



## **YEARLY STATUS REPORT - 2022-2023**

### **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**

- Affiliated / Constitution Colleges **Affiliated**
- 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/2023/07/UG-AQAR-2021-22.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/2023/07/ACADEMIC-CALENDER-2022-23.pdf>

**5. Accreditation Details**

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

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**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** 15

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Strategic Planning and Academic Calendar for Effective Curriculum Delivery

Special focus on Experiential/Participative Learning

Platforms for Extension/Outreach activities

Students' Representation in Administration

Proactive Alumni Association

**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>Institute 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</p>

	<p>Research Association (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</p>
<p>To Plan and Execute upcoming Academic events</p>	<p>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.</p>
<p>Increasing Extension, Outreach and Career oriented Activity</p>	<p>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 &amp; Craft Workshops</p>
<p>Syllabus revision/ inclusion of any paper with the affiliating University for Curricular Updatations.</p>	<p>Syllabus for revision of BCA has been sent to the university for the coming session.</p>
<p>Revision in the Program Outcome Attainment procedure</p>	<p>Rubrics based system is in process for the POs attainment and to improve Cos attainment.</p>
<p>Measures to be taken for Retention of experienced and qualified faculty for at least 5 years</p>	<p>New quantitative and objective based performance appraisal forms have been designed for the faculty to improve retentions of experienced faculty members</p>
<p>Increasing paper publication in UGC Care enlisted journal, Edited book or individual book publication</p>	<p>Faculty members have published research works in various indexed journals and edited books and institute have made provisions for financial support for the same.</p>

Increasing Student's Participation in Sports/cultural activities at university/state/national / international level	Students from 1st to final years 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 Yes

**statutory body?**

- Name of the statutory body

Name	Date of meeting(s)
Advisory Committee	24/06/2023

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>INSTITUTE OF PROFESSIONAL EXCELLENCE &amp; MANAGEMENT</b>
• Name of the Head of the institution	<b>Dr Nishi Sharma</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>9910491471</b>
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• Registered e-mail	<b>info.ug@ipemgzb.ac.in</b>
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• Affiliated / Constitution Colleges	<b>Affiliated</b>
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• IQAC e-mail address	pankaj.sharma@ipemgzb.ac.in				
• Alternate e-mail address	iqac.ug@ipemgzb.ac.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://ug.ipem.edu.in/wp-content/uploads/2023/07/UG-AQAR-2021-22.pdf">https://ug.ipem.edu.in/wp-content/uploads/2023/07/UG-AQAR-2021-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://ug.ipem.edu.in/wp-content/uploads/2023/07/ACADEMIC-CALENDER-2022-23.pdf">https://ug.ipem.edu.in/wp-content/uploads/2023/07/ACADEMIC-CALENDER-2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.1	2022	29/03/2022	29/03/2027
<b>6.Date of Establishment of IQAC</b>			13/07/2016		
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• Were the minutes of IQAC meeting(s)	Yes				

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<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p>No File Uploaded</p>
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>
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<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>	
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<p>Special focus on Experiential/Participative Learning</p>	
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Increasing Student's	Students from 1st to final

Participation in Sports/cultural activities at university/state/national / international level	years 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
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Advisory Committee	24/06/2023
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2023	14/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>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, cocurricular, with minor electives.</p> <p>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.</p> <p>3. To engage in multidisciplinary research endeavours, the students of undergraduates can be motivated to take pilot studies on various research areas.</p>	

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 EContent 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:

Online classes were conducted very effectively by all faculty members in all the 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	<a href="#">View File</a>

### 2.Student

2.1	1099
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	280
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		351
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		63
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		63
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		23
4.2 Total expenditure excluding salary during the year (INR in lakhs)		235.78
4.3 Total number of computers on campus for academic purposes		151

**Part B****CURRICULAR ASPECTS**

## 1.1 - Curricular Planning and Implementation

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

UG program follows Chaudhary Charan Singh University, Meerut's curriculum. We prioritize delivering high-quality education within our resource constraints, aligning with institutional goals and focusing on students' well-being. The institution has adopted a systematic approach to manage the curriculum, addressing learning gaps, industry expectations, and knowledge expansion.

### Process:

The curriculum is set by CCS University, Meerut, and we create an academic calendar in sync with the university's schedule, covering academic and extracurricular activities across departments. Subject allocation considers faculty expertise and preferences. Each department assigns a time table in-charge to create department and faculty schedules. Classrooms are well-equipped with projectors, CPUs, cameras, whiteboards, and seating. High-speed internet is accessible throughout campus.

Academic departments feature specialized labs, including computer, communication, psychology, and more. The central library boasts a rich collection. Faculty develops subject-specific lesson plans yearly, and an orientation program eases students into their courses with expert talks.

The institution offers department-specific programs, hosts conferences, workshops, and seminars, and engages in online courses like NPTEL and Swayam. Regular meetings drive effective planning. An annual Advisory Board Meeting assesses departmental progress and improvement strategies. We monitor course coverage, review results and feedback, and consult industry experts for curriculum alignment with industry needs.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-1-1/">https://ug.ipem.edu.in/qnm-2022-23-1-1-1/</a>

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

The Institute places a strong emphasis on transparency and upholds defined standards in its operations. It adheres to a meticulously structured academic calendar, aligned with the Chaudhary Charan Singh University, Meerut guidelines for undergraduate programs. The academic calendar is collaboratively developed at the commencement of each academic session, involving the head of the department and faculty members, who contribute their expertise and preferences in finalizing course allocations.

This comprehensive academic calendar encompasses departmental, institutional, co-curricular, and curricular activities for the entire session, with designated dates for each event. The Institute assigns specific faculty or departments to oversee each activity, ensuring smooth execution. The Institute strictly adheres to this academic calendar by conducting various activities, including curricular and co-curricular events, department-wise activities, institutional functions, club activities, community engagement initiatives, and academic support. Additionally, they provide organized online resources, arrange guest lectures, facilitate fieldwork experiences, conduct unit tests, and offer academic support measures for students, ensuring a holistic educational experience.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-1-2/">https://ug.ipem.edu.in/qnm-2022-23-1-1-2/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1099

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

998

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 Report of 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.Com (H)****Physical education**

**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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

**488**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-4-2/">https://ug.ipem.edu.in/qnm-2022-23-1-4-2/</a>

## 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**

**580**



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**244**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

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

The institute is committed to meeting the needs and capabilities of all its students. To ensure academic growth, mentors and subject teachers regularly review the progress of students and provide guidance to improve their performance. The institute offers special programs to cater to the needs of both advanced learners and slow learners.

For slow learners, subject teachers organize remedial classes. These classes aim to help students grasp concepts by providing additional support and clarifying doubts. Moreover, subject teachers also provide previous question papers to enhance the students' understanding and clarity of the subjects.

On the other hand, advanced learners are encouraged to explore opportunities beyond the regular curriculum. They are motivated to pursue internships and engage in additional value-added and online courses offered by renowned platforms like IBM and SWAYAM. Furthermore, advanced learners are provided with chances to display their skills and knowledge by participating in research paper writing, blogging, article writing, and national and international conferences. In recognition of their achievements, the institute felicitates advanced learners with cash prizes and

encourages them to strive for university rankings.

These initiatives highlight the institute's dedication to fostering a conducive learning environment that caters to the diverse needs and aspirations of students. Such efforts contribute to the institute's overall commitment to excellence in education, thereby aligning with the standards set by NAAC (National Assessment and Accreditation Council).

File Description	Documents
Link for additional Information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-2-1/">https://ug.ipem.edu.in/qnm-2022-23-2-2-1/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1099	63

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

**Experiential-based learning incorporates the following methods:**

1. Soft skills training in Language and Computer Labs.
2. Proficiency classes in communication and computer skills.
3. Interactive Lectures.
4. Group discussions, quizzes, presentations, and current topic Q&A.
5. ICT-enabled classrooms.
6. Activity-centered learning.
7. Utilization of ICT tools and software.
8. Lesson planning using Bloom's and Constructive approaches.
9. Internships, projects, lab work, and school teaching experiences.

**Participatory learning methods include:**

1. Student Seminars.
2. Relevant case studies.
3. Group Learning and Discussion.
4. Project preparation and presentations.
5. National and International Seminar paper presentations.
6. Art &

Craft workshops. 7. Educational trips and community camps. 8. Industrial visits.

Problem-solving methodologies encompass:

1. Numerical problem-solving in accounts and math-based subjects. 2. Practical problem-solving through case studies. 3. Action Research projects. 4. Reading and Reflecting on Text-Library projects. 5. Environment studies projects. 6. 16-week school teaching experience. 7. Micro-Simulation Teaching Practice sessions. 8. Application of Psychological Tests & Apparatus. 9. Workshops on contemporary themes like IoT and Node JS.

The curriculum encourages interactive learning, compulsory internships, field assignments, and student-led seminars and presentations, fostering creativity and scientific inquiry across various fields.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-3-1/">https://ug.ipem.edu.in/qnm-2022-23-2-3-1/</a>

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

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

Use of ICT for Teaching and Learning

1. Multimedia teaching aids like, LCD projectors, Internet enabled computer/laptops are made available in classroom and used by all the teachers for Curricular planning, effective delivery of lectures, result preparation etc.

2. The electronic resource packages like DELNET, NPTEL, and Digital Library are also available.

3. You tube videos, delivered lectures by scholars and Online workshop/webinar were organized.

4. Various E-learning resources, Communications Technology (ICT) enabled teaching methodologies and advanced technologies are being followed by the faculty members in classrooms.

5. Different sorts of online resources are provided while teaching any subject/topic in the Seminar Hall and Auditorium, which are additionally equipped with multimedia facilities employing ICT tools.

6. Students have access to Wi-Fi campus. It helps them learn freely in campus.

7. The Communication Lab at IPEM is fully furnished with the latest Software & Electronic Communication Equipment.

8. Value-added programs on (E-Content Writing & Basic Computing Skills) are conducted for the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-3-2/">https://ug.ipem.edu.in/qnm-2022-23-2-3-2/</a>

### 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

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

59

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-2-5-1/">https://ug.ipem.edu.in/gnm-2022-23-2-5-1/</a>

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-ordinator, 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	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/grievance-redressal/">https://ug.ipem.edu.in/grievance-redressal/</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-1/">https://ug.ipem.edu.in/qnm-2022-23-2-6-1/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

### 1. Direct Method Internal External

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

### 1. 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-2/">https://ug.ipem.edu.in/qnm-2022-23-2-6-2/</a>

## 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

364

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-3/">https://ug.ipem.edu.in/qnm-2022-23-2-6-3/</a>

## 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/2023/12/Students-Satisfaction-Survey.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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://ug.ipem.edu.in/qnm-2022-23-3-1-2/">https://ug.ipem.edu.in/qnm-2022-23-3-1-2/</a>

#### 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

27

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 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 fosters social values and responsibilities among faculty and students through extension activities in the local community, promoting holistic societal development. Departments annually adopt villages under the "Village Adoption Program," integrating extension activities into the curriculum. This year featured diverse initiatives, such as a Nukkad Natak on the closure of Swachh Ghaziabad Abhiyan, Community Camp, Unnat Bharat Abhiyan, Women's health and hygiene awareness programs, Educational Trips, Art & Craft Exhibitions, Period Fest, NSS Camp, Job & Internship Fair, UBA Environment Pledge Activity, and International Yoga Day.

These activities had significant impacts, such as raising awareness of cleanliness, fostering teamwork in community service, providing healthcare services, educating on preventive health measures, exploring historical and mythological significance, promoting creativity through inter-institutional exhibitions, enhancing menstrual health awareness, introducing global cultures, addressing digital literacy, and promoting environmental safety measures. The Job & Internship Fair resulted in commendable placements for the students, and the UBA Lifestyle Pledge Activity engaged faculty members in discussions on environmental safety. The International Yoga Day event facilitated stress relief and improved concentration among participants.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-3-3-1/">https://ug.ipem.edu.in/qnm-2022-23-3-3-1/</a>
Upload any additional information	<a href="#">View File</a>

**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**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

21

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

942

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

13

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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

#### 1. Teaching Learning Resources

- o Classrooms

1. The classrooms are air conditioned with ICT

◦ Library Facilities-

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

◦ Computer Laboratories-

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

◦ Wi-Fi enabled campus

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

◦ Auditorium/Seminar Hall/Conference Rooms/Activity Hall

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

◦ Faculty Cabins:

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

◦ CCTV

1. The campus is under CCTV surveillance.

◦ Photocopy Facility

1. Centralized Photocopy Machine, Scanner and Printers are available.

◦ Lab Facility

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

◦ Sports Facility

1. Indoor and Outdoor Sports equipment's with Playground.

◦ Placement / Career Counseling Facility

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

- Canteen & Mess Facility
- Separate Boys and Girls Hostel
- Medical Facility

1. Disabled Friendly Campus

2. Transportation Facility

3. Fire Exit

4. Two Wheeler & Four Wheeler parking shed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-4-1-1/">https://ug.ipem.edu.in/gnm-2022-23-4-1-1/</a>

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

IPEM boasts a wide range of facilities dedicated to fostering cultural and sports activities, both indoors and outdoors, exemplifying our commitment to holistic student development. Our sports amenities include basketball and volleyball courts, table tennis facilities, and an indoor badminton court, promoting a well-rounded growth experience.

Additionally, our campus features versatile spaces such as atriums, conference halls, and the exceptional Laxmi Chand Auditorium, easily accessible for hosting diverse cultural, literary, and indoor sports events, encouraging creativity and engagement. Dedicated Cultural & Sports Clubs ensure seamless organization, enhancing the overall student experience.

The Laxmi Chand Auditorium, equipped with advanced audio systems and a permanent LCD setup, stands out as a remarkable venue, accommodating around 200 students. It serves as a dynamic hub for cultural programs and events, facilitating artistic expression and community engagement. This reflects our commitment to providing a conducive environment for enriching cultural experiences and collaborative endeavors.



- **Infrastructure for cultural activities:**

Our extensive cultural and sports facilities, along with dedicated clubs and spaces like the Laxmi Chand Auditorium, reinforce our dedication to nurturing a vibrant and holistic educational journey for our students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-4-1-2/">https://ug.ipem.edu.in/gnm-2022-23-4-1-2/</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/infrastructure/">https://ug.ipem.edu.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

28.62

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

IPEM Ghaziabad's library is a treasure trove of knowledge, housing over 50,000 meticulously curated books in Management, Computer Applications, and Education. This modern, automated facility serves as a testament to IPEM's dedication to holistic education.

Equipped with five internet-enabled computers, the library provides seamless access to E-Resources, E-Books, and E-Journals, enriching the learning experience for students and faculty across the campus.

The library's affiliation with DELNET & N-List extends its digital repository, using IPEM IP addresses to broaden access to electronic resources, promoting continuous learning.

In addition to its academic offerings, the library maintains a unique collection of Hindi literature and a dedicated section for English novels, acknowledging the importance of literary diversity in holistic education. It also archives proceedings from National and International Conferences, fostering students' research capabilities.

IPEM's library is a symbol of the institution's unwavering commitment to comprehensive education and scholarly growth. With its advanced technology, extensive resources, and a firm dedication to learning, the library stands as a cornerstone of campus life.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-2-1/">https://ug.ipem.edu.in/qnm-2022-23-4-2-1/</a>

**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

1.92

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

74

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

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

\*IPEM is committed to staying at the forefront of technology by continuously updating its ICT infrastructure to ensure efficient operations. In recent years, the institution has prioritized infrastructure expansion, recognizing its pivotal role in facilitating effective teaching and learning.

\*The campus boasts a well-designed telecommunications network with intercom capabilities, supported by four additional BSNL landline lines. A LAN facility called LAN Messenger connects the entire campus, with D-Link switches offering 150/1000 Mbps (Gigabit) speeds as needed. LAN service is provided by AIRTEL.

\* The Computer Lab is equipped with licensed systems software and staffed by lab assistants who assist students and instructors with their queries. Various departments are furnished with the latest laptops, projectors, printers, and other technology. IPEM boasts 219 PCs with a combination of Lenovo, I-Ball, HCL I-3 CPUs, and 4/8 GB RAM.

\* IPEM uses Visual Studio Code for coding ease and has switched from Ubuntu to run PCs. The institution maintains authorized memberships for ZOOM and Microsoft O365, renewing them monthly and annually.

\* The campus enjoys fast 150 Mbps Wi-Fi by "Netways Pvt. Ltd. Ghaziabad," with strategically placed D-Link devices. Coverage extends to three LAN-enabled IT labs and one communication lab.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-3-1/">https://ug.ipem.edu.in/qnm-2022-23-4-3-1/</a>

#### 4.3.2 - Number of Computers

151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

126.47

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-4-2/">https://ug.ipem.edu.in/qnm-2022-23-4-4-2/</a>

## 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

156

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

444

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://ug.ipem.edu.in/events/">https://ug.ipem.edu.in/events/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**1732**

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

**1732**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

51

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

38

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

37

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 CoCurricular activities at institute.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-5-3-2/">https://ug.ipem.edu.in/qnm-2022-23-5-3-2/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## **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 therequirement 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	<a href="https://ug.ipem.edu.in/gnm-2022-23-5-4-1/">https://ug.ipem.edu.in/gnm-2022-23-5-4-1/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

1. M 1. To utilize the potential of highly qualified experienced and committed Faculty Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT
2. M 2. To apply the latest Pedagogical Methods while delivering the Academic Programs
3. M 3. To collaborate with academia, industry, and society for long-term interaction.
4. M 4. To generate knowledge and promote academic growth by offering various value-added programs
5. M 5. To strive for Professional Excellence with Ethical and Moral Values
6. M 6. To generate and disseminate knowledge through training programs /workshops/seminars/ conferences/ publications
7. M 7. To cater to State-of-the-art Infrastructure Facilities
8. 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	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-1-1/">https://ug.ipem.edu.in/gnm-2022-23-6-1-1/</a>
Upload any additional information	<a href="#">View File</a>

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 Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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 stake holder.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-1-2/">https://ug.ipem.edu.in/gnm-2022-23-6-1-2/</a>
Upload any additional information	<a href="#">View File</a>

## 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 Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-2-1/">https://ug.ipem.edu.in/gnm-2022-23-6-2-1/</a>
Upload any additional information	<a href="#">View File</a>

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.

