities. These committees help in the decentralization of work and ensure the collective responsibility of the entire team in each process. The functioning of the committees is reviewed periodically.
- There are various levels and participation from all stakeholders in decision making
- Student and In charge to take initiatives and proposals and routine matters
- Review by the respective committee.
- A group of senior faculty is supposed to give formal recommendations with suggestions
- Management gives the final approval
- Suggestions from society and other stakeholders
- The administrative and academic responsibilities are decentralized to involve effectively till the last person for effective implementation & monitoring of various policies, regulations & guidelines at various levels.
- The Program In-Charge works toward the holistic development of the Faculty members/students. This is done with the help of the class in charge and mentors, who

provide academic support, guidance, counsel, address grievances, maintain the database, keep track of the attendance of the students and communicate their progress to the stakeholders.

- The students take an active part in the various activities on the campus. This results in the effective and proper execution of the work and promotes cooperation between management, staff, and students. The Program In-Charge of various departments is responsible for the day-to-day administration of the Departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Our Institutional Strategic perspective plan is primarily drawn in consonance with institutional objectives and prescription of the affiliating and approving bodies.
- Capacity building of the faculty has priority in our strategic plan
- Orienting students to theoretical knowledge with skill development through specialized interaction with expert/professional field study, clinical practices is also our part of strategic plans
- Comparative studies of leading institutional functions and policies set by state and national governments are taken as guidelines for the achievements of our goals.
- Emphasis on using the ICT tools for effective teaching and learning.
- Research Training workshops are organized for students to equip them with the latest research methodologies.
- Periodical assessments thorough review of the infrastructure and activities is made to make the institutional strategic plan sustainable.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- The Institution has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions. With the hands-on experience of the management, Institutional Management is designed with transparency to get the optimum results out it.
- A hierarchical setup is established from top management to down the level demarking the Duties, Responsibilities, Accountability, and Authorities at every stage. The Director is the Academic and Administrative Head of the institution who provides leadership and guidance in the planning, organization, and execution of all programs with the active support and participation of the faculty and non-teaching staff members
- The Board comprises the representatives of various sections like Governing Body, Chairman, Executive Director, Faculty Librarian, Teachers' Representatives, Alumni, deliberate and decides on various operational, tactical, and strategic issues of the Institution, finalize the Action Plan The IQAC (Internal Quality Assurance Cell) functions as a Coordinating Body and Monitoring Cell to conduct an evaluation of the teachers' performances with regard to regularity, punctuality, sincerity, accountability, teaching quality, commitment, etc.
- The IQAC looks after the sustenance and enhancement of the academic inputs and outputs. The college has constituted several Committees and Cells to manage various activities and functions of the college in a decentralized manner.
- Student Liberty/participation in proposing activities as our policy and administrative preferences makes possible our efficient organization of multiple activities with the satisfaction of stakeholders.

- Academic activities like student teaching exercises in various institutions Moot court and related activities Industrial visits, and software programs are now largely performed by the students with satisfactory feedback from the stakeholders.
- The approach of the Management towards creating and enabling a working environment for the staff and the students makes the functioning of the Institutional bodies effective and efficient that the Institution carried out Academics and curricular activities, and extracurricular activities even during this pandemic.
- We are continuing with an open decision policy, multilevel administrative setups continuous appointment process with negotiable service requirements in consonance with fair procedures.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://fimt-ggsipu.org/pdf/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching staff:

- The Institute has a Grievance Redressal and Appraisal Committee (GRAC) which facilitates the redressal of teachers' grievances in an unbiased manner and with complete confidentiality.
- The teaching staff is also provided with financial support to attend workshops and seminars in India and abroad which is beneficial for their professional development.
- The Management ensures the celebration of all the festivals together to encourage a healthy and hygienic 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 new techniques in teaching that are widely used to upgrade their efficiency.
- Automation of attendance and leave using a 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.
- An 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-teachingstaff.
- The teaching staff is provided with a well-maintained workspace to facilitate a good ambiance.
- The Institute allows the teachers to pursue higher studies and short-term courses.
- The Institute is having cafeteria where food is provided at a concessional rate.
- 12 days of casual leave are allowed in a calendar year for regular teaching staff.
- The staff of FIMT has free access to the Internet and Wi-Fi facilities on the campus.
- Counseling & Guidance are also provided to the teaching staff.
- In-house developed software for various departments.

