



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**APEEJAY INSTITUTE OF MANAGEMENT AND  
ENGINEERING TECHNICAL CAMPUS**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

It was a momentous occasion for the residents of Jalandhar when one of its kind institute for providing education in the fields of management and computer applications was **established under the aegis of Apeejay Education Society (AES) in 1997.**

Apeejay Institute of Management and Engineering Technical Campus is recognized as a **symbol of trust, credibility and quality education** ever since its inception. Guided by the visionary attitude of **Founder Chairman of AES, Dr. Stya Paul**, Apeejay Institute of Management & Engineering Technical Campus, aims at providing value based holistic education to students along with inculcating requisite skill-set necessary to be successful in the contemporary times.

The institute is presently being run under the stewardship of **Madam Sushma Paul Berlia, President, Apeejay Education Society** who has won many accolades and laurels due to her futuristic insights and praiseworthy contribution in the field of education. Madam President is working relentlessly to make quality education accessible to students from diverse backgrounds and social strata across the country, especially in rural and far flung areas.

Apeejay Institute of Management & Engineering Technical Campus provides education in the fields of Management, Computer Applications and Engineering. This institute offers **MBA, MCA, BBA, BCA, BCom and B.Tech courses** to students.

Ever since its inception, this institute has achieved many milestones and has emerged as a premier and pioneering institution where impetus is given to **quality education with quality placements and innovative teaching practices.** It is for this reason that this institute is the first choice for students desirous of pursuing education in management, IT and engineering.

The institute aims at developing **competent professionals, far-sighted entrepreneurs,** top-notch managers & engineers, ethical and empathetic leaders. We pull out all the stops in ensuring a conducive teaching-learning environment for the students.

This implies ensuring **state-of-the-art infrastructure,** employing innovative and learner-centric instructional styles and strategies, pedagogical tools and recruiting the best minds and intellect for imparting **quality education** and inculcating skills among students.

### Vision

To be a center of **academic excellence** to create leaders and innovators in Management, Engineering & IT for fulfilling the **Industry and Societal requirements.**

### Mission

- The Mission of AIMETC is to equip students with **skill-based practical Management, Engineering & IT knowledge**.
- Our educational programs focus on graduating outstanding individuals who have skills of **both entrepreneurs and employees** and are prepared to excel in a dynamic and competitive market place.
- To train the students on analytical skills and develop their **capacity to lead domestic and global organizations through innovation and creativity**.
- We strongly believe that a blend of **relevant knowledge, skill and right attitude towards life** is essential for the overall development of students which determines their growth & success in the corporate world and spiritual well being.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- **Strong brand presence** of Apeejay Education Society with 9 HEI, 17 Schools and 1 university across India
- Qualified and **research oriented faculty with PhDs**
- Excellent infrastructure facilities like **smart classrooms**, well equipped computer labs, well maintained engineering labs and well stocked library
- **Excellent MBA Placement record**, since the inception of institute in 1997
- Good academic track record along with high number of **University Merit Positions**
- Strong **Alumni Base**
- Apeejay is known for its **high quality of education** with good placements at Highly Competitive fee structure
- **High enrollment of female students** shows Non-discriminatory approach of the institute to promote girl education in sync with the ideology of Apeejay Education Society and Government of India
- **Focus on developing entrepreneurial acumen** through various Entrepreneurship Développement activities
- Special attention to make students get good job offer through **Employability Enhancement Program**
- Enrolled under **Pradhan Mantri Yuva Yojna (PMYY)**
- **Separate Hostel Accommodation** for female and male students
- Focussed inputs through mentoring, Personality development classes, mock interview/GD sessions etc.
- Research focus through **online Journal**
- **Number of Extension and outreach activities** to generate awareness among students on societal issues
- **Moral and ethical values of Apeejay Group** has generated a Positive word of mouth of campus in the region

### Institutional Weakness

- **Lack of academic autonomy**
- **Lack of specialized MBA streams** like MBA in Retail, Supply chain, Hospitality etc.
- **Strict academic discipline** to make students job-fit and job-ready which is perceived as weakness by many while choosing an academic institute being unaware of the underlying motive behind it

## Institutional Opportunity

- **Collaboration with Government** of India by providing expertise for different national missions like **Startup India, Digital India, Swatch Bharat, Smart City etc.**
- Due to **Start-up revolution**, there is high demand for management education and corporate academic interactions
- **Leverage on strong alumni and corporate network** to further enhance quality of placements globally
- **Collaborating with foreign universities/institutes** to counter the high trend among students to study abroad
- Utilization of **AICTE, NPTEL and UGC Swayam portal** for MOOC courses
- High demand for **Short term courses** like Digital Marketing, English Speaking, IELTS, CA, CPA.

## Institutional Challenge

- **High number of new private universities** and institutes in the region promoting commercialization of education with heavy discounts
- Students at **entry level lack in spoken English and basic computer knowledge** which make it more difficult to get them job-ready within 2 years of their higher education
- High trend among students in the region to **study abroad** after 10+2
- **Inviting government funding**, grants in today's competitive environment
- To keep updating as per **industry requirements** in this fast paced and dynamic business environment

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The curricular aspects of the courses at AIMETC are **governed by IKGPTU, Kapurthala** (Affiliating University) and hence follow the syllabus as prescribed by the university. The university **updates its curriculum at regular intervals** to remain responsive to changing needs of the industry and also seeks recommendations from the affiliated institutes for curriculum revision, introduction of new courses and areas of specialization.

The university has also adopted **Choice Based Credit System** across all programs enabling students to earn credits and giving them choices from the pool of elective courses. However, the institute designs its own system for **implementation of the curriculum in a transparent** and effective manner.

The **Academic Council of the Institute prepares its own academic calendar**, provides broad guidelines and regularly monitors the efficacy of the academics, timetable and workload of individual departments.

Each faculty member prepares its **course plan** for the allotted subjects, clearly defining the contents to be covered in each lecture, assignments, case studies, reference books and articles to be studied. **Student-centric teaching and learning methods** such as case study, group discussion, quiz, role play, seminars, etc. are used. In addition to classroom learning students are sent for field visits and internship for practical exposure.

Apart from the university curriculum the institute conducts a **range of government sponsored certificate courses** related to entrepreneurship awareness and development and also organizes **short-term add-on**

**programs** for enhancing the employability and developing professional skills of the students including interview skills, aptitude tests, communication skills, news analysis, etc.

The curriculum has always integrated cross-cutting issues of **human values, gender, environment and sustainability** though core-courses and stand-alone courses have also been created addressing these issues in the various undergraduate and postgraduate programmes.

The institute has robust **community outreach** which enables these issues to be performed through various co-curricular activities of the clubs. The institute also has well-structured processes that enable communication among the various stakeholder groups. We have always engaged in a continuous process of obtaining **feedback from different stakeholder groups** on syllabus, design and development and analyzed and absorbed them to enrich the teaching-learning processes.

### Teaching-learning and Evaluation

Institute strictly follows the regulations and guidelines set up by IKGPTU and Department of Technical Education, Government of Punjab. The students are enrolled from different areas of Punjab and surrounding states. At the commencement of every academic year, the institute conducts **5-day induction programme** for newly admitted students. Under induction programme, the students are classified as **slow/advanced learners** and accordingly special classes to refresh the basics of all subjects.

The institute has **Continuous Internal Evaluation system** