



YEARLY STATUS REPORT - 2021-2022

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 South Side G.T Road, NH-9, Bypass, Industrial Area	
• City/Town	Ghaziabad	
• State/UT	Uttar Pradesh	
• 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	Pankaj Sharma				
• Phone No.	9467865790				
• Alternate phone No.	9467865790				
• Mobile	9467865790				
• IQAC e-mail address	pankaj.sharma@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/2022/09/AQAR-2020-21.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/2022/09/ACADEMIC-CALENDER-2021-22-Consolidated.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			06		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
MOU's with industries, Institutions and NGO's		
Implementation of Research Policy and editorial board for journal to include in UGC Care Index		
Conducted Capacity Building Activities for Teaching and Non-Teaching Staff		
Quality assurance and improvisation in academic activities.		
Collection, analysis of feedback of all stakeholders and action taken for the improvement		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>To initiate academic collaborations, industry institute collaborations and Student's placement and internship related collaborations</p>	<p>The Institution has collaborated with various industries and social organization for academic, industry and social purpose. Institute tied up with AVRO, Agile Infotech Gallant Info Solution Pvt. Ltd, Apple Tree Infotech, Pidilite and Assert IT Solutions for the placement and internship of the students and has collaborated with Arni University, Global Educational Research Association</p>	

	(GERA), M/S Alliance and Lebanese French University for the student and faculty exchange program and research related activities. For Social responsibility institute has tied up with beautiful tomorrow
To Plan and Execute upcoming Academic events	Both offline and online activities and events organized in a systematic manner and as per schedule like International conferences, national and international webinars, guest lectures, workshops etc.
Increasing Extension, Outreach and Career oriented Activity	Institute has organized various extension and outreach activities like international yoga day, eye checkup camp, UBA, webinar and certified training programs like E-Content Writing, SWAYAM, VAP on IT Skills, Art & Craft Workshops
Syllabus revision/ inclusion of any paper with the affiliating University for Curricular Updates.	Syllabus for revision of BCA has been sent to the university for the coming session.
Revision in the Program Outcome Attainment procedure	Rubrics based system is in process for the POs attainment and to improve Cos attainment.
Measures to be taken for Retention of experienced and qualified faculty for at least 5 years	New quantitative and objective based performance appraisal forms have been designed for the faculty to improve retentions of experienced faculty members
Increasing paper publication in UGC Care enlisted journal, Edited book or individual book publication	Faculty members have published research works in various indexed journals and edited books and institute have made provisions for financial support for the same.
Increasing Student's	Students from 1st to final years

Participation in Sports/cultural activities at university/state/national / international level	have participated in various institutional and inter-institutional sports and cultural activities like, chess, badminton, dance and standup comedy etc. and won prizes for their participation
Registration of Alumni Association	Institute has registered its Alumni Association for the BBA, BCA and B.Ed Alumni's
Increase in financial support to faculty/staff to attend conferences/workshops/training program and towards membership fee of professional bodies	Institute have revised financial support and provided leave benefits for the faculty members to attend various Workshops/FDPs/Conferences etc for academic enrichment of faculty
Collaborate with NGOs/ Philanthropists	Institute have collaborated with Beautiful Tomorrow and Rotary Club to organize women health awareness program and Eye check up camp
Introducing New Courses	B.Com (H) is going to start from session 2022-23
Frequency of IQAC meetings to be increased	Frequencies of IQAC meetings have increased from once in a session to twice in a session
Revision in Feedback Form and their analysis	Online link on official server has been created as per UGC NAAC guidelines
Installation of Vending Machine at Campus for Sanitary napkins	In collaboration with Rotary Club, Sanitary Napkins Vending Machine has been installed
To Subscribe N List E-Resource	Institute has subscribed N-List E-Resources for the faculty and students
Inclusion of IPEM Journals in UGC Care	Editorial board academic editorial board and review board have been revised of the IPEM journals for the inclusion in

	UGC Care
Starting NSS program with Affiliating University	Necessary action has been taken and documents have been submitted to start the NSS program
Procedure for NCERT Awards for teachers.	Process for the NCERT awards have been started and required documents has been submitted for the same
E-content repository to be made available on website.	Online lectures videos of all the subjects are available on YouTube and links of the respective lectures are available on the website for the easy access to for the students
Starting Procedure for obtaining Funds/Grants from UGC under 12(B) and 2(f)	Concern authorities have been contact and process has start to obtain the funding/grants from UGC
Awareness towards Saving water through Environmental Committee.	Environmental committee has conducted activity to aware students and staff to save water
Increasing Awareness for Single girl child scholarship provision from Govt. to all the Students	Information's regarding the single girl child scholarship were circulated among students to made them aware about the scheme
Substantial Increase in Placements and Entrepreneurship Activities	Motivational lectures on entrepreneurship and skill classes and workshops were organized to improve placement and that has helped as increased numbers of placement
Modification in Internal examination system	Question paper format and evaluation process has been made more transparent along with grievance handling system related to exams
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Advisory Committee	05/07/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	14/03/2022

15. Multidisciplinary / interdisciplinary

1. Institute of Professional Excellence and Management (IPEM) is an affiliated college with Ch. Charan Singh University, Meerut, UP, which is a State University, and the guidelines provided by the University are strictly followed. University has not yet issued any guidelines to implement a multidisciplinary/interdisciplinary structure of the New Education Policy. However, the institute is already running bachelor's programs in various disciplines viz; Management, Commerce, Computer Application and in B.Com syllabus has been revised as per the NEP based skill driven/ vocational, co-curricular, with minor electives.

2. The institute offers a university-driven Curriculum which has no provision of Credit based courses in any currently running program. However, Community engagement activities /Projects are taken by students under Unnat Bharat Abhiyan, Environmental Education is also a qualifying paper in BBA, BCA, B.Com and an optional paper in B.Ed. Program. The Environment Club takes care of the environment-related initiatives. The curriculum in B.Com, B.Ed. and BCA comprises papers related to Business/Professional ethics and values.

3. To engage in multidisciplinary research endeavours, the students of undergraduates can be motivated to take pilot studies on various research areas.

4. The students are encouraged to take active participation in multi-disciplinary club events like Communication Club, Computer Application Club, Entrepreneurship Club, Sports Club and Cultural Club where students not only from management but also from Computer applications, and Teacher Education stream also shared their thoughts.

16.Academic bank of credits (ABC):

1. Provisions of Academic bank of Credit proposed in the draft of NEP to facilitate multiple entries and exit points in their academic programs is an innovative idea to earn and deposit credit through National MOOCs like SWAYAM, and ARPIT. It shall also be considered for credit transfer and accumulation in this provision. By this, the students will be able to earn credits and get the program completed.

2. In the case of affiliating institutions like IPEM, the rights for ABCs are with the university only. Initially, in the year 2019, the University made it compulsory for the students to register at National Academic Depository Portal to keep the records of the Credits earned by the students in which all the students have registered.

3. For the Internationalization of Education with global participation, the institute has organized various international conferences in Management, Education and Computer Application and has had several International Collaborations in the last three years.

4. Although the Curriculum framework is fixed still the faculties are given autonomy to design the Course plan, Select reading and reference material, give Assignments and take internal assessments as per their pedagogical Approach. The faculty members are asked to adopt innovative approaches to impart the curriculum using ICT-based pedagogical methodologies.

17.Skill development:

National Skills Qualifications Framework has not yet been proposed/implemented by the University. As far as Skill development is concerned, to enhance language proficiency & strengthen the vocational education and soft skills of students; Personality Development Programs, Mock Drills, Aptitude tests, Group discussions, Communication & soft skill development activities are conducted under the Corporate Resource Centre.

Apart from this, Value Added Programs are additionally offered on E-Content Development, Tally, C++, Web Technology, Python, Data Science, IoT, NodeJS, Computer Basics etc. are offered along with the University Curriculum for bridging the gap between Industry & Academia. The IPEM will implement the guidelines or structures provided by the affiliating University regarding National Skill Development Framework. The institute ensures that the students enroll themselves in at least one Vocational Course available on

SWAYAM Portal each Semester/year and that proper outcome record is maintained.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

To preserve and promote Indian language and culture, the Cultural Club of IPEM takes care

of incorporating Cultural Values and ethics in the Curriculum. Hindi is one of the prominent Indian languages. The teacher delivers the classroom instructions in Hindi also along with English. Question Papers, Notes and Presentations are provided in both languages. Sanskrit teachers are invited as guest lecturers. Hindi Diwas is celebrated every year. All Religious and national Festivals are organized. The library is equipped with English and Hindi Literature. The new session is commenced with Havan Poojan. Ramayana, Sunderkand path, Bhajan Sandhya, are regularly organized.

In North India, most of the faculty members have a good command of both languages so the Bilingual mode is used in classroom delivery. The art craft exhibition is organized under the name ANVESHAN. Religious festivals are organized, and Indian Culture and traditions are followed in all the rituals.

The institution is providing Value-based education by teaching Philosophical and Sociological Perspectives of Education to students, which include human values, righteous conduct, peace, nonviolence etc.

The institution has constructed a Student's Cultural Club that takes care of celebrating different Indian Festivals (Holi, Diwali, Christmas) and National Festivals (Republic Day, Independence Day) and Important Days (Environment Day, Women Day, Yoga Day). The celebration of different Indian and National Festivals and Days inculcate Indian Cultural Values and Knowledge among students. Also, these types of celebrations enhance harmony and develop the feeling of brotherhood, tolerance, and secularism among students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The objectives set out in the NEP on OBE are Competency, standard, benchmarks, and attainment of targets. The IPEM is prepared to fulfill the objectives and achieve the target as per the structural

curriculum provided by the affiliating University. All the activities reports are maintained highlighting the outcome. Outcome based Program attainment is computed. The outcome is captured in terms of Data and skill development among students.

20.Distance education/online education:

During the Covid pandemic, online classes were conducted very effectively by all faculty members in all programs. Both teachers and learners have experienced the online teaching and evaluation process through different software. Microsoft Tools, Zoom, and online learning Applications like Kahoot, Quizzes etc. are used on a frequent basis. The faculty members are encouraged to create their YouTube channels and Online Courses. Activities are also conducted online as well as offline mode.

Extended Profile

1.Programme

1.1	137
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	949
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	349
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	60	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	56	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	23	
Total number of Classrooms and Seminar halls		
4.2	127.08	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	151	
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
For the UG Program, we use the Chaudhary Charan Singh University, Meerut, curriculum outline. We deliver high-quality education in accordance with our resource potential, institutional objectives, and compassion for the students. The institution has created a		

systematic and successful curriculum implementation plan connected to learning gap detection, industry expectations, new skills development, and knowledge enhancement, among other things. VAPs, Conferences, Seminars, guest Lectures and workshops are also conducted. Procedure Followed:

- CCS, University Meerut sets the institution's curriculum.
- The academic calendar is created in accordance with the recommendations from the advisory board and academic calendar is created prior to the start of the academic year. All the Institute's departments' extracurricular and curricular events are listed on the calendar.
- The Syllabus of B.Com changed in 2021, according to NEP.
- The subject allocation and timetable are created when each faculty member specifies their preferred subject.
- Periodic review based on departmental placements, comments, and results.
- The course file of each subject is prepared.
- Handouts/Notes/ Question Bank delivered to students.

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/Er_d_WPSQABNluxuSgWbFgMBfrNY99kM9AZZxgTEAvH_rg?e=3AVx1T

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

This academic calendar lists all the departmental, institutional, co-curricular, and curricular activities for the whole session across all courses. Each of the activities mentioned has a preliminary date for its organization, and it is tried to only hold those activities on those dates. Additionally, a faculty member or department is

named for each activity to ensure a seamless operation.

The Institute adheres to the Academic Calendar strictly by:

- Conducting all the academic and extracurricular activities listed in the academic calendar (class start dates, orientation programmes, unit tests, and pre-university/pre-semester exams).
- Executing all extracurricular activities listed in the academic calendar, such as student workshops, the Entrepreneurship Conclave, etc.
- Carrying out all department-specific activities (Seminar, Workshop, Alumni Meet)
- Holding all institutional events, including Prathibha Protsahan, ULLAS (Institutional Fest), and Vichhar-Vistaar (Inter-School Debate Competition) (Felicitation to Meritorious students at Senior Secondary Level)

By closely observing activities, the HOD and concerned class coordinators ensure strict adherence to the Academic Calendar. Periodically, shortcomings in implementation are examined. The Director is informed of the status of the checkpoints and any monitoring gaps for the appropriate implementation to take place.

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/ErFEz-TfnttNvRFWs_zR1hvgBvnG9sM8ddTUMzzZzY69v9g?e=nEHSjI

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

D. Any 1 of the above

Courses Assessment /evaluation process of the affiliating University	
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	
3	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)	
17	
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	
952	

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

519

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

The Institute adheres to the University's recommended Curriculum. Cross-cutting topics pertaining to gender, the environment and sustainability, and human values are incorporated into the curriculum by the university. Activities like Yoga Day, Workplace Harmony, Eye Check Camp, Sanatory pad vending machine and Seminar on woman health and hygiene was conducted. The selected few Courses that incorporate cross-cutting concerns into the curriculum are listed below.

Programme Name

Course Title

Crosscutting issues

BBA

Environmental Studies

Benefits of Environmental Education

BBA

Business Communication

Professional Communication

B.Com

Environmental Studies

Environment & Sustainability

B.Com

Food Nutrition & Hygiene

Nourishment and Health

B.Com

Language

Communication in English

B.Ed

Wellness

Benefits of YOGA

BBA

Harmony

Benefits of Workplace Harmony

BBA

Women Health & Hygiene

Education on woman health & hygiene

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

5

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

468

File Description	Documents
Any additional information	View File
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/EnQuvbm_cSNKvols49i1_PABHw3l_qoq1Y6Ge17S6wsAEA?e=VbDe3a

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

188

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 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 are undertaken for slow learners:

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 are undertaken for Advance learners:

Advanced learners are encouraged 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. The advanced learners are motivated to secure university rank and also felicitated by giving cash prizes.

File Description	Documents
Link for additional Information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Ev53jIZMtZ1Njkq0BcSIW0sB1hMAB3zIq87JaZckkAwc0A?e=We96DK
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
933	63

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 the lab
3. Interactive Lecture Method
4. Group discussions, quizzes presentations, discussions, and question-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

THE PROBLEM-SOLVING METHODOLOGIES INVOLVE 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, and NodeJS.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/ElzoJdUu2bhNpH7iuETSskQB1JBOCYXlFtTGyigr46Z5Uw?e=i8Iu1X

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

The focus of the 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.

Use of ICT for Teaching and Learning

- A session with teachers for an updated version of SIM Software.
- Conducted Hybrid mode Lectures/PP.
- Video Lectures content.
- Multimedia teaching aids like LCD projectors, and Internet-enabled computers/laptops are made available in the classroom and used by all the teachers.
- Electronic resource packages like DELNET, NPTEL, and Digital Library are also available.
- YouTube videos delivered lectures by scholars and an online workshop or online seminar on the same topic are organized.
- The knowledge of ICT is also required for a pre-service teacher during their training program, for this, the students have given projects or assignments accordingly and value-added programs (E-Content Writing & Basic Computing Skills) are conducted for the students. The students must present their assignments through PowerPoint presentations.
- Each faculty is provided Personal Computer for preparing their lesson plans, PPTs, and spreadsheets related to the teaching-learning process.

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/EnHmBgSlatxAmODS1V840PcB17EoPchQMOhaaDsNrhneaw?e=cJucty

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

42

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

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

17

File Description	Documents
Any additional information	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

63

File Description	Documents
Any additional information	View File
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.

- 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 in orientation programmes by the HOD/Coordinator.
- The internal examination coordinator represents 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 internal 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://ipemqzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemqzb_ac_in/EmwgFf-DcvJGriOGRa9-VPqBzmIpGBv1qBDhaXGs6-qeww?e=vqizoK

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

- The benchmark of the internal evaluation includes attendance, tutorials, practical's, field projects, internships, assignments/seminars/oral presentations, and the score secured in the internal tests.
- During internal Examinations, if any student finds a discrepancy in the question, e.g. given answer options are not correct, data given in the question is insufficient or options are repeated, out-of syllabus questions students may report it as an invalid question. The committee at Institute takes cognizance and resolves the grievance.

After the result declaration by Institute, if any student has an objection to the result, they can report to Institute Exam Co-coordinator, or they can fill in the grievances form on the portal uploaded on the 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.

- Program Outcome

Program outcomes of all the Programs are available on the website to make teachers and students aware of 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.

The mechanism for Communication of PO

The students are informed about Programme Outcomes through different modes:

- Website
- Orientation Programme
- Display of Posters within the Campus
- Lecture Plans

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/EbhdyAgrC0NIrSGtLqzT6oB-89KF_9QEaFkOpppNUkldg?e=8SSTpn
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. The procedure for Evaluation of programme outcomes and course outcomes

Attainment

- STEP-1 PO & CO MAPPING

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

- STEP-2 PO & CO MATRIX

The average of PO & CO Mapping is computed in the form of the PO & CO Matrix

- STEP-3 CO ATTAINMENT

Analysis of CO Attainment is done based on student performance outcomes 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

- **Sessional Exam**
- **University theory Exam**
- **Pre-University & Viva Voce**
- **Assignments**
- **Internship & Test Projects**

Indirect Method It is done based on 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/ErR6kMYnUfBilRuYFoCYw1IBL48NXFTCTEMeb0MpQ0DGSA?e=1LSncG

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

333

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	View File
Paste link for the annual report	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Ekyow8kTcotKjAjyrfBWWx4BfyqXrO44APEdhGoUUaxQ_Q?e=9V9ff8

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/wp-content/uploads/2022/10/Student-Satisfaction-Surey.pdf>

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/EY1toiZ73kJIYNgcSZDkPEBjYmuab31w4GRRXuDQSLIdw?e=UeOXCh

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

14

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

03

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

25

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

Our college inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood for holistic development of the society. Every year, all the departments adopt a particular village and render their social services to the community under "Village Adoption Program". All Second Year / Final year Students are engaged in the extension activity which comes under the curriculum.

This year college conducted various extensions activities like-Covid Vaccination, Scout Guide Camp, Blood Donation, Yoga Day, Workshop on women health, Community camp, Hindi Diwas, Environment Day, Activity of Save Girl Child and Installation of Sanitary Pad Vending Machine.

Nukkad Natak: To aware the rural peoples about safety measurements during COVID.

Vaccination against COVID: Students and Staff were vaccinated against COVID.

Blood Donation Camp: To provide a global platform to celebrate & thank individuals who donate blood individually.

Women Hygiene & Health- To spread awareness about the hygiene related issues & Installation of Sanitary Pad Vending Machine.

International Yoga Day: To promote health awareness and balance mind and soul.

Hindi Diwas: To spread Importance of Hindi language.

Community Camp: To develop awareness for social problems.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:b:/g/personal/info_ug_ipemgzb_ac_in/EXpMkL8eUOZGqlfHuhUG0SUBn53rqFaSFrRsN8vIBRJWzg?e=UoA8f7
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**

06

File Description	Documents
Any additional information	View File
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**

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

670

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

18

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	View File

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**

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Institution ensures adequate availability and optimal utilization of physical infrastructure The Institute has the Administrator Officer looks after every department for maintenance

Teaching Learning Resources

- Classrooms

The classrooms are air conditioned with ICT

- Library Facilities-

Well-Stocked Central Library stocked with adequate books and journals (national + international) is automated using ILMS.

- Computer Laboratories-

Computer Lab & Communication Lab are set up to have practical insights.

- Wi-Fi enabled campus

Students can Access the Internet facility in all over the campus.

- Auditorium/Seminar Hall/Conference Rooms/Activity Hall

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

- **Faculty Cabins:**

The Cabins are well furnished with AC, desktops with LAN.

- **CCTV**

The campus is under CCTV surveillance.

- **Photocopy Facility**

Centralized Photocopy Machine, Scanner and Printers are available.

- **Lab Facility**

Institute has different Lab Facility such as Music Lab, Science Lab, Math Lab, Psychology Lab etc.

- **Sports Facility**

Indoor and Outdoor Sports equipment's with Playground.

- **Placement / Career Counseling Facility**

Placement and career counseling facility for all the students for their career.

- **Canteen & Mess Facility**

- **Separate Boys and Girls Hostel**

- **Medical Facility**

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/EpkDezsbloxHjR9b9jyosI0Bzw80_J6hNBC5AZ9x1HTQEA?e=OmkFJd

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

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

IPEM provides various Sports facilities for students for the all-round development of the students such as Basketball court, Volleyball court, Table Tennis Ping Pong table, Indoor Badminton court etc. There are enough atriums, conference halls and auditoriums for organizing cultural, literary, and indoor sports events. IPEM has Cultural & Sports Club for organizing various sports and cultural activities.

The institution also has one auditorium, namely Laxmi Chand Auditorium, having an audio system and fixed LCD with the seating capacity of approximately 200 students simultaneously in the auditorium which is used for conducting various cultural programs

Infrastructure for cultural activities:

The multipurpose seminar hall & auditorium (Laxmi Chand Auditorium) is available for cultural activities. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, street plays are performed in the multipurpose hall

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/ErEwYB1xaBRDhXQyr-AynBABoLn8QaHY5-PnXLx2yrESKw?e=i2ZcSG

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

26

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

26

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)

59.16

File Description	Documents
Upload any additional information	View File
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 has a well-equipped, well stocked, and fully automated Library, having 50,000 Books on 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. DELNET & N-Listhas IPEM IP addresses, so the students/faculty can access the e- resources anywhere within the campus for knowledge enrichment. Library has rare collection of Hindi literature and a section of English novels for students. Apart from that various conference proceedings of the National & International Conference are also 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/EjYPMYOCNDNlGpVlk76Xs9p8BICGalx6QCmdzIhof8dD5zQ?e=8tJ6Qn

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

B. Any 3 of the above

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)

.82

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

65

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 strives to provide state-of-the-art technology and update its ICT facilities on a regular basis to keep running smooth.

Infrastructure has been built extensively in recent years. IPEM understands the need of good infrastructure for effective teaching-learning, hence infrastructure expansion prioritized.

Intercom System: Well-designed telecommunications network with intercom capabilities. Four additional BSNL landline connections are available.

LAN facility: LAN Messenger facility connects entire campus. D-Link switches are used where 150/1000 Mbps (Gigabit Switches) are required. Depending on the needs of the access point, 10/100 (Megabit) or 150/1000 (Gigabit) switches are used. AIRTEL is a LAN service provider.

Computer Lab: Is well-stocked with wide-range of licensed systems-software. Lab assistants can aid students and professors with their questions. Other departments are equipped with the most up-to-date computers, laptops, projectors, & printers, among other items. IPEM has 219 PCs with Lenovo, I-Ball, HCL I-3 CPU, 4/8 GB RAM combinations.

- Visual studio code is programming editor that simplifies coding and incorporates most of the necessary codes. We used to use Linux on our computers (Ubuntu).
- Licensed subscription of ZOOM & Microsoft O365 (Frequency monthly, yearly respectively)

Wi-Fi access: Is installed by "Netways Pvt. Ltd. Ghaziabad" and available speed of 150 mbps throughout, with three LAN-enabled IT-laboratories and one communication-lab., D-Link devices placed throughout the campus (150 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/Enf2Mq5WuZJKu-udml2Q05ABYxunfQ8EvU2A-vPmXlUYNw?e=MxNMDx

4.3.2 - Number of Computers

151

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)**

67.62

File Description	Documents
Upload any additional information	View File
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.
- The yearly Budget is prepared for the procurement of the

books, periodicals, stationery, 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/Eoma7VC89h9GgPdDDrVKkYQBEvn3LOYO-yWuTezJBdeT-g?e=jg5Mp1

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

63

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

248

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/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

918

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

918

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

A. All of the above

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

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

35

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

62

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

40

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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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 necessary.

Class Representative (CR) System

The CRs take the leading role in all day-to-day activities of the class. It allows students to represent each class with regular meetings to ensure the system's efficiency and effectiveness in putting forward the interests and views of the students.

Student's Clubs

Students Clubs are also setup in the institute that encourages the participations of students in different sets of co-curricular and extra-curricular activities and 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 play a crucial role in organizing Corporate Resource Centre activities related to Training and Placement. The students' representatives of T&P committee regularly participate in the T&P committee meetings,

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/Eu4JI3TiPQtCng21Z-HzXwIBu85sqGvlYmCy59NIMoH69g?e=0oSy90
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

48

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

Institute of Professional Excellence & Management (IPEM) Ghaziabad has a Registered Alumni Association Under Section 2 of the Association registration Act, 1860. The Alumni Association, comprising the Alumni of BBA, BCA & B. ED who are working on Senior Positions in Reputed Organizations.

This Alumni Association contributes to the Growth and Development of the Institute.

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 strengthen their association with the institute.

4. Updation of Alumni Database

IPEM keeps proper records of the entire pass out 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/EtVGG7vgQotDvYND0QaztTYBdnJXrXqcyc0SribZgByzRw?e=RrP6yS
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

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 to 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 objective of governance and leadership implemented in the institution is typically to meet Vision and Mission. The governance structure is divided among Management Committee members for strategy development and policy making, Administration functioning of institutions under the directions of the Director-General and the implementation of Vision and Mission components of the institute is looked after by Heads of Departments under the guidance of the Dean Academics and the Principal IPEM.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Epns0nOLXMNIvPYBAxCFfQMBgCTOggUTluPCfo94oQ2Gww?e=v1JSDB
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 the participative management and decentralization , the Director-General/Dean Academics have appointed the Principal, and Head of the departments and provided administrative as well as academic autonomy

and mobility for the effective governance of the Institute. 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 and so on

The Coordinators of each program are selected before the commencement of the new academic session.

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

“Planning and conduct of 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.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Ei9NG_4oVgZHjyfmNCZfvKcBcqTWMrBBSZ2aONWnr3JKVO?e=SfVKrX
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, the 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 contributing to community and strengthen community participation. The institute takes part in various initiatives like organizing camps in the neighborhood, Swachh Bharat initiatives, blood donation camps, awareness programs, 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 workshops in other institutes. Under this, all departments have conducted many extension activities for Society in vicinity and at various locations. As an 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/Ehdk5PUtaRVAgn5mqOTe0aABKS4VrUw5n7MnnOpgJCXBgg?e=hpU1rR
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.

IPEM Group of Institutions was established under the aegis of the Laksh Educational Society which is registered under the Registration of Societies Act-21 of 1860 with a Governing Body.

Management Committee:

The Managing Committee of IPEM was approved by CCS University, Meerut vide letter noll49 dated 19/02/2020. 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 Depts. there is the Training & Placement Cell, offices of the Registrar, Accounts, and Administration & Stores. Further, each Deptt also has an Advisory Committee to advice on all Academic & Administrative matters. The Institute also has Standing Committees:

- Proctorial Board,
- Grievance Cell,
- Anti-Ragging Committee
- Committee to deal with Complaints of Sexual Harassment

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.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EjeCYFfuSH5LtSVV1sTGyQwB6dagS-dKwNSv3dkt2-U3Xw?e=lTFNKg
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 Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institute values the contribution of the employee towards the overall development and progress of the Institute.

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 UGC approved journals.

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

5. Infrastructure:

- Well maintained, individual workstations: For Teaching and Non-Teaching

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

7. Subsidized Lunch: All the faculty and staff members are provided with 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/Er7QKKIje4dDj6RX1jAWTxsBQkM7JHAPhn0Av9ULuKuxNg?e=SjYms4
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

03

File Description	Documents
Upload any additional information	View File
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

06

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	View File
Upload any additional information	View File
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

23

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 Institute follows a systematic Performance Appraisal System for teaching and non-teaching staff. The appraisal of the faculty is done based on various parameters which are as follows: Regularity, Punctuality, Academic results, Student feedback, seminars/conferences/workshops, training and placement and generation of admissions, Research paper presentation/ publication,

Publication of books/ chapters, Patents/ copyrights/ being the resource person in external seminars/workshops, Initiative for self-development,

The appraisal of the staff is done based on 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 they rate himself/herself as per the prescribed parameters., Then concerned HOD/Principal gives their 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. Then deserving Faculty recognized and awarded for academic performances, research proposals, consultancy, patents, and publication during the Teacher's Day function each year. Annual Awards to faculty/staff who perform beyond the call of their duty and even additional increments in some cases.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/En4XBAhUXsZFoc_Qs_9J6FsBWkqeEx4pmL1I7bubKUZGcA?e=LtYlGf
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

Institute of Professional Excellence and Management (IPEM) has a separate Finance and Accounts Section which takes care of budgeting, financial planning, accounting for all receipts and expenditures as well as getting the accounts audited both internally and externally.

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

INTERNAL AUDIT:

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 being taken in a 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 them by Competent Authority.

- The financial transactions are accounted for in Tally ERP by the Institute.
- They plan and follow laid down procedures to obtain reasonable assurance about whether the financial statements are free from any material misstatements, or nothing has been ignored.
- Auditors also examined on test basis evidence, supporting the amounts and disclosure in the financial statements.
- Based on such audit, the Chartered Accountant issues Audit Report giving a 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/EmwOj00f6l1NrTWuF12crWIB7rDNKs9bHH3SjNJTPf3ymw?e=x73Ag8
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 various strategies employed by the institute for fund mobilization and Resource mobilization.

Strategies Employed for Mobilization of Funds

- This Academic fee is used in the following aspects/areas:
- A large amount of fee is utilized in providing Faculty & Staffs Monthly Salary.
- Another large amount of fee is utilized in providing various facilities like Wi-Fi Facility, Electricity, Water
- In conducting activities like Seminars & Workshop for faculty, Seminars & Workshop for students
- Organizing Field Trips. Excursions, Industrial Visits,
- Organizing Alumni Meet of different departments.
- Providing Incentives to Faculty for Paper Publishing, Outstanding Performance, Participating in workshops and Seminars
- Organizing and Participating in Inter- Institute Competitions like ULLAS
- Infrastructural Maintenance
- purchasing Computers, Books, Projectors, Furniture
- Adopting Various Faculty & Staff welfare policies like Free Transport and Medical Insurance
- subsidized lunch.

Strategies Employed for Optimal Utilization of Resources:

Mobilization of Physical Resources

- Campus have Badminton Court, an open-air theatre.
- The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater Harvesting system use open terraces effectively.
- The Computer Laboratory, the seminar halls, the library.

Mobilization of Intellectual Resources

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

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EuDPSzZ9U5lGq3S0N0YvxEgBwSLxvShxOR1i4rHY_B1RiA?e=9yV08Y
Upload any additional information	View File

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

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 an initiative-taking player in this overall benchmarking process.

- Comprehensive feedback system has been institutionalized because of IQAC initiative where the feedback regarding the curriculum, teaching-learning and skill development is collected from various stakeholders like students, faculty, alumni, employers, and parents through well designed feedback forms.
- To cope up with the changing world scenario IQAC has been instrumental in establishing the ICT Enabled teaching-learning process. To felicitate the teaching-learning process, Institute has set up ICT enabled classrooms (with projectors & CPU) & fully equipped computer Labs with the latest configured software. E-journals, DELNET, e-books database, 150 Mbps internet connection, and Wi-Fi facility are available for the students and staff and 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 motivate the students to enroll in the same.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/Eksxj7ByqN5Eu6Glq9GuRMsB2ZxFODipINagGjbhJPckUA?e=yj3qNA
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

- IPEM reviews its teaching-learning process, structures & methodologies of operations, and learning outcomes at periodic intervals through IQAC setup as per norms.
- 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.
- Departmental Meeting and Meeting with Dean Academics in Presence of Director-General held periodically to take feedback and appropriate steps are taken to enhance the teaching-learning process.
- Feedback is properly analyzed and shared with the Director, Deans, HODs, and individual faculty members.
- Arrangement of remedial classes and doubt clearing session for slow learners
- Automation and digitalization of libraries
- Increased usage of ICT tools in the teaching-learning process.
- The suggestion/complaint box is placed for everyone all the time and on important occasions to get feedback from the students.
- Conduct of online student development academic and nonacademic activities at inter departmental and inter institutional level like ullas, online international conferences, online article writing competition
- The Faculty Appraisal Form has converted into quantitative format from Qualitative.
- Activity Based Teaching has been initiated in which different activities related to subjects were taken by respective subject teachers.

File Description	Documents
Paste link for additional information	https://ipemgzb-my.sharepoint.com/:f:/g/personal/info_ug_ipemgzb_ac_in/EmfGhgiqIbJFlqvKW7FGms8B7X5wMUR8xMU-XcCGRdNQVQ?e=7JKr6G
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/2022/09/ATR-2021-22.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 to suggest remedial legislative measures.

Safety and security: 1. The Proctorial Board is constituted to manage the discipline of Faculty Members, Staff, and Students.

2. The Newly Admitted Students regarding safety and security are addressed.
 3. The Institute organizes Awareness Sessions on psychological issues.
 4. Campus is safeguarded by the Security Services.
 5. The campus is under 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 students with resolute wardens and security guards is provided.
 8. Awareness Campaigns are conducted on gender sensitivity through street plays (Nukkad Natak) and Rallies, Installation of a Sanitary Pad Vending Machine, Workshop by the NGO "Beautiful Tomorrow Trust" regarding women's health and hygiene issues.
 9. The Anti-Ragging Committee is constituted to safeguard the interests of students.
- Counselling:**
1. The Faculty Members mentor students in groups of 25 - 30 students.
 2. The faculty members during the appraisal meetings are counselled.
- 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/EUEA5mY9RwJBpTAEM5i81ZoBScNxGk0 RcGUCcn 3VNSPO?e=lnK6Lt
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/EexUIGHHoAVAuUTgQDP3U-IBeHgGX2CEGzstUMrDekxvsg?e=UhyCez

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
<p>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</p>	
<p>Initiatives to maintain an environmentally friendly campus:</p> <ul style="list-style-type: none"> • The gardens, lawns and plantations inside the campus are well maintained. • Solid waste management: <ul style="list-style-type: none"> ◦ Separate Garbage dustbins are placed on every floor and at various locations in the campus. ◦ Housekeeping staff collects daily garbage. ◦ The waste from the canteen is separated as biodegradable & non-biodegradable. ◦ Reuse and recycle of • 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. 	
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/Ef1QWf193HJFg8hB-0tIfn8BGUxZoBhtM7qqc-JjuFflw?e=aECWSJ
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: <ol style="list-style-type: none"> 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	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 inclusive environment within the campus in terms of inculcating the valuable practices. Few Initiatives are:

- National festivals like Independence Day, Republic Day, Gandhi**

Jayanti are celebrated.

- Blood Donation Camp is organized to promote the spirit to donate blood for a noble cause.
- International Yoga Day is celebrated annually to foster harmony in the body, mind and environment.
- Annual Inter-Institutional Festival is organised "ULLAS" by the students and faculty to enhance the leadership skills.
- To promote the regional environment Hindi Diwas is organized annually.
- Students are involved in Survey and Data Collection of Villagers under Unnat Bharat Abhyan.
- 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.
- The Institutional Clubs organize various Activities - Story of Entrepreneur, Art & Craft Workshop, Gender Sensitization, and Women Health, encouraging Workplace Harmony and Professional Ethics, Business Haat.
- Street Play on Vocational Education
<https://www.youtube.com/watch?v=4Dj-tf43qRM>
- Nukkad Natak for Local Govt initiative - SVEEP (Systematic Voters' Education and Electoral Participation) https://m.facebook.com/story.php?story_fbid=1523023471410052&id=697528197292921&sfnsn=wiwspmo

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

Initiatives to maintain an environmentally 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 various locations in the campus.
 - Housekeeping staff collects daily garbage.
 - The waste from the canteen is separated as biodegradable & non-biodegradable.

- Reuse and recycle of

- **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.

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 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

A. All of the above

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.

- **Teachers' Day IPEM celebrates Teachers' Day every year in**

honor 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 get monetary rewards for their outstanding research work.

- Republic Day & Independence Day Each year Republic Day and Independence Day of India are celebrated with gaiety and patriotic fervor at IPEM. The Institute also organizes a Pre-Republic Day and Pre -Independence Day celebration in which students from various departments highlight their talents on Gandhi Jayanti.
- International Yoga Day
- Birth Anniversary of Great and Renowned Indian Personalities:
 - Birth Anniversary of Dr B. R. Ambedkar Jayanti, Dr Vallabhai Patel and Mahatma Gandhi
- Celebration of days like Constitution Day, Human Rights Day and World Environment Day creates awareness among students about the human rights, significance of the Indian Constitution, Fundamental Rights and Fundamental Duties of Indian residents.

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	View File

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 Learning Methods Promoting Skill Based Education and Digitized way of Learning."

- Engaged students in the learning process, during the pandemic time in the best possible way.
- Inculcated various ways of learning platforms like Zoom, Microsoft Team and Google Classroom.
- Enabled students to extend their knowledge into the community, both urban and rural
- Enabled students to learn new technology moving from physical classes to Online Classes
- Students were well versed with

the mode of teaching and make them learn the way online classes will be conducted.

Best Practice 2 Title of the Practice: Digitized Campus

- Digitization of the campus allows both the faculty and the students to have a smooth flow of learning during the pandemic times.
- Various assignments ,tests, presentations were taken on the educational online medium like Zoom, Microsoft Team, Google Meet etc.
- The teaching Learning practice moved from physical learning to online learning.
- The staff were trained well for the same before imparting the online education.
- A number of Webinar were held which led to enhancement of knowledge among faculty and students.

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	View File

7.3.2 - Plan of action for the next academic year

IQAC ACTION PLAN 2022-2023

- Establish academic collaborations, industrial institute collaborations, student placement and internship collaborations.
- Academic events planning and organizing for the upcoming session 2022-23.
- Increasing career-oriented, extension, and outreach activity to improve training and placement of the students
- Workshops/training/ guest lectures will be conducted (instrumentation, writing manuscript and proposals, funding agencies and quality publications)
- Conduct and increase student exchange and other exchange programs
- Increasing student's participation in sports/cultural activities at university/state/national/international level by providing physical fitness training to the students
- Increase in financial support to faculty/staff to attend conferences/workshops/training programs and towards membership fees of professional bodies
- Collaborate with NGOs/ philanthropists to conduct UBA-based activities
- Inclusion of IPEM journals in UGC Care
- Starting NSS & NCC program with affiliating university
- Procedure for govt. And reputed awards for teachers.
- Awareness among students about environmental issues i.e. Plastic free campus & clean and green campus
- Substantial increase in placements and internship activities
- Training in eco-system of startups/linkage building/copyrights and intellectual property rights.
- Organize gender sensitization activities to promote health and hygiene among students
- Aware students of pos and COs through induction and orientation programs
- Regularization of academic audit twice a year December and June
- Collaborating with industries and Govt. agencies for the seminar and conference funding

- Rubrics-based POs and COs
- Organise alumni meet and guest lecture
- Emphasis on skill-based evaluation of internal assessment