Non-teaching staff:

- Provide information about various Government policies which are beneficial for weaker sections of the society so as to promote Inclusive Development.
- The non-teaching staff has a facility to avail of 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 programs.
- The canteen and medical facility are 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 on campus.
- The wards of the non-teaching staff are given fee concession.
- Supply of sanitary napkins to the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

31

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

34

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

The Academic Performance Index is listed below:

1. Teaching, learning, and evaluation-related activities
2. Student Feedback
3. Professional development, co-curricular and extension activities organized and Participated
4. Research and Academic Contribution
5. Extra-Curricular Activities
6. Participation in Admission activities
7. Performance is being evaluated periodically by the Management

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 questionnaires collect information about the teacher and different aspects pertaining to the teaching process. After completion of each Academic year, faculty submit the Appraisal form. A team consisting of the Director and Senior Professor in the Department 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 the 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

During Internal Audit FIMT focused on the following areas to ensure for effective and efficient management controlling: -

- adequacy of accounting, financial and other controls
- compliance with established plans and procedures
- the integrity and reliability of financial and other information
- whether assets and other interests are properly safeguarded; and
- the compliance system of organization
- analysis of major fluctuation in Budget and Actuals
- reviewing the data management system of the organisation
- keep a track of Payroll and its compliances
- vouching the expenses of the high value transaction
- Taken care of Statutory Auditor comments, if any.

The steps followed by FIMT for conducted Internal Audit are as follows:-

- Reviewing of Governance and Management System
- Reviewing the Budgetary Policy
- Reviewing the Procurement Policy and recommended changes from time to time
- Reviewing of Income and Expenditure including review of segregation of duties such as the person collecting the fees and recording the fees should not be the same
- Physical verification and marking of all assets
- Reviewing the other facilities related to Safety, the welfare of students and staff
- Reporting to the management committee and providing suggestions if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

FIMT is a college affiliated with IP University is a non-aided institute run by the "THE FAIRFIELD FOUNDATION (REGD)" registered as a trust under Income Tax Act 1961. Major sources of funds for FIMT are as follows:-

- FIMT mobilizes its resources from funds generated from Self-financing, the budget committee monitors each amount of funds spent by the institute, and the management at a regular interval of time reviewed the same.
- Further, the budget allocation of the institute is prepared to keep in mind the developmental criteria of the University; accordingly, provisions are made in the Budget, which is prepared by management under the direct supervision of the Finance Committee, which is ultimately approved by the Chairman of the institute, and then the fund is sanctioned, which is deployed on different Heads of Expenditures in accordance with the approval of management committee for efficient use of funds received from students.
- The Institute follows transparency in the use of funds. Optimum utilization of funds is ensured through-
- The College has a Governing Body, Planning and Purchase Committee, Library, and various
- Associated bodies, help in the preparation, division,

allocation, and utilization of funds.

- Adequate funds are utilized for the development and maintenance of the infrastructure of the university.
- Some funds are allocated for social service activities as part of the social responsibilities through NSS.
- The main motto of resource mobilization and optimal utilization of resources is to put FIMT on benchmark in tune with quality teaching and the unique growth of students.
- Fees received from students are used for the development of the college and staff salaries and are properly audited. Physical and Academic facilities are augmented for students.
- The number of workshops and seminars are organized. Guest lectures, field trips, and industrial visits are organized for students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The primary concern of IQAC is to provide quality education to the students through an effective and meaningful teaching-learning process and also to adopt practices. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavors of the College in keeping with its vision and mission.

The IQAC mainly focuses on:

- Realizing the Mission and Vision of the institution.
- Defining the POs Institutionalizing the quality policies
- Documenting the quality-assuring strategies
- Continuous improvement in the strategies after thoroughly assessing the attainment.
- Redefining the new goals and observing the attainment level

IQAC achieves this through mainly two practices, viz.,

1. Focus on teaching-learning and evaluation process:

Conducting Academic Audit annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies. Based on the audit, the IQAC gives constructive feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations for the Departments to do self-evaluation and to set higher goals to meet new challenges.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an impartial and authentic opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers for corrective measures and to enable them to enhance their teaching skills and their relationship with the students.

