YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT
• Name of the Head of the institution	Dr Nishi Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9910491471
• Mobile No:	9910491471
• Registered e-mail	info.ug@ipemgzb.ac.in
• Alternate e-mail	nishi.sharma@ipemgzb.ac.in
• Address	A-13/1
• City/Town	Ghaziabad
• State/UT	UP
• Pin Code	201010
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University		**Chaudhary Charan Singh University**
• Name of the IQAC Coordinator		**Dr Sangeeta Solanki**
• Phone No.		**09999647606**
• Alternate phone No.		**09999647606**
• Mobile		**09999647606**
• IQAC e-mail address		**dr.sangeeta.solanki@ipemgzb.ac.in**
• Alternate e-mail address		**iqac.ug@ipemgzb.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://ug.ipem.edu.in/wp-content/uploads/2022/02/FINAL-SSR-UPCOGN110104-compressed.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://ug.ipem.edu.in/wp-content/uploads/2022/04/Academic-Calender-2020-21-1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.1**	**2022**	**29/03/2022**	**29/03/2027**

6.Date of Establishment of IQAC	**13/07/2016**

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
Nil	**NIL**	**NIL**	**NIL**	**NIL**

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	**2**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• 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**
• If yes, mention the amount	

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

Switched to Online Mode for Curriculum Planning and Implementation due to COVID 19 Pandemic.- The lectures were delivered through Google classrooms and Microsoft Teams, Content was shared in the form E-Notes/You tube Video lectures uploaded on IPEM channel. Online Internal Exams, Webinars, presentations, Club activities workshops, Youth Fest-Ullas, Guest lectures, etc were systematically organized as per Academic calendar. Inter –school and Inter-institutional events, Days Celebration also organized. E-Learning committee was also constituted for the smooth functioning and curriculum delivery in each department. For the successful implementation of the curriculum

Switched from Offline Feedback system to ONLINE feedback system. Introduced Online Feedback System from all stakeholders & Annual Student Satisfaction Survey. Detailed analysis of feedback and Student Satisfaction Survey held, and action taken as per the analysis report. Created Feedback form for parents too.

Research and Development- International E-Conferences, webinars, Online FDP and workshops were organized. Many faculties attended various short-term courses, Induction programs of UGC HRDC and various other reputed organization. Publication Conference proceeding in the form of Edited book with ISBN no. MOU signed with GAD-TLS (UGC-HRDC Centre and two international events organized with their collaboration, Signed MOU with Kalinga University.

Infrastructural & ICT Updations during Pandemic- Celebrating 25 years of academic excellence, a new look to the building was given. MS Teams package was updated, ZOOM Package was also purchased for conducting online events. Created You tube video lectures for

student's easy access.

Community Service and Student support activities- Mask distribution, Food packet distribution and Ration Distribution in association with Rotary club Ghaziabad also organized. Funds donated to CM and PM Fund Account during Pandemic. Vaccination Camp was also organized at the campus with Municipal Corporation of Ghaziabad. Peeple tree plantation activity was also done by each student in their neighborhood

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
To adopt measures for , Curriculum implementation and delivery during the Covid 19 Pandemic	• Switched to Online Mode for Curriculum Planning and Implementation due to COVID 19 Pandemic.- The lectures were delivered through Google classrooms and Microsoft Teams, Content was shared in the form E-Notes/You tube Video lectures uploaded on IPEM channel. ? Online Internal Exams, Webinars, presentations, Club activities workshops, Youth Fest-Ullas, Guest lectures, etc were systematically organized as per Academic calendar. ? Inter -school and Inter-institutional events, Days Celebration also organized. • E-Learning committee was also constituted for the smooth functioning and curriculum delivery in each department. For the successful implementation of the curriculum
Systematic Collection of Feedback from the stakeholders and bring improvement in the overall functioning of the institute.	• Switched from Offline Feedback system to ONLINE feedback system. Introduced Online Feedback System from all stakeholders & Annual Student Satisfaction Survey. Detailed analysis of feedback and Student Satisfaction Survey held, and

	action taken as per the analysis report. Created Feedback form for parents too.
Building Research Culture: organizing more international conferences, increasing faculty participation in Workshop, Seminars, conferences, Publish Conference Proceedings	3- International E-Conferences, 6-webinars, 1-Online FDP were organized. Many faculties attended various short term courses, Induction programs of UGC HRDC and various other reputed organization. Published of two Conference proceeding in the form of Edited book with ISBN no.was initiated.Students were encouraged to present papers in International conference
Establishing Linkages and Collaborations for enhancing academic rigor with reputed institutions and Sign MoU's	MOU signed with GAD-TLS (UGC-HRDC Centre and two international events organized with their collaboration, Signed MOU with Kalinga University.
Increase enrollments in Swayam course	Students and faculty both enrolled in Swayam courses and Got certification
To Create new website for UG Campus	• New domain purchased • Website created • Regular Updating are done. • Notice Section Also Created
To update ICT Resources	• End User Licenced Applications of MS Team and Zoom purchased • E-Learning committee trained Teachers to use Microsoft applications for collaborative project work
To start Value added courses for B.Com and Revise Value added courses for BBA /BCA/B.Ed.to meet the industry requirement	• Value added courses offered to B.Com also • New value added courses introduced
To conduct Internal Audit of each department on regular basis.	• Performa designed, approved and Internal audit held. • Action taken as per suggestions

To organize outreach programs during Pandemic to serve the society	Community Service and Student support activities- Mask distribution, Food packet distribution and Ration Distribution in association with Rotary club of Ghaziabad Greater also organized. Funds donated to CM and PM Fund Account during Pandemic. Vaccination Camp was also organized at the campus with Municipal Corporation of Ghaziabad. Peeple tree plantation activity was also done by each student in their neighborhood
Redesign Self-Appraisal form for Teaching and Non-Teaching staff	Both the forms revised and appraisal held accordingly
Adopt some best Practices to compete with neighboring institutes.	• Reference files on NAAC portal were read thoroughly and the work is under process
Increase students Participation in inter-institutional activities	• Online activity participation of students increased during Pandemic.
To continue Departmental activities/ Students Club activities and Youth fest in Online mode during Pandemic	Youth Fest E-ULLAS and all club activities like poster making, article writing competition, Dance competition, Documentary making competition and departmental activities held through ZOOM, MS TEAMS, Cisco WEB X platforms.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
HODs Meeting	04/05/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**14/03/2022**

Extended Profile

1.Programme

1.1	**126**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**892**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**280**
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	**341**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**52**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**56**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**149.10**
4.3 Total number of computers on campus for academic purposes	**151**

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 adopts the curriculum of Chaudhary Charan Singh University, Meerut. Depending on our resource potentiality, Institutional goals, and concern towards the students, we impart quality education. The Institution has developed a structured and effective implementation of the curriculum related with identification of learning gap, Industry Expectation, New Skills and Knowledge Enhancement etc.**

- **As per the University Guidelines, Academic Calendar& Activity Calendars are prepared before commencement of academic session as perUniversity academic schedule. The calendar includes curricular & Co-curricular activities of all the Departments**

of Institute.