#### 1. Management Committee:

The Managing Committee of IPEM was approved by CCS University, Meerut vide letter no1149 dated 19/02/2020. The IPEM Group of Institutions is headed by Mr. Anupam Goel, Secretary Laksh Education Society who is ably supported by Mr. Shashank Chaudhary, as Dean Academics.

#### 1. Administration:

The Administrative responsibility is on the shoulders of Director Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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

#### 1. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-2-2/">https://ug.ipem.edu.in/qnm-2022-23-6-2-2/</a>
Link to Organogram of the Institution webpage	<a href="https://ug.ipem.edu.in/philosophy-and-vision/#governing-body">https://ug.ipem.edu.in/philosophy-and-vision/#governing-body</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**

**A. All of the above**



## and Accounts Student Admission and Support Examination

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

### 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: -
  1. 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
1. Infrastructure:
  - Well maintained, individual workstations: For Teaching and Non-Teaching

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-3-1/">https://ug.ipem.edu.in/gnm-2022-23-6-3-1/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

35

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

27

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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.

1. 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.

2. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-3-5/">https://ug.ipem.edu.in/qnm-2022-23-6-3-5/</a>
Upload any additional information	<a href="#">View File</a>

## 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: -

1. 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.

1. EXTERNAL AUDIT:

- o 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.

1. The financial transactions are accounted for in Tally ERP by the Institute.
2. 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.
3. Auditors also examined on test basis evidence, supporting the amounts and disclosure in the financial statements.
4. 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	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-4-1/">https://ug.ipem.edu.in/gnm-2022-23-6-4-1/</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 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.

##### 1. 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, Out-
- Standing 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:

##### 1. 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.

#### 1. Mobilization of Intellectual Resources

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

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-4-3/">https://ug.ipem.edu.in/gnm-2022-23-6-4-3/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="https://ug.ipem.edu.in/gnm-2022-23-6-5-1/">https://ug.ipem.edu.in/gnm-2022-23-6-5-1/</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-5-2/">https://ug.ipem.edu.in/qnm-2022-23-6-5-2/</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-5-3/">https://ug.ipem.edu.in/qnm-2022-23-6-5-3/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-1-action-plan/">https://ug.ipem.edu.in/qnm-2022-23-7-1-1-action-plan/</a>
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	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-1-facilities/">https://ug.ipem.edu.in/qnm-2022-23-7-1-1-facilities/</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Initiatives to maintain an 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
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-3/">https://ug.ipem.edu.in/qnm-2022-23-7-1-3/</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

**4. Ban on use of Plastic****5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 Cultural Committee is integral to students' holistic development and the creation of an inclusive campus environment.

Key initiatives include:

1. **Earth Day Celebration:** A poignant reminder of our planet's fragility, emphasizing individual roles in environmental protection.
2. **Constitution Day Observance:** Sensitizing students to India's constitution fosters awareness of social harmony and civic responsibility.
3. **National Festival Observance:** Marking Independence Day, Republic Day, and Gandhi Jayanti, fostering a deep connection to the nation's history.
4. **Annual "ULLAS" Fest:** Organized under the Director-General's guidance, enhancing leadership and organizational skills with intra and inter-institution competitions, awards, and prizes.
5. **Prominent Cultural Events:** Fresher's Day, New Year Function, Martyr's Day, Youth's Day, Teachers Day, and Farewell function contribute to a vibrant campus.
6. **Birth Anniversaries Celebration:** Honoring Mahatma Gandhi, Dr. B. R. Ambedkar, and Dr. A. P. J. Abdul Kalam as part of tradition.
7. **Hindi Diwas:** Celebrated on September 14, paying tribute to India's official language and encouraging Hindi conversations on

campus.

8. Scout and Guide Camp: Organized by the CTE department, fostering teamwork and outdoor skills for comprehensive student development.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**1. Constitutional Awareness:**

- Activities sensitize students and employees to constitutional obligations, values, and civic responsibilities.

**2. Extracurricular Diversity:**

- Diverse activities like sports, arts, and social services foster holistic development.

**3. Faculty Development Program (FDP):**

- Workplace Harmony FDPs demonstrate commitment to faculty well-being.

**4. Participatory Committees:**

- Involving students, faculty, and staff, committees encourage responsibility in event organization.

**5. Cultural Celebrations:**

- Diwali, Christmas, Gurunanak Jayanti, and Holi promote religious values and cultural diversity.

**6. Social Responsibility:**

- Blood donation camps, community adoption under UNNAT BHARAT ABHIYAN showcase commitment.

**7. Rights and Equality:**

- Upholding rights without discrimination, fair recruitment policies, and confidential reporting.

**8. Nationalism and Patriotism:**

- Celebrations, acknowledgment of freedom fighters, and civic campaigns promote nationalism.

**9. Responsibility Pledges:**

- National Votes Day encourages responsible voting, reinforcing civic duties.

**10. Campus Decorum:**

- Expectation for maintaining decorum contributes to a positive and respectful environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 itsteachers 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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, "Faculty Welfare and Enrichment":** The objective is to attract and retain highly qualified faculty through a dedicated approach. A team of two distinguished Key Resource Persons (KRPs) was formed to implement the practice. The team focuses on conducting Faculty Development Programs (FDP) to enhance the knowledge of faculty members. Additionally, academic-industry relation programs are organized, allowing renowned industry figures to share their practical, domain-oriented experiences with the institution's faculty.