Areas, where these incremental changes are reflected, are as follows:

Attainment of Programme Outcomes, and Course Outcomes & Continuous Internal Assessment:

- IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc.
- Use of Learning platforms by faculty like Google, MOOCs, UdeMy, Coursera. Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs. Workshops are organized to familiarize the faculty with the various teaching and
- IQAC promotes the culture of research amongst students by organizing Research Workshops for students. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.
- Collaborations are established with foreign Universities and Colleges so as to provide global exposure to the students.
- Internship opportunities are made available to the students by inviting reputed companies to the College through the Placement Cell or the Departments. Many

industry-academia cooperation have been developed, giving students the opportunity to keep up with the current trends in various industries.

File Description	Documents
Paste link for additional information	https://www.fimt-ggsipu.org/iqac.php
Upload any additional information	No File Uploaded

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are

A) IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation that 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 seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

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

Daily lecture Record: Every day faculty prepare and submit details of the lecture along with the topic covered on an online portal.

Feedback Mechanism: 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 give a clear idea

about the problems faced by the students. Director and management also monitor the feedback system and take appropriate corrective actions.

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

- ? Regular class tests and interactions
- ? Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminars presentations.
- ? Semester system of examination for all courses.
- ? Providing Question banks of various subjects to the students.
- ? Providing Lecture notes through an online portal
- ? Timely redressal of students' grievances.
- ? Extra classes/ for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system. **Students' result analysis:** Institute has the provision of analysis of students' 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 counseled and motivated to work towards improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

B. Any 3 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

- Organization of sensitizing activities to promote gender equality Various Activities were conducted focusing on gender sensitization throughout the year.
- Safety and Security

The safety of girls is a top priority at every college campus. Nowadays, a safe and supportive campus community is both an obligation and a challenge for college administrators and students. Institute should provide a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personnel.

- CCTV Camera

24 hour CCTV surveillance is maintained in the college. Total 156 cameras installed throughout the entire campus, It helps to keep a check on antisocial activities. Students and other employees in the college to remain cautious about the surveillance. Discipline is also maintained and it also

provides a sense of security to the students and even their guardians.

- **Counseling Rooms** At Student's Counseling Room, the specialized staff offers counseling regarding college life, career issues, friendship issues, and personality issues, among others.
- **Common Rooms:** Separate common Rooms are available for female students.
- **Women's Day** is celebrated at college for the student and Faculty
- **Sexual Harassment Committee:** To establish that inappropriate behavior of a sexual nature and/or retaliation will not be tolerated at FIMT to set forth procedures for resolving such allegations.

File Description	Documents
Annual gender sensitization action plan	http://fimt-ggsipu.org/pdf/7%20(2).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling

system Hazardous chemicals and radioactive waste management

- Inspired by Swachh Bharath, a flagship initiative of Government of India, the college took several initiatives to properly dispose waste and maintain eco-friendly environment in and around the campus. Appropriate labeling is used on all kinds of bins to help users discard various type of waste avoiding manual segregation
- Solid waste management: Institute practices the 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 room. 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. As well as we 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 campus. MOU has been made with supplier of Computers and electronics materials, in MOU it has been mutually agreed to give collected e-waste with non-profit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

- The institute is making enormous attempts to create an inclusive and supportive environment for the students and faculty as well. Various cultural and sports activities are organised in the institute, which provide students an effective mechanism to interact with each other and establish a harmonious environment.
- To commemorate Women's Day, Yoga Day, Teachers' Day, and World AIDS Day, the faculty and students volunteer wholeheartedly in order to make the events successful and memorable. The institute's celebration of the Hindi Divas reflects its commitment to promoting linguistic harmony on the campus.
- The institute also celebrates festivals such as Diwali, Lohri, and Christmas, encouraging interaction between teachers and students from various cultural backgrounds.