- **Subject allocation is prepared after giving the subject preference by each faculty**

- **Timetable in-charge prepares timetable classwise/ faculty-wise.**

- **Eminent academicians, Teacher Educators, experts, and alumni are invited to deliver lectures on current trends.**

- **Academia-Industry gap is filled through Value added courses National / International Conferences/ Workshop/Seminar /online seminar series for students and Faculty.**

- **Faculty/students updating themselves through programs like online NPTEL/Swayam online courses.**

- **Progress of the syllabus coverage & course delivery is obtained from the faculty through course coverage registers on a weekly basis.**

- **Periodic review based on result, feedback, is done for effective curriculum delivery to meet the industry Demands**

- **Well Organized Notes and Question Banks are provided to student reference.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/ErNOPLKIE6RCqlEou7mp_UUBQkhTaVSo5qCGdAtw64Yh8g?e=RxMaQq

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

In the Academic Calendar the Curricular, Co-Curricular,

Departmental, and Institutional activities are identified. It is tried that the activities should be conducted only on decided dates. Academic Calendar is displayed on website/Notice board to keep the students & faculty updated all the time.

The Institute adheres to the Academic Calendar strictly by:

Conducting all Academic/Curricular Activities

- Commencement of Classes

- Unit test/Sessional twice in a semester/year and PUT

- Major/Minor Project, Field Works, online Micro- teaching, Simulated teaching, Practice Teaching & online Internship at school etc.

- Academic support likes Extra Classes/Remedial Teaching/ Peer Tutorials for under achiever.

- Scout-Guide and Community Camp,

- At least two Guest Lecture to support the Curriculum of the Course.

Conducting all Co-Curricular Activities

- Department-wise Seminar, Workshop, Alumni Meet, Entrepreneurship conclave, workshops, Art, Craft Science and Models Exhibition etc.

- Institutional and Inter- Institutional Activities like Vichhar-Vistaar , ULLAS , Prathibha Protsahan, Clubs activity

- Extension & Outreach Activities like Blood Donation , Plantation, Community Camp, Rally etc

- Feedback of all the activities is taken for outcome-based analysis.

The strict implementation of the Academic Calendar by monitoring activities. Implementing gaps are reviewed periodically. The status

`of checkpoints and gap identified in monitoring are conveyed to the Director for the necessary implementation`

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EiNS87QE80BFtVgPTSQqRj8Bxs8vpVe2IaP5NA6AlGFJDq?e=GTiV21

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

`D. Any 1 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	View File

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

2

File Description	Documents
Any additional information	View File
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)

11

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1057

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

800

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Institute follows the Curriculum prescribed by the University. The University integrates cross-cutting issues relevant to Gender,

Environment and Sustainability, Human Values into the Curriculum.

Few Courses which integrate cross-cutting issues into the curriculum.

Programme Name

Course Title

Crosscutting issue

B.Ed

Gender, School & Society

Gender Issues

B.Ed

Inclusive Education

Gender Issues, Human Value

B.Ed

Environment Education

Social Awareness

B.Ed

Health Education & Yoga

Health Awareness

BBA

Environmental Studies

Benefits of Environmental Education

BBA

Business Communication

Professional Communication

BCOM

Environmental Studies

Environment & Sustainability

BCOM

Food Nutrition & Hygiene

Nourishment and Health

BCOM

Language

Communication in English

Apart from these Courses, the Institute also has conducted various activities on cross-cutting issues from time to time to supplement the University Curriculum, some of them are.

- Tree plantation by Environmental club

- Online International Yoga Day Celebration.

- Online Videos preparations on by students on 6th International Yoga Day

- Poster making/Article writing on International Women's Day by communication club

- Special Session of Female students during Orientation by Class Coordinators related to Women Health and hygiene

- Business Plan Competition for BBA/BCOM

- Motivational Talk by Entrepreneurship club

- Workshop on Human Values

- UBA Activities during Covid

- **Institute has set up Artificial Water Recharge plan and Installed Solar Panel**

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

487

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	View File
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)	View File

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	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/ElF9Brbe-Y1IgqkRDvAJynkBQgn6LijHl21qijRc4TYFzw?e=mceu32

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

560

File Description	Documents
Any additional information	View File
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

128

File Description	Documents
Any additional information	View File
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 Institute is abided to fulfil the needs and capabilities of all the students. Mentors and subject teachers regularly review academic progress and counsel students to improve performance in academic growth. Special programs are taken to support advanced as well as slow learners, such as:

Activities for slow learners:

- Academic performance is monitored, and academic counseling is done by faculty

- The performance of students is being communicated to their parents. Lectures of eminent personalities are organized to create confidence among the students.

- Remedial Classes are arranged for the slow learners by the subject teachers.

- Subject teachers provide previous question papers to help the students in terms of clarity of the concepts.

Activities for Advance learners:

- **They are motivated to secure university rank and felicitated by giving cash prizes.**

- **They are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up internships and additional value-added and online courses of NPTEL.**

- **They are given opportunities to involve themselves in writing research papers, blogs, articles and national and international conference participation.**

- **Encouraged to participate in various inter institution events like quizzes, poster presentations, and other competitions.**

File Description	Documents
Link for additional Information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EpPkrxySooNCuz12zNHp3BAB5G_7vkmW6SBMRVuSWPqstA?e=xeKmIb
Upload any additional information	View File

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

Number of Students	Number of Teachers
892	52

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

To enhance the outcome-based learning experience following student centric methodologies are adopted:-

EXPERIENTIAL BASED LEARNING INVOLVES THE FOLLOWING METHODS-

1. Training in soft skills through Language lab & Computer Lab sessions
2. Communication and Computer skills proficiency classes in lab
3. Interactive Lecture Method
4. Group discussions,quizzes presentations,discussion,and questions and answers on current subjects.
5. Use of ICT enabled classrooms.
6. Activity centered method
7. Use of ICT tools and software.
8. Lesson Planning –Bloom's and Constructive approaches
9. internship/project/lab work/school teaching

THE PARTICIPATORY LEARNING INVOLVES THE FOLLOWING METHODS

1. Student Seminars
2. Case studies relevant to their Courses.
3. Group Learning and Discussion
4. Project Preparation and Presentations
5. Paper presentation in National and International Seminar
6. Art & Craft workshops
7. Educational Trip/Community Camp
8. Industrial Visits (being the part of the curriculum , it could not be organised due to Covid 19)

THE PROBLEM –SOLVING METHODOLOGIES INVOLVES THE FOLLOWING METHODS

1. Students learn about numerical problem solving for various account and math-based subjects
2. Practical problem-solving methods by case studies.
3. Action Research projects
4. Reading and Reflecting on Text-Library project
5. Environment studies project
6. School Teaching 16 weeks
7. Micro-Simulation Teaching Practice sessions
8. Application of Psychological Tests & Apparatus,
9. Workshops on contemporary themes like Workshop on IoT, NodeJS.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/ElejN1hZCyxKsTrZ0u6fSgYBST1FRZ9LmRJBrcuroZwtbw?e=1f8kd5

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

The focus of Institute has always been to be at the forefront of optimum utilization of ICT resources and leverage the power of ICT in making the learning process, informative and engaging. E-Learning committee also made for smooth conduct of classes.

Use of ICT for Teaching and Learning

- For smooth conduct of Online classes, faculty were trained to use Applications and software like- Microsoft Teams, Zoom, Google CR, Cisco Webex, Video Lecture creation and Uploading on Youtube.
- Multimedia teaching aids like, LCD projectors, and Internet-enabled computer/laptops are made available in the classroom and used by all the teachers for Curricular planning, effective delivery of lectures, result preparation etc.
- . The electronic resource packages like DELNET, NPTEL, and Digital Library are also available.
- Youtube videos, delivered lectures by scholars and Online workshop/webinar were organized.
- Various E-learning resources, Communications Technology (ICT) enabled teaching methodologies and advanced technologies are being followed by classroom faculty members.
- Different sorts of online resources are provided while teaching any subject/topic in the Seminar Hall and Auditorium, which are additionally equipped with multimedia facilities employing ICT tools.
- Wi-Fi campus.
- use of latest Software & Electronic Communication Equipment.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EowWrVv5FbBPj7CAiK2SttgB2oPTd6Yfcb18jE-vC66TiQ?e=dP4wpv](#)

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**

41

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

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

14

File Description	Documents
Any additional information	View File
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)	View File

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

172

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.

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

Exam frequency and mode

- **The Institute has initiated continuous internal evaluation in accordance with the norms and guidelines of CCS University, Meerut.**
- **Students are briefed about internal assessment, question paper patterns and university examinations during Orientation.**
- **The internal examination coordinator is elected in each Department to monitor and conducts internal examinations of each Course.**
- **The proper notice regarding internal examination is circulated among students, teachers, and administrative staffs by the examination committee.**

MECHANISM OF INTERNAL EXAMINATION (Steps followed)

STEP-1 Examination Committee issues Regular Notices regarding the Examination Schedule

STEP-2 Teachers are given time to prepare a Question Paper and it is reviewed

STEP-3 Timely Internal Examinations are conducted and answer booklets are checked within the prescribed time limits

STEP 4 Students are shown Answer Booklets for Self-Evaluation.

STEP 5 Criteria of internal Evaluation and internal assessment award

lists are displayed on the notice board.

STEP 6 The results are also mailed to the students/Parents

STEP 7 Students are free to interact with the teacher to resolve grievances if any, regarding the assessment directly or can fill the grievance form on the portal of UG website

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EuzKCwATMfRMoFiQmKdyRDMBD6DOLZ0ST0h3CpVuT1WSRQ?e=BJitej

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

The Institute has initiated continuous and comprehensive internal evaluation in accordance with the norms and guidelines of C.C.S. University, Meerut.

The benchmark of the internal evaluation includes attendance, field projects, internships, assignments/seminars/oral presentations, and the score secured in the internal tests.

During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. The Committee at Institute takes cognizance and resolves the grievance filed either through ONLINE Mode (https://ug.ipem.edu.in/grievance-redressal/) or OFFLINE MODE.The records of grievances are maintained in separate registers under the Grievance Committee.

After result declaration by Institute, if any student has objection with result, he/she can report to Institute Exam Co-coordinator or he/she can fill the grievances form on the portal uploaded on UG website for the same.

Hierarchy Level for Grievances Settlement step :-

1. **· Examination Convener**
2. **· Examination Committee**
3. **· Internal Exam Controller**

4.   · Subject Teacher

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://ug.ipem.edu.in/grievance-redressal/

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.

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

Institute organized workshop on POs and Cos to create self-awareness among the teachers and during the orientation program, the students are made aware about the program POs and COs . In the beginning of the lectures each teacher share COs of their respective class students. POs and COs are also displayed in each department to develop awreness among students and faculty.

Program Outcome

Program outcomes of all the Programs are available on the website to make teachers and students aware about the Program Outcome and Course Outcomes. The Program outcomes are helpful in developing the framework of teaching and learning.

Course Outcome

The course outcomes are well defined for each course. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course. While fulfilling the syllabus the scope, methodology and outcomes are taken into consideration.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/ETkv4Hc_blNPnALfMHmIEZgB8mU0Zyf2mpxUBm6VemjMpQ?e=Tx2XrG
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.

As an affiliated Institute under CCS University Meerut, Institute follows the broad framework of the curriculum of all programs which is framed by the university.

Procedure of Evaluation of programme outcomes and course outcomes Attainment

STEP-1 PO & CO MAPPING

PO & CO are mapped on 3-Point Rating Scale (1-Slight/Low, 2-Moderate & 3-Substantial/High

STEP-2 PO & CO MATRIX

Average of PO & CO Mapping is computed in the form of PO & CO Matrix

STEP-3 CO ATTAINMENT

Analysis of CO Attainment is done on the basis of student's performance outcome in the internal & external evaluation. Co Attainment is recorded as per the following description

STEP-4 PO ATTAINMENT

Analysis of CO Attainment is done under two parameters -: Direct & Indirect

Direct Method

Internal External

- Sessionals University theory

- **Projects Exam & Viva**
- **Assignments voce based on**
- **Pre University Internship & TestProjects**

Indirect Method

It is done on the basis of Qualitative parameters. Such are:

- **Attendance**
- **Participation in different activities**
- **Discipline**
- **Micro Teaching**
- **Simulated Teaching**
- **Code of Conduct**
- **Internship**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EgE8Sa_2zChDrtDLi8ZiE_0Be4cRPih9ak92jwscEB7CIg?e=J0Ye9M

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

336

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	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/EU-bSXw2u0lBhJ61-bZI7nIBwbnM0JgYlEyKSTN5Er03Ig?e=e4sZaN

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://ug.ipem.edu.in/iqac/

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)

00

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)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

15

File Description	Documents
Report of the event	View File
Any additional information	View File
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

04

File Description	Documents
Any additional information	View File
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

30

File Description	Documents
Any additional information	View File
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

Extension activities carried out in the neighborhood community are:-

Rally & Nukkad Naatak were organized to aware the villagers of Dujana on Social Issues like Gender Discrimination, Women Education under Work with Community.

The masks were distributed among villagers of 10 adopted villages to protect them from COVID-19 under the UBA.

B.Ed. II Year Students participated in Scout Guide Camp and learned many activities like first aid, several types of knots & human pyramids etc under Bharat Scout & Guide UP.

COVID Vaccination Camp was organized to protect Students, Faculty, Staff as well as the workers from nearby areas from covid 19. It was organized inside the campus.

IPEM organized 7th International Yoga Day on 21 June 2021 in Virtual mode to spread awareness about physical fitness, benefits of Yoga and to boost the immunity specially to defeat COVID-19.

IPEM organized an awareness camp regarding the Clean and Green environment in our society. Students gave messages to the village people about the cleanliness and importance of trees in our life.

IPEM, Ghaziabad (UP) took the initiative to provide food packets to the needy people during the lockdown, approximately 200 packets were distributed to help the poor people daily.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/EYOjDh_A4idOmCXYjNl8ZEgBfMlVC9L8-jS3FdHq3XR_7Q?e=LQRUbo
Upload any additional information	View File

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

03

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

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

10

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

837

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

11

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

11

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 is equipped with all Physical Facilities and infrastructure to impart Quality Education with alladvanced technological tools. The Physical Facilities and infrastructure are monitored by the Administration Officer.A maintenance coordinator is deputed in each department to follow up the Physical Facility Maintenance Issues raised in the Department. An overview of the teaching learning resources is as follows:

Classrooms:

The classrooms are quite spacious, equipped, air-conditioned & lighted.

Library Facilities:

IPEM has a Spacious and centralized air-conditioned Central Library stocked with more than 50000books,reference books, E-books, textbooks, 83journals (national + international), 852 E-booksand other library resources (i.e. CDs/ cassettes, etc.).

Computer Laboratories:

Beside Classrooms, three Computer Labs and one communication lab is set up to provide practical insight to the theoretical concepts.

Wi-Fi Connectivity:

The institute has Wi-Fi Campus, and the students/faculty can access the Wi-Fi services in the labs as well as the classrooms.

Auditorium/Seminar Hall/Conference Rooms:

IPEM has fully air-conditioned, ICT-enabled Seminar halls and an auditorium with 200 seating capacity.

Faculty Cabins:

All the departments have well-furnished & Airconditioned separate cabins for the faculty members equipped with a Computer system with LAN Connectivity.

CCTV Camera:

The campus is under CCTV Surveillance

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/ErHxZvMfYTFGu5-v8hhdr9kBcUPOxSQaXo8t-Uikt2KL0Q?e=fGm0ND

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

The Institution provides adequate opportunities and facilities for cultural activities, sports, games (indoor, outdoor), yoga etc. For SPORTS, there is Basketball court, Table Tennis, Indoor Badminton court in IPEM. Thereis an Open-air Stage and an auditorium alongwithconference halls for organizing cultural activities, co-curricular activities and indoor sports events. IPEM has Cultural & Sports Club for organizing respective activities.

The institution has Laxmi Chand Auditorium having latest audio system and fixed LCD with the seating capacity of approximately 200 students simultaneously. The institute has multipurpose hall for the students to Practice cultural activities such as plays, mimes, folk dance, street plays.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EnCEr65xzUBInZ8z13YgNLkBC-IeuwM4wzctapIBMwNqCQ?e=pW9xh7

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

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ug.ipem.edu.in/infrastructure/
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)

35

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

Institute of Professional Excellence and Management, Ghaziabad have well equipped, well stocked and fully automated Library, having 50,000 Books of Management, Computer Application and Education. The Library has 5 Computer systems with internet connectivity to access E-Resources, E- Books and E- Journals for students and faculty. As DELNET has IPEM IP address, so the students/faculty can access the e- resources anywhere within the campus for knowledge enrichment.

LIbraryhas rare collection of hindi literature and a section of english novels for students. Apart from that various conference proceedings of National & International Conferencealso available in the Library for the development of the research aptitude of students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EhoEg7NjVvBFrD3ewj1WNqwBkjbNTYONAJgWjAbZctUcIQ?e=gm7dqZ

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	B. Any 3 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
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)

.61

File Description	Documents
Any additional information	View File
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

62

File Description	Documents
Any additional information	View File
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

IPEM believes in providing multidisciplinary Education to the students, so it updates its IT facilities whenever required to fulfil the stated purpose.

Intercom System: The campus is well-connected via a well-designed telecommunications network with intercom facility. sixmore BSNL landline Intercom connections were added.

LAN facility: LAN Messenger connects the entire campus. with 100/1000 Mbps D-Link switches. 100/100 (Megabits)(Gigabit Switches) are utilized .We have LAN service provider AIRTEL.

Computer lab: The computer lab is well equipped with licensed software and systems. A lab assistant is recruited to help students and faculty. All the departments are equipped with the latest version of computers, laptops, projectors, and printers. The institute has 216 computers with Lenovo, I-Ball, HCL I-3 CPU, 4/8 GB RAM configurations.

- VS code (Visual studio code) is a new programming editor that makes coding simple and includes mostof the necessary codes, for this we use Linux operating system (Ubuntu).

Wi-Fi facility: Wi-Fi was set up by "Netways Pvt. Ltd. Ghaziabad" and was operational throughout the campus at a speed of 100 mbps, LAN-enabled IT labs and one communication lab. D-Link Wi-Fi devices have been installed throughout the campus (50 MBPS).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EtguFlkJNaJJgrIYUWlA5scB3unVJc8FfGE7Jc91-6Gc0A?e=Rvbl0P

4.3.2 - Number of Computers

215

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	View File
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)

149.10

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
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.

Systems and Procedures for maintaining and utilizing physical, academic and support facilities –

The Institute takes direct initiative in the maintenance and upkeep of infrastructure and support facilities.

The Institute has a systematic mechanism for maintenance of all physical facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management. The detailed Summary of mechanism for maintenance of physical facilities as follows:

- **Requisition to be given to the HOD's in the starting of the session.**

- **Stock updation by the lab in charge**

- **Lab wise Stock registers are maintained**

LIBRARY MAINTENANCE SYSTEM

- **Yearly Stock Verification of the books and Stock Registers are well maintained.**

- **E-Resource Center Maintenance under the guidance of Mr. Ajay Tyagi**

- **Timely requisition is asked from the teachers for purchasing new books of the subjects then books are accessioned in the library. The records of the requisitions are filed up properly.**

- **Yearly Budget is prepared for the procurement of the books, periodicals, stationary, purchase of furniture and other concerned requirements of the library.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EnTa_jvZlWZKp2cLVl64lN0Bpa9d4Uu_ENIoqbVlj2RpKQ?e=7pqGhZ

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
161

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

194

File Description	Documents
Upload any additional information	View File
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://ug.ipem.edu.in/our-events/
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

`1540`

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

`1540`

File Description	Documents
Any additional information	View File
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	View File
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

14

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

41

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

81

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

00

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
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)

IPEM believes that for the comprehensive progress of the institute, active involvement and participation of all the stakeholders is must.

The students of IPEM represent their presence actively through following ways:-

Class Representative (CR) System

The CRs take the leading role in all the day to day activities of the class. It allows one male and one female student to represent each class with regular meetings to ensure the system's efficiency and effectiveness.

Student's Clubs

Students Clubs are also setup in the institute that encourages the students to play a decisive role in the planning and execution of the club activities. Students are the representatives of Various Clubs i.e. Cultural Club, Communication Club, CA Club, Sports Club, Entrepreneurship Club, and Environment Club.

Training & Placement Committee

The students representatives of T&P committee regularly participate in the T&P committee meetings, where they put forward the expectations of the students and also thereafter inform the students about the various measures been taken for training and placement of

the students.

Role in Organizing Curricular & Co-Curricular Activities

The students are also involved in various Committees set up from time to time for organizing inter/intra institute Curricular and Co-Curricular activities at institute.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Ehnh32q86rBEq1ERQ4qz0joBQJs2tAq2x346QtkqoAWP3Q?e=BIle5f
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

25

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

This Alumni Association contributes in Growth and Development of the Institute through various activities for the Students round the Year, which are as follows-

1. Alumni Guest Lectures

Guest Lectures and Informative Sessions are regularly organized for the Students where senior alumni working on good positions in the Industry share their Corporate Journeys with the students and provide key inputs for developing employability skills and attitude.

2. Internships & Placement

The Alumni Association office bearers regularly maintain contact with the Alumni of Various Batches through WhatsApp Alumni groups and Group Mails, where they receive information regarding the requirement of management trainees for internships & placement and communicate about these to the Institute.

3.Alumni Meets

An Alumni Meet is organized every year in the month of December where the Alumni of various batches get the platform to revive their old memories and strengthening their association with the institute. The effective participation of the alumni in these alumni meets is possible largely due to the regular contact being maintained by the members of the alumni association.

4. Updation of Alumni Database

IPEM keeps proper records of all the passout students which is regularly updated through active involvement of alumni association.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EveOrYJnVZtFja0oviG8d-gBxn0bgGsB_wLRkt--uy68bQ?e=VTLmht
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	View File

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

Vision

Our Vision is to produce Professionals who would pioneer future Revolutions.

The Mission of the Institute

M 1.To utilize the potential of highly qualified experienced and committed Faculty

M 2.To apply the latest Pedagogical Methods while delivering the Academic Programs

M 3.To collaborate with academia, industry, and society for long-term interaction.

M 4.To generate knowledge and promote academic growth by offering various value-added programs

M 5.To strive for Professional Excellence with Ethical and Moral Values

M 6.To generate and disseminate knowledge through training programs /workshops/seminars/ conferences/ publications.

M 7.To cater State-of-the-art Infrastructure Facilities

M 8.To develop human potential to its fullest extent so that capable professionals emerge in a range of professions

Governance and Leadership

The governance structure is divided among Management Committee members for strategy development and policy making, Administration functioning of institutions under the directions of Director-General and the implementation of Vision and Mission components of the institute is looked after by Heads of Departments under the guidance of Dean Academics and the Principal IPEM. The faculty are encouraged to give suggestion for the measures to be taken regarding the growth and development of the institute.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EsEcrk4M5hlEmtDRx9EF4OIB7sHKtbINfIqGRBICqTdomA?e=7Yyac4
Upload any additional information	View File

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

For decentralization and participative management practices various committees are Constituted/revised each academic year such as:

- **Admission committee**
- **Advisory committee**
- **Training and Placement committee**
- **E-Learning committee**
- **Executive activity committee**
- **Regular Department and HOD Meetings**

A case study to demonstrate institute practicing decentralization and participative management is mentioned below-

"Planning and conduct of Student clubs activities"

With the objective of helping students to pursue their hobbies and interests and to bring people together the student clubs are created at the Institute.

Various clubs such as the communication club, computer applications club, cultural club, sports club, entrepreneurship club and Environment Club, etc. are set up with the faculty as conveners in consultation with the students and other stakeholders. HODs are empowered to plan and execute the club activities as per the academic calendar that is finalized as per the guiding inputs received from advisory board members.. Clubs conduct fortnightly meetings with well thought out agenda to improve the quality of participation and performance of students in various student clubs. Minutes of meetings are issued with action plans.

Active involvement and participation of students in clubs develop their leadership competencies and organizing skills as well as contribute in holistic development of the students.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Eq1kVyHNJWtJlFRyvBco1lkBQJAAM8JL5XrjDZ2ipbVNNA?e=7a8b3u
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Throughout the year, institute is not only imparting knowledge but also organizing different activities. The goal of the institute is to ensure holistic development of students to make them enlightened citizens. IPEM organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contribute to community and strengthen community participation. The institute take part in various initiatives like organizing camps in the neighbourhood, Swachh Bharat initiatives, blood donation camps, awareness programmes, Cleanliness drive, matdan jagrati abhiyan. Institute also organizes awareness programs like environmental awareness, cleanliness, and Tree plantation in and around the campus. Institute promotes faculties to organize and conduct different extension activities and workshop in other institutes. Under this, all departments have conducted many extension activities for Society in vicinity and at different locations. As a important measure of extension activities, during covid-19 outbreak, distribution of food packets and masks was also organized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EgV4BkK5dUVLru1JVLeeQ_oBu972oK0xy3L1XDZ6dXj-kA?e=FdRRCM
Upload any additional information	View File

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.

Management Committee:

The Managing Committee of IPEM was approved by CCS University, Meerut vide letter no 1149 dated 19/02/2020. The Managing committee constitutes, President Sh.M.K.Singhal and ten members including the Vice President, Secretary, Treasurer, and other members of the society. The IPEM Group of Institutions is headed by Mr. Anupam Goel, Secretary Laksh Education Society who is ably supported by Prof. (Dr.) Sugandha Goel, as Dean Academics.

Administration:

The Administrative responsibility is on the shoulders of Director General Col. (Dr.) A.S.Malhotra and Heads of Different Departments like Management, Computer Application and Education. For support of the Deptts there is the Training & Placement Cell and various Staff members. For other administrative functions, there are the offices of the Registrar, Accounts, and Administration & Stores.

• Various Committees are constituted from time to time to Organize/ Conduct various Events/ Seminars/ Workshops/ Alumni Meets/ Inter-institute/Institutional level Competitions, Holding University/ Govt Bodies Examinations etc at Departmental Level

Appointment, Service Rules, and Leave Rules:

The institute publishes an Office Manual comprising of the detailed functioning of the institute and its various departments along with the Appointment, Service Rules and Leave Rules. A copy of the same is uploaded as Additional information.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EkbOJbsfuaJAod4KyM5t0RYB3hQc54tiZgIjgqwQFXi-DQ?e=W9cVps
Link to Organogram of the Institution webpage	https://ug.ipem.edu.in/philosophy-and-vision/#governing-body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and	A. All of the above

Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The following welfare measures are available in the Institute for teaching and non-teaching staff:

1. Leaves: The following leave is admissible to the Teaching/ Non-Teaching Staff:-

• Duty Leave (DL): For participating in seminars/ Workshops/ Examination/ Evaluation duty or any other duty assigned by the Institute, shall be granted with full pay, only with the prior approval of the Institute.

• 2. Health: The Institute has a Free Mediclaim Policy for its Faculty/Staff and Insurance Policy for students.

3. Appreciation of staff: Each year on Teacher's Day, commendations are given to faculty and staff for their contribution towards the growth and development of the institution.

4. Incentives:

• Special Incentives are also provided to the faculties for publishing their papers in National/International/Scopus Index/UGC approved journals.

• Admission Incentive is also provided to Teaching and Non-Teaching staff based on their support during admission time.

Non-Teaching staff: P.F. & ESI facility to Staff

5. Infrastructure:

- **Well maintained, individual work stations: For Teaching and Non-Teaching**

- **Hygienic working environment**

6. Transport Service: IPEM provides free Bus Service for Faculty/Staff/Students.

7. Subsidized Lunch: All the faculty and staff members are provided the facility of subsidized lunch.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EsAh245YsutInD9ZY7oNoMYBnYIaopDNzwlq3OUHgFUAIA?e=5QpcuH
Upload any additional information	View File

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

00

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

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
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)	[View File](#)

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

12

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	[View File](#)
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 appraisal of the faculty is done on the basis of various parameters which are as follows:

- **Regularity**

- **Punctuality**

- Academic results

- Student feedback

- Involvement in conduct of activities.

- Research paper presentation/ publication

- Publication of books/ chapters

- Patents/ copyrights/ being the resource person in external seminars/workshops

- Initiative for self development

- Mentorship and bonding with the students

The appraisal of the staff is done on the basis of various parameters which are as follows:

- Job Knowledge

- Quality of Work

- Productivity

- Dependability

- Attendance

- Relations with Others

- Politeness

- Punctual

- Discipline

- Overall Appraisal Rating

Procedure Followed for performance Appraisal is:

- A structured "Self-Appraisal Form" is given to each faculty where

he/ she rate himself/herself as per the prescribed parameters.

• Then concerned HOD/Principal gives his/her rating for the faculty as per prescribed parameters.

• After the HOD/ Principal rating, each faculty being called individually & apprised of all aspects by Dean/DG

• The management evaluates the faculty members and staff by merit rating based on their performance during the period of evaluation.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EsteZhrw9thLthzcZ1b9icABl4MmNvDKvDe_eIofyXJHwA?e=TbxNxN
Upload any additional information	View File

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

RESPONSE:

The institution conducts internal and external financial audits regularly.

Mechanism of Internal and External Audit followed by the Institute is mentioned below:-

INTERNAL AUDIT:

Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows:

• Examining the Bank Passbook Examining Grants, sponsorships, deposits, payments.

• Internal audit is carried out quarterly.

• The audit team also checks stock reports and conducts Library audits, Institute Works, Department audit, and carries out analyses of the entire Institute's Income and Expenditures.

- **If any observation/objections are reported in the audit report submitted by the internal auditors, such issues are investigated by the account section and corrective action are been taken in timely manner to resolve the objections.**

EXTERNAL AUDIT:

Mechanism and settlement of objections of External Audit:

The auditors verify all financial transactions with the supporting documents and the approvals given to the same by Competent Authority.