**Best Practice - 2, "Institute Social Contribution and Students Participation":** IPEM demonstrates a commitment to social responsibility through collaborations with UBA and the rotary club. Numerous social contribution activities are undertaken in rural areas, including Nukkad Natak to raise awareness about health and hygiene, free eye check camps, and blood donation drives. By involving students in these initiatives, the institute aims to impart knowledge and skills, fostering a sense of social responsibility among students and contributing to the overall well-being of the community. This dual focus on social contribution and student participation ensures a holistic approach to societal engagement.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

Institute conducted various faculty and social welfare activities to uphold the values and culture to promote and develop the stakeholder. Institute conducted 19 social activities like eye checkup, awareness about education, women health and hygiene, yoga, community camp etc., in the villages adopted under UBA and NSS. More than 800 students participated in such events which not only help society but build motivation among students towards the social cause. Institute has also contributed significantly to the welfare of the teachers by providing financial and non-financial assistance to carry out higher education, research, and professional development. The Institute has conducted more than 15 workshops and FDPs for the development of the teachers. The Institute provided family health insurance, subsidized lunch and free of cost transportation to the teachers. Various initiatives like recognition of significant contributions in research and publication by awards and recognition as well as promoting teachers to pursue higher education therefore multiple teachers are doing PhD and other higher education from renowned institutions across India. Institute has built up infrastructure to elevate the level of education and learning by state of art infrastructure like smart board equipped classrooms and digital library so that faculty can inculcate the best to the students.

## 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

UG program follows Chaudhary Charan Singh University, Meerut's curriculum. We prioritize delivering high-quality education within our resource constraints, aligning with institutional goals and focusing on students' well-being. The institution has adopted a systematic approach to manage the curriculum, addressing learning gaps, industry expectations, and knowledge expansion.

##### Process:

The curriculum is set by CCS University, Meerut, and we create an academic calendar in sync with the university's schedule, covering academic and extracurricular activities across departments. Subject allocation considers faculty expertise and preferences. Each department assigns a time table in-charge to create department and faculty schedules. Classrooms are well-equipped with projectors, CPUs, cameras, whiteboards, and seating. High-speed internet is accessible throughout campus.

Academic departments feature specialized labs, including computer, communication, psychology, and more. The central library boasts a rich collection. Faculty develops subject-specific lesson plans yearly, and an orientation program eases students into their courses with expert talks.

The institution offers department-specific programs, hosts conferences, workshops, and seminars, and engages in online courses like NPTEL and Swayam. Regular meetings drive effective planning. An annual Advisory Board Meeting assesses departmental progress and improvement strategies. We monitor course coverage, review results and feedback, and consult industry experts for curriculum alignment with industry needs.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-1-1/">https://ug.ipem.edu.in/qnm-2022-23-1-1-1/</a>

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

The Institute places a strong emphasis on transparency and upholds defined standards in its operations. It adheres to a meticulously structured academic calendar, aligned with the Chaudhary Charan Singh University, Meerut guidelines for undergraduate programs. The academic calendar is collaboratively developed at the commencement of each academic session, involving the head of the department and faculty members, who contribute their expertise and preferences in finalizing course allocations.

This comprehensive academic calendar encompasses departmental, institutional, co-curricular, and curricular activities for the entire session, with designated dates for each event. The Institute assigns specific faculty or departments to oversee each activity, ensuring smooth execution. The Institute strictly adheres to this academic calendar by conducting various activities, including curricular and co-curricular events, department-wise activities, institutional functions, club activities, community engagement initiatives, and academic support. Additionally, they provide organized online resources, arrange guest lectures, facilitate fieldwork experiences, conduct unit tests, and offer academic support measures for students, ensuring a holistic educational experience.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-1-2/">https://ug.ipem.edu.in/qnm-2022-23-1-1-2/</a>

**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**

**D. Any 1 of the above**

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1099

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

998

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 Report of 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.Com (H)

Physical education

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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

488

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://ug.ipem.edu.in/qnm-2022-23-1-4-2/">https://ug.ipem.edu.in/qnm-2022-23-1-4-2/</a>

**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**

**580**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**244**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The institute is committed to meeting the needs and capabilities of all its students. To ensure academic growth, mentors and subject teachers regularly review the progress of students and provide guidance to improve their performance. The institute offers special programs to cater to the needs of both advanced learners and slow learners.

For slow learners, subject teachers organize remedial classes. These classes aim to help students grasp concepts by providing additional support and clarifying doubts. Moreover, subject teachers also provide previous question papers to enhance the students' understanding and clarity of the subjects.

On the other hand, advanced learners are encouraged to explore opportunities beyond the regular curriculum. They are motivated to pursue internships and engage in additional value-added and online courses offered by renowned platforms like IBM and SWAYAM. Furthermore, advanced learners are provided with chances to display their skills and knowledge by participating in research paper writing, blogging, article writing, and national and international conferences. In recognition of their achievements, the institute felicitates advanced learners with cash prizes and encourages them to strive for university rankings.

These initiatives highlight the institute's dedication to fostering a conducive learning environment that caters to the diverse needs and aspirations of students. Such efforts contribute to the institute's overall commitment to excellence in education, thereby aligning with the standards set by NAAC (National Assessment and Accreditation Council).

File Description	Documents
Link for additional Information	<a href="https://ug.ipem.edu.in/gnm-2022-23-2-2-1/">https://ug.ipem.edu.in/gnm-2022-23-2-2-1/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1099	63

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

**Experiential-based learning incorporates the following methods:**

1. Soft skills training in Language and Computer Labs. 2. Proficiency classes in communication and computer skills. 3. Interactive Lectures. 4. Group discussions, quizzes, presentations, and current topic Q&A. 5. ICT-enabled classrooms. 6. Activity-centered learning. 7. Utilization of ICT tools and software. 8. Lesson planning using Bloom's and Constructive approaches. 9. Internships, projects, lab work, and school teaching experiences.

**Participatory learning methods include:**

1. Student Seminars. 2. Relevant case studies. 3. Group Learning and Discussion. 4. Project preparation and presentations. 5. National and International Seminar paper presentations. 6. Art & Craft workshops. 7. Educational trips and community camps. 8. Industrial visits.

**Problem-solving methodologies encompass:**

1. Numerical problem-solving in accounts and math-based subjects. 2. Practical problem-solving through case studies. 3. Action Research projects. 4. Reading and Reflecting on Text-Library projects. 5. Environment studies projects. 6. 16-week

school teaching experience. 7. Micro-Simulation Teaching Practice sessions. 8. Application of Psychological Tests & Apparatus. 9. Workshops on contemporary themes like IoT and Node JS.