- The NSS unit of our institute organises events that promote awareness about community services, address the physical and social needs of communities, and foster stronger interpersonal relationships via a framework of friendship and service.
- The institute also takes account of socioeconomic diversity among the students and provides scholarships to those with limited financial resources.
- These initiatives help students and faculty feel more connected with the institution and also prepare them for the challenges ahead.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The institution educates students about their constitutional commitments to values, rights, obligations, and responsibilities through a variety of academic and extra-curricular activities, with the goal of developing them as better citizens of the country. The college curriculum includes subjects like the Indian Constitution, Practical Ethics, and Value Education, which help in developing constitutional commitments among students.
- Constitution Day is commemorated by the institute, which strives to spread constitutional principles and ideals. To increase awareness of legal issues, the School of Law hosts a variety of legal assistance and legal awareness camps.
- The institution also conducts many initiatives, such as conducting awareness campaigns, hosting orientation programmes, training programmes, seminars, and workshops, to prepare future leaders to inherit human values while coping with constitutional commitments.
- Ethical Values, Citizens' Rights, Duties, and Responsibilities are only a few of the topics presented at the institution's many events. In order to instil positive values in students and staff, a code of conduct

has been created, and everyone is expected to follow the standards.

- Students are encouraged to participate in educational programmes about plasticbans, sanitation, voter rights, Swachh Bharat, human rights, and other important issues.
- The institute encourages students to participate in sports and games, as well as NCC and NSS, in order to strengthen national links and relationships. Various institute departments are actively involved in a variety of events aimed at establishing values that will assist students in becoming responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	A. All of the above
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File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International commemorative days, events, and festivals

To maintain harmony and a healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed on the FIMT campus.

- At the FIMT campus, both Independence and Republic Day are celebrated with great enthusiasm and joy. Usually, various competitions are organised under the banner of "Mera Bharat Mahan", which includes events like cultural performances, Painting competitions, poetry recitation and Quizzes to facilitate maximum participation.
- Various National Days like Labour Day, Nurse Day, Mother's Day, Music Day, Yoga Day are celebrated to spread awareness and make use of them as an opportunity to serve our community by organising Donation drives by the NSS units of the institute
- In addition, Celebrations of some international days like the Olympics, Pride month, "Day against Drug awareness", and World Photography Day are incorporated at the Departmental and college level.
- At FIMT pan- Indian festivals ranging from Holi, Diwali and Christmas are celebrated to inculcate a sense of respect for our religious-cultural Diversity among the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1: Title of the practice: Educating and imparting Social Skills in Students

Objectives of the practice

? Educational institutions, play a vital role in the development and improvement of society, contributing to the welfare of citizens. Considering the social responsibility of Institutions with a large number of stakeholders, this practice aims to examine how these institutions establish the mission, objectives, and strategic actions oriented at meeting these expectations.

? Educating for developing the social consciousness.

? Opportunities for Social Contribution.

Best Practice-2: Title of the Practice: "Best Teacher Awards" as Teacher recognition scheme

The objective of the Practice: ? To increase the morale and motivation among faculty members ? To create a culture of promoting quality in teaching-learning. ? To give faculty a sense of recognition in the Institute ? To promote and increase the Research Culture in Institute

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Fairfield Institute of Management and Technology (FIMT), New Delhi, shaping students' 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 potential. The vision of the institute focuses on essential aspects like global standards, value-based education, an 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 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To apply for NCC- National Cadet Corps
- To participate in NIRF National Institutional Ranking Framework
- Efforts for financial support from various govt. and non-govt. funding agencies for the betterment of academic, and research facilities in the institution.
- To sign MOUs with various agencies or institutions for cooperation and collaboration in student and faculty exchange activities, Industry exposure, and execution of research projects.
- Enhancing social compatibility of students by giving them better opportunities for social interaction through activities of NSS, sports, and cultural activities.

- To enhance our placement programs and to make effort to better develop skills of the students with inculcating core values among them through value-based education.
- To set up a new smart classroom/ ICT enabled.
- Encouraging teachers and students for research activities like organizing and participating in state or national level seminars, conferences, workshops, etc.
- Plantation of more trees and plants for the greenery and beautification of the campus.
- To finalize various areas for Add-on Programmes related to Health awareness, communication skills, soft skills, computing skills, and courses based on environment.

NAAC