- **The financial transactions are accounted in Tally ERP by the Institute.**
- **The audit is conducted every year in accordance with the Auditing standards generally accepted in India.**

- **Based on such audit, the Chartered Accountant issues Audit Report giving True and Fair view on the financial statements**

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Eumgm911OuxPmu3IyW_2LvsBfBhRSX1rxf2arPlWliXs8g?e=7bqLVq
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)

00

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

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

The following are the various strategies employed by the institute for fund mobilization and Resource mobilization.

Strategies Employed for Mobilization of Funds

A large amount of fee is utilized in providing Faculty & Staffs Monthly Salary and another large amount of fee is utilized in providing various facilities like Wi-Fi Facility, Electricity, Water, Ro, Telephone, organising Seminars & Workshop and Organizing Industrial Visits, Club Activities and Festivals like Holi, Diwali,ULLAS, Alumni Meet and Providing Incentives to Faculty for Paper Publishing, and Providing Facilities like purchasing of Computers, Books, Projectors, Furniture, Free Transport, subsidized lunch and Medical Insurance

Mobilization of Physical Resources

- **The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater Harvesting system use open terraces effectively.**
- **The Computer Laboratory accommodates students of multiple courses, the seminar halls which are also used as lecture theatres, the library which functions as a composite knowledge resource center are a few other examples of optimal space utilization.**

Mobilization of Intellectual Resources

- **The institution mobilizes its human resources by visualizing, designing, and implementing academic and co-curricular activities.**

- **It encourages all staff members to reach their personal and professional growth goals by**

cooperating with their career development imperatives and discipline-specificaspirations.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Es5yDAqGO11Epn7-4sBxRhABjqnPhE3vVYSorAfk7xuH1g?e=cUgObV
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

In the pursuit of quality assurance, and up-gradation, the institute has established the Internal Quality Assurance Cell. To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution the IQAC has been a proactive player in this overall benchmarking process.

- **Comprehensive feedback system has been institutionalized as a result of IQAC initiative where the feedback regarding the curriculum, teaching-learning and skill development is collected from various stakeholders. The feedback is then analyzed for the purpose of finding the gaps and corrective measures are taken for fulfilling those gaps effectively.**

- **To cope up with the changing world scenario IQAC has been instrumental in establishing the ICT Enabled teaching-learning process. Institute is having its own YouTube Channel to provide audio-video lectures of the faculty for the students. To adopt and popularize online courses on the SWAYAM platform in the various programs, IQAC has appointed a SPOC in each department related with Swayam courses that will keep monitoring on the course and also motivate the students to enrol in the same. Online teaching, assignments, exams, presentation etc. has also been established as a results of IQAC initiative .**

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Eur9CjbcFTBMrU09EksS6ZwBsMrjsnTbkqLDVn2CnavceA?e=pScZdV
Upload any additional information	View File

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

- **The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.**
- **The Academic Calendar is prepared in advance, displayed, and circulated in the Institute and strictly followed.**
- **Feedback taken from all the stakeholders is properly analyzed and shared with the Director, Deans, HODs, and individual faculty**
- **Arrangement of remedial classes and doubt clearing session for slow learners**
- **Automation and digitalization of library**
- **Increased usage of ICT tools in the teaching-learning process.**
- **The suggestion/complaint box is placed for everyone all the time and also on some important occasions to get the feedback of the students. Suggestions are considered while framing policies related to the institution.**

Two major examples of institutional review and implementation of teaching-learning reforms are:

- **The transition from offline to online classes during covid-19 which also involved presentation by students, class assignments, conduct, and evaluation of online sessional examination etc.**
- **Conduct of online student development academic and non-academic activities at inter-departmental and inter institutional levels like e-ullas, online international conferences, online article writing competitions, online faculty development programs etc.**

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EgnJz7cK2c1Coc1qjL3h2ngBe2geFM9uzxEgvFcrSSQPfQ?e=CKss15
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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ug.ipem.edu.in/wp-content/uploads/2022/05/IQAC-ATR-2020-21-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The Institute has formed a Sexual Harassment and Gender Sensitization Committee to review the existing provisions of the constitution and other laws affecting women and their rights so as to suggest remedial legislative measures. The Institute has undertaken the following initiatives.

Safety and security:

1. **The Proctorial Board is constituted to handle discipline Faculty Members, Staff, and Students.**
2. **The Newly Admitted Students regarding the safety and security are addressed.**
3. **Cultural Committee organizes the Awareness Sessions on the psychological issues.**
4. **Campus is safeguarded by the Security Services.**
5. **The campus is under the CCTV camera surveillance.**
6. **Grievances and Redressal Committee is constituted to resolve especially the grievances of female students and faculty/staff members.**
7. **A separate hostel for boys and girls with dedicated wardens and security guards are provided.**
8. **Awareness Campaigns are conducted on gender sensitivity through street plays (Nukkad Natak) and Rallies**
9. **The Anti – Ragging Committee is constituted to safeguard the interests of students.**

Counselling:

1. **The Faculty Members are mentoring students in group of 25 - 30 students.**
2. **The faculty members during the appraisal meeting are counseled.**

Common Rooms:

Common room is exclusively available for girl students.

File Description	Documents
Annual gender sensitization action plan	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/ESKE0gI0d7VIljP9biqX3tQB_RpDMSfJn0LU6yZjpgC7HQ?e=XrsQ01
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	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/ET7PbBKVcuJHqZqxNdTdWqABxRbhz1KW30YU9RFc-4ZDaw?e=7Htkq5

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	View File

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

Initiatives to maintain an environmental friendly campus. The gardens, lawns and plantations inside the campus are well maintained.

Solid waste management:

· Separate Garbage dustbins are placed on every floor and at different locations in the campus.

· Daily garbage is collected by housekeeping staff.

· The waste from the canteen is separated as biodegradable & non-biodegradable.

Liquid waste management:

The Institute has implemented the Rainwater harvesting plant through Parle Agro.

· Harvested rainwater caters to the purpose of irrigation of the garden through sprinkle irrigation.

E-waste management

· E-waste is electronic product that is unwanted like Computers, CPUs, Mouse, Keyboards, Copiers are disposed.

· UPS Batteries are recharged/repaired/exchanged by the suppliers.

· **E-wastes such as electronic components (plastic/metallic) that could not be repaired are handed over to agencies which help recycle these materials.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/EQPTgrOV9C1Jg3rcKSpX628B_ZNrx74QDPIDg_2xpJzZng?e=zkr2vA
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File

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	A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	View File
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 makes all round concerted efforts to provide inclusiveness in the campus in terms of inculcating the valuable practices.

Few Initiatives taken by the Institute are as follows:

· All National festivals like Independence Day, Republic Day, Gandhi Jayanti are also celebrated in the Institute.

· Annual Inter-Institutional Festival is organised "ULLAS" by the students and faculties. It helps in enhancing the leadership and inculcating a sense of celebrating our culture, regional disparities and standing united among all odds. Winners of the competitions are awarded certificates, trophies, and cash prizes.

· As a part of our tradition we are also celebrating the birth anniversary of great Indian personalities includes Mahatma Gandhi, Dr. B. R. Ambedkar, and Dr Vallabhai Patel.

Street Play on Awareness about Vocational Education https://www.youtube.com/watch?v=4Dj-tf43qRM

Street Play on Swacch Bharat Abhiyanhttps://www.youtube.com/watch?v=H87gGadJz9k

Student's Nukkad Natak Performance for Local Govt initiative - SVEEP (Systematic Voters' Education and Electoral Participation) -https://m.facebook.com/story.php?story_fbid=1523023471410052&id=697528197292921&sfnsn=wiwspmo

The Value Addition achieved while performing these activities is immense which gives a total inclusive growth to the Institute.

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

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

The importance of inculcating the constitutional obligations and responsibility in both staff and students, the students are studying Constitution of India as a Core Course in B.Ed & BBA Ist Year besides organizing sensitization and awareness programmes. IPEM sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. The students are inspired by participating in various programs on values, duties, and responsibilities like My Icon My Inspiration, Student Parliamentary Session and Nukkad Natak. The Institute is sensitizing the students and staff members about ban on plastics, cleanliness, Swachh Bharat, etc. through various signage within the Campus. The Code of conduct is prepared for students and staff. The affiliating University curriculum is framed with mandatory courses like Business Organisation & Ethics, Philosophical & Sociological Perspectives of Education as a small step to inculcate constitutional obligations among the students. In - house Workshop conducted by Certified Faculty Members in the area of Universal Human Values and Ethics.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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. All of the above**

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 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	View File

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

The Institute has been celebrating and hence embarking upon the national and international commemorative days. These celebrations give a loud and clear message to the students and employees of the institute that we are united as one.

Teachers' Day

IPEM celebrates Teachers' Day every year in honour of Dr.Sarvepalli Radhakrishnan by paying respect to its teachers and gurus on this day. Each year on Teacher's Day, the Outstanding Faculty, based on their overall performance is felicitated. Faculty also gets monetary rewards for their outstanding research work.

Republic Day & Independence Day

Each year the Republic Day and Independence Day of India is celebrated with gaiety and patriotic fervour at IPEM. Institute also organizes a Pre-Republic Day and Pre -Independence Day celebration in which students from various departments showcase their talents

Gandhi Jayanti

The Cultural Club organizes the celebration of Gandhi Jayanti. To

commemorate this day, Club organizes various events like the Fancy dress and Short Play Competition.

International Yoga Day

Baisakhi Celebrations

Birth Anniversary of Great and Renowned Indian Personalities:

· Birth Anniversary of Dr B. R. Ambedkar Jayanti, Dr Vallabhai Patel and Mahatma Gandhi

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	View File
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:"TEACHING–LEARNINGMETHODSPROMOTINGSKILL-BASEDEDUCATION AND DIGITIZED WAY OF LEARNING."

Best Practice 2

Title of the Practice: Digitized Campus

More Details onBest Practices - IPEM UG Campus

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The Institute becomes distinctive by investing in its core values, ethics and culture. With its 27 years of voyage, the Institute symbolizes the ascendance of academic excellence in the form of receiving an Award from the Indian Achievers' Forum. A Vaccination Drive for more than 300+ people in association with Rotary Club of Ghaziabad Greater was organised for the less privileged workers of the industrial areas.

The Institute showed its hard work when its students are placed in good companies. The Corporate Resource Center came to its rescue by conducting online internships and placements. The Center organised activities to develop and groom the Managerial Skills through their Excellence – 50 Program. Online Corporate & Alumni Guest Lectures counselled the students to choose an appropriate career depending on their aptitude and interest and making them ready to face the challenges of the industry.

Despite of being Covid struck, around 60% students got recruitments. The Virtual Drives were the salient features of the Department where all Interviews were held on various apps where the students got placed with an average salary package of 5 – 8 Lakhs p.a.

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

7.3.2 - Plan of action for the next academic year

ACTION PLAN FOR THE ACADEMIC YEAR 2021-22(ODD SEM)

   1. Review & Initiate Academic Collaborations, Industry Institute Collaborations and Student's Placement and internship related

    collaborations for the upcoming session
2. Plan and Execute upcoming National and International Academic events
3. Extension, Outreach and Career oriented Activity
4. Initiatives for syllabus revision/ inclusion of any paper with the affiliating University for Curricular Updations.
5. Measures for Retention of experienced and qualified faculty for at least 5 years.
6. Increasing paper publication in UGC Care enlisted journal, Edited book or individual book publication
7. Increasing Student's Participation in Sports/cultural activities at university/state/national / international level
8. Collaborate with NGOs/ Philanthropists
9. Introducing New Courses

ACTION PLAN FOR THE ACADEMIC YEAR 2021-22(Even SEM)

1. Frequency of IQAC meetings to be increased
2. Revision in Feedback Form
3. Installation of Vending Machine for Sanitary napkins
4. Subscribe N List E-Resource
5. Inclusion of IPEM Journals in UGC Care.
6. Registration of Alumni Association
7. Starting NSS program with Affiliating University
8. Procedure for NCERT Awards for teachers.
9. Contact NEMICT for free WiFi for cost reduction.
10. E-content repository to be made available on website.
11. Procedure for obtaining Grants from UGC under 12(B) and 2(f)
12. Awareness towards Saving water
13. Increasing Awareness for Single girl child scholarship
14. Substantial Increase in Placements and Entrepreneurship Activities