The curriculum encourages interactive learning, compulsory internships, field assignments, and student-led seminars and presentations, fostering creativity and scientific inquiry across various fields.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-3-1/">https://ug.ipem.edu.in/qnm-2022-23-2-3-1/</a>

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

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

#### Use of ICT for Teaching and Learning

1. Multimedia teaching aids like, LCD projectors, Internet enabled computer/laptops are made available in classroom and used by all the teachers for Curricular planning, effective delivery of lectures, result preparation etc.
2. The electronic resource packages like DELNET, NPTEL, and Digital Library are also available.
3. You tube videos, delivered lectures by scholars and Online workshop/webinar were organized.
4. Various E-learning resources, Communications Technology (ICT) enabled teaching methodologies and advanced technologies are being followed by the faculty members in classrooms.
5. Different sorts of online resources are provided while teaching any subject/topic in the Seminar Hall and Auditorium,

which are additionally equipped with multimedia facilities employing ICT tools.

6. Students have access to Wi-Fi campus. It helps them learn freely in campus.

7. The Communication Lab at IPEM is fully furnished with the latest Software & Electronic Communication Equipment.

8. Value-added programs on (E-Content Writing & Basic Computing Skills) are conducted for the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-3-2/">https://ug.ipem.edu.in/qnm-2022-23-2-3-2/</a>

### 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

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

59

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **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**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### **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	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **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	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-5-1/">https://ug.ipem.edu.in/qnm-2022-23-2-5-1/</a>

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	<a href="#">View File</a>
Link for additional information	<a href="https://ug.ipem.edu.in/grievance-redressal/">https://ug.ipem.edu.in/grievance-redressal/</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-1/">https://ug.ipem.edu.in/qnm-2022-23-2-6-1/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

**1. Direct Method Internal External**

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

**1. 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-2/">https://ug.ipem.edu.in/qnm-2022-23-2-6-2/</a>

**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**

**364**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://ug.ipem.edu.in/qnm-2022-23-2-6-3/">https://ug.ipem.edu.in/qnm-2022-23-2-6-3/</a>

**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/2023/12/Students-Satisfaction-Survey.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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://ug.ipem.edu.in/qnm-2022-23-3-1-2/">https://ug.ipem.edu.in/qnm-2022-23-3-1-2/</a>

**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

27

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 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 fosters social values and responsibilities among faculty and students through extension activities in the local community, promoting holistic societal development. Departments annually adopt villages under the "Village Adoption Program," integrating extension activities into the curriculum. This year featured diverse initiatives, such as a Nukkad Natak on the closure of Swachh Ghaziabad Abhiyan, Community Camp, Unnat Bharat Abhiyan, Women's health and hygiene awareness programs, Educational Trips, Art & Craft Exhibitions, Period Fest, NSS Camp, Job & Internship Fair, UBA Environment Pledge Activity, and International Yoga Day.

These activities had significant impacts, such as raising awareness of cleanliness, fostering teamwork in community service, providing healthcare services, educating on preventive health measures, exploring historical and mythological significance, promoting creativity through inter-institutional exhibitions, enhancing menstrual health awareness, introducing global cultures, addressing digital literacy, and promoting environmental safety measures. The Job & Internship Fair resulted in commendable placements for the students, and the UBA Lifestyle Pledge Activity engaged faculty members in discussions on environmental safety. The International Yoga Day event facilitated stress relief and improved concentration among participants.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-3-3-1/">https://ug.ipem.edu.in/qnm-2022-23-3-3-1/</a>
Upload any additional information	<a href="#">View File</a>

**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**

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

21

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

942

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

13

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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**

**1. Teaching Learning Resources**

- Classrooms

1. The classrooms are air conditioned with ICT

- Library Facilities-

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

- Computer Laboratories-

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

- Wi-Fi enabled campus

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

- Auditorium/Seminar Hall/Conference Rooms/Activity Hall

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

- Faculty Cabins:

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

- CCTV

1. The campus is under CCTV surveillance.

- Photocopy Facility

1. Centralized Photocopy Machine, Scanner and Printers are available.

- Lab Facility

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

- Sports Facility

1. Indoor and Outdoor Sports equipment's with Playground.



- Placement / Career Counseling Facility

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

- Canteen & Mess Facility
- Separate Boys and Girls Hostel
- Medical Facility

1. Disabled Friendly Campus
2. Transportation Facility
3. Fire Exit
4. Two Wheeler & Four Wheeler parking shed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-1-1/">https://ug.ipem.edu.in/qnm-2022-23-4-1-1/</a>

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

IPEM boasts a wide range of facilities dedicated to fostering cultural and sports activities, both indoors and outdoors, exemplifying our commitment to holistic student development. Our sports amenities include basketball and volleyball courts, table tennis facilities, and an indoor badminton court, promoting a well-rounded growth experience.

Additionally, our campus features versatile spaces such as atriums, conference halls, and the exceptional Laxmi Chand Auditorium, easily accessible for hosting diverse cultural, literary, and indoor sports events, encouraging creativity and engagement. Dedicated Cultural & Sports Clubs ensure seamless organization, enhancing the overall student experience.

The Laxmi Chand Auditorium, equipped with advanced audio systems and a permanent LCD setup, stands out as a remarkable venue, accommodating around 200 students. It serves as a dynamic hub for cultural programs and events, facilitating artistic expression and community engagement. This reflects our commitment to providing a conducive environment for enriching

cultural experiences and collaborative endeavors.

- **Infrastructure for cultural activities:**

Our extensive cultural and sports facilities, along with dedicated clubs and spaces like the Laxmi Chand Auditorium, reinforce our dedication to nurturing a vibrant and holistic educational journey for our students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-1-2/">https://ug.ipem.edu.in/qnm-2022-23-4-1-2/</a>

**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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/infrastructure/">https://ug.ipem.edu.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

28.62

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

IPEM Ghaziabad's library is a treasure trove of knowledge, housing over 50,000 meticulously curated books in Management, Computer Applications, and Education. This modern, automated facility serves as a testament to IPEM's dedication to holistic education.

Equipped with five internet-enabled computers, the library provides seamless access to E-Resources, E-Books, and E-Journals, enriching the learning experience for students and faculty across the campus.

The library's affiliation with DELNET & N-List extends its digital repository, using IPEM IP addresses to broaden access to electronic resources, promoting continuous learning.

In addition to its academic offerings, the library maintains a unique collection of Hindi literature and a dedicated section for English novels, acknowledging the importance of literary diversity in holistic education. It also archives proceedings from National and International Conferences, fostering students' research capabilities.

IPEM's library is a symbol of the institution's unwavering commitment to comprehensive education and scholarly growth. With its advanced technology, extensive resources, and a firm dedication to learning, the library stands as a cornerstone of campus life.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-2-1/">https://ug.ipem.edu.in/qnm-2022-23-4-2-1/</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**1.92**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**74**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

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

\*IPEM is committed to staying at the forefront of technology by continuously updating its ICT infrastructure to ensure efficient operations. In recent years, the institution has prioritized infrastructure expansion, recognizing its pivotal role in facilitating effective teaching and learning.

\*The campus boasts a well-designed telecommunications network with intercom capabilities, supported by four additional BSNL landline lines. A LAN facility called LAN Messenger connects the entire campus, with D-Link switches offering 150/1000 Mbps (Gigabit) speeds as needed. LAN service is provided by AIRTEL.

\* The Computer Lab is equipped with licensed systems software and staffed by lab assistants who assist students and instructors with their queries. Various departments are furnished with the latest laptops, projectors, printers, and other technology. IPEM boasts 219 PCs with a combination of Lenovo, I-Ball, HCL I-3 CPUs, and 4/8 GB RAM.

\* IPEM uses Visual Studio Code for coding ease and has switched from Ubuntu to run PCs. The institution maintains authorized memberships for ZOOM and Microsoft O365, renewing them monthly and annually.

\* The campus enjoys fast 150 Mbps Wi-Fi by "Netways Pvt. Ltd. Ghaziabad," with strategically placed D-Link devices. Coverage extends to three LAN-enabled IT labs and one communication lab.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-3-1/">https://ug.ipem.edu.in/qnm-2022-23-4-3-1/</a>

**4.3.2 - Number of Computers**

151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

126.47

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-4-4-2/">https://ug.ipem.edu.in/qnm-2022-23-4-4-2/</a>

## 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

156

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

444

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>



<b>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</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<a href="https://ug.ipem.edu.in/events/">https://ug.ipem.edu.in/events/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1732</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1732</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

51

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

38

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

37

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 CoCurricular activities at institute.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-5-3-2/">https://ug.ipem.edu.in/qnm-2022-23-5-3-2/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### **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 therequirement 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-5-4-1/">https://ug.ipem.edu.in/qnm-2022-23-5-4-1/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

1. M 1. To utilize the potential of highly qualified experienced and committed Faculty Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT
2. M 2. To apply the latest Pedagogical Methods while delivering the Academic Programs
3. M 3. To collaborate with academia, industry, and society for long-term interaction.
4. M 4. To generate knowledge and promote academic growth by offering various value-added programs
5. M 5. To strive for Professional Excellence with Ethical and Moral Values
6. M 6. To generate and disseminate knowledge through training programs /workshops/seminars/ conferences/ publications
7. M 7. To cater to State-of-the-art Infrastructure Facilities
8. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-1-1/">https://ug.ipem.edu.in/qnm-2022-23-6-1-1/</a>
Upload any additional information	<a href="#">View File</a>

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 Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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 stake holder.

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-1-2/">https://ug.ipem.edu.in/qnm-2022-23-6-1-2/</a>
Upload any additional information	<a href="#">View File</a>

## 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 Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-2-1/">https://ug.ipem.edu.in/qnm-2022-23-6-2-1/</a>
Upload any additional information	<a href="#">View File</a>

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.

#### 1. Management Committee:

The Managing Committee of IPEM was approved by CCS University, Meerut vide letter no1149 dated 19/02/2020. The IPEM Group of Institutions is headed by Mr. Anupam Goel, Secretary Laksh Education Society who is ably supported by Mr. Shashank Chaudhary, as Dean Academics.

#### 1. Administration:

The Administrative responsibility is on the shoulders of Director Annual Quality Assurance Report of INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT 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

#### 1. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-2-2/">https://ug.ipem.edu.in/qnm-2022-23-6-2-2/</a>
Link to Organogram of the Institution webpage	<a href="https://ug.ipem.edu.in/philosophy-and-vision/#governing-body">https://ug.ipem.edu.in/philosophy-and-vision/#governing-body</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The Institute values the contribution of the employee towards the overall development and progress of the Institute.</p> <ol style="list-style-type: none"> <li>1. Leaves: The following leave is admissible to the Teaching/ Non- Teaching Staff: -             <ol style="list-style-type: none"> <li>1. 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.</li> </ol> </li> <li>2. Health: The Institute has a Free Mediclaim Policy for its Faculty/Staff and Insurance Policy for students.</li> <li>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.</li> <li>4. Incentives:             <ul style="list-style-type: none"> <li>• Special Incentives are also provided to the faculties for publishing their papers UGC approved journals.</li> <li>• Non-Teaching staff: P.F. &amp; ESI facility to Staff</li> </ul> </li> </ol> <ol style="list-style-type: none"> <li>1. Infrastructure:             <ul style="list-style-type: none"> <li>• Well maintained, individual workstations: For Teaching</li> </ul> </li> </ol>	

**and Non-Teaching**

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-3-1/">https://ug.ipem.edu.in/qnm-2022-23-6-3-1/</a>
Upload any additional information	<a href="#">View File</a>

**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**

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

35

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **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**

**27**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### **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.

1. 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.

2. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-3-5/">https://ug.ipem.edu.in/qnm-2022-23-6-3-5/</a>
Upload any additional information	<a href="#">View File</a>

#### 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: -

**1. 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.

**1. 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.

1. The financial transactions are accounted for in Tally ERP by the Institute.
2. 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.
3. Auditors also examined on test basis evidence, supporting the amounts and disclosure in the financial statements.
4. 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-4-1/">https://ug.ipem.edu.in/qnm-2022-23-6-4-1/</a>
Upload any additional information	<a href="#">View File</a>

**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)**

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File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**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.

**1. 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, Out-
- Standing 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:**

## 1. 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.

## 1. Mobilization of Intellectual Resources

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

File Description	Documents
Paste link for additional information	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-4-3/">https://ug.ipem.edu.in/qnm-2022-23-6-4-3/</a>
Upload any additional information	<a href="#">View File</a>

## 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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-5-1/">https://ug.ipem.edu.in/qnm-2022-23-6-5-1/</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-5-2/">https://ug.ipem.edu.in/qnm-2022-23-6-5-2/</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://ug.ipem.edu.in/qnm-2022-23-6-5-3/">https://ug.ipem.edu.in/qnm-2022-23-6-5-3/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-1-action-plan/">https://ug.ipem.edu.in/qnm-2022-23-7-1-1-action-plan/</a>
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	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-1-facilities/">https://ug.ipem.edu.in/qnm-2022-23-7-1-1-facilities/</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Initiatives to maintain an 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
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://ug.ipem.edu.in/qnm-2022-23-7-1-3/">https://ug.ipem.edu.in/qnm-2022-23-7-1-3/</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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 Cultural Committee is integral to students' holistic development and the creation of an inclusive campus environment.**

**Key initiatives include:**

- 1. Earth Day Celebration:** A poignant reminder of our planet's fragility, emphasizing individual roles in environmental protection.
- 2. Constitution Day Observance:** Sensitizing students to India's constitution fosters awareness of social harmony and civic responsibility.
- 3. National Festival Observance:** Marking Independence Day,

Republic Day, and Gandhi Jayanti, fostering a deep connection to the nation's history.

4. Annual "ULLAS" Fest: Organized under the Director-General's guidance, enhancing leadership and organizational skills with intra and inter-institution competitions, awards, and prizes.

5. Prominent Cultural Events: Fresher's Day, New Year Function, Martyr's Day, Youth's Day, Teachers Day, and Farewell function contribute to a vibrant campus.

6. Birth Anniversaries Celebration: Honoring Mahatma Gandhi, Dr. B. R. Ambedkar, and Dr. A. P. J. Abdul Kalam as part of tradition.

7. Hindi Diwas: Celebrated on September 14, paying tribute to India's official language and encouraging Hindi conversations on campus.

8. Scout and Guide Camp: Organized by the CTE department, fostering teamwork and outdoor skills for comprehensive student development.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**1. Constitutional Awareness:**

- Activities sensitize students and employees to constitutional obligations, values, and civic responsibilities.

**2. Extracurricular Diversity:**

- Diverse activities like sports, arts, and social services foster holistic development.

**3. Faculty Development Program (FDP):**

- Workplace Harmony FDPs demonstrate commitment to faculty well-being.

4. Participatory Committees:

- Involving students, faculty, and staff, committees encourage responsibility in event organization.

5. Cultural Celebrations:

- Diwali, Christmas, Gurunanak Jayanti, and Holi promote religious values and cultural diversity.

6. Social Responsibility:

- Blood donation camps, community adoption under UNNAT BHARAT ABHIYAN showcase commitment.

7. Rights and Equality:

- Upholding rights without discrimination, fair recruitment policies, and confidential reporting.

8. Nationalism and Patriotism:

- Celebrations, acknowledgment of freedom fighters, and civic campaigns promote nationalism.

9. Responsibility Pledges:

- National Votes Day encourages responsible voting, reinforcing civic duties.

10. Campus Decorum:

- Expectation for maintaining decorum contributes to a positive and respectful environment.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



<p><b>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</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 itsteachers 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)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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, "Faculty Welfare and Enrichment":** The objective is to attract and retain highly qualified faculty through a dedicated approach. A team of two distinguished Key Resource Persons (KRPs) was formed to implement the practice. The team focuses on conducting Faculty Development Programs (FDP) to enhance the knowledge of faculty members. Additionally, academic-industry relation programs are organized, allowing renowned industry figures to share their practical, domain-oriented experiences with the institution's faculty.

**Best Practice - 2, "Institute Social Contribution and Students Participation":** IPEM demonstrates a commitment to social responsibility through collaborations with UBA and the rotary club. Numerous social contribution activities are undertaken in rural areas, including Nukkad Natak to raise awareness about health and hygiene, free eye check camps, and blood donation drives. By involving students in these initiatives, the institute aims to impart knowledge and skills, fostering a sense of social responsibility among students and contributing to the overall well-being of the community. This dual focus on social contribution and student participation ensures a

holistic approach to societal engagement.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Institute conducted various faculty and social welfare activities to uphold the values and culture to promote and develop the stakeholder. Institute conducted 19 social activities like eye checkup, awareness about education, women health and hygiene, yoga, community camp etc., in the villages adopted under UBA and NSS. More than 800 students participated in such events which not only help society but build motivation among students towards the social cause. Institute has also contributed significantly to the welfare of the teachers by providing financial and non-financial assistance to carry out higher education, research, and professional development. The Institute has conducted more than 15 workshops and FDPs for the development of the teachers. The Institute provided family health insurance, subsidized lunch and free of cost transportation to the teachers. Various initiatives like recognition of significant contributions in research and publication by awards and recognition as well as promoting teachers to pursue higher education therefore multiple teachers are doing PhD and other higher education from renowned institutions across India. Institute has built up infrastructure to elevate the level of education and learning by state of art infrastructure like smart board equipped classrooms and digital library so that faculty can inculcate the best to the students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

- To conduct workshops on ICT tools and LMS.

- To conduct FDP and MDP for research and personality development.
- To conduct Faculty workshop on pedagogical practices and Lesson plan to improve student engagement and learningTo establish incubation cells to develop entrepreneurship among students.
- Establish Sewa cell to promote social and welfare activities and awareness among students.
- To conduct workshop by RDC to find and improve the gaps and problems faced by faculty members regarding writing, finding proposals publications etc.
- To Index journals in various indexing database like, UGC Care, J-Gate, Crossref etc.
- To implement OJS to automate paper publication process for journals.
- To conduct workshops and short courses for internship and job preparation.
- To conduct job and internship fair for the students in collaborations with the industries
- To establish faculty counselling cell to improve mental well being of the faculty members.
- To conduct training session for the non-teaching staff members on various tools and software of IT.
- To conduct workshop on capacity building to improve overall work efficiency of the institute
- To reduce the use of plastic and non-biodegradable products on campus.
- To organize various social welfare activities under UBA and NSS in adopted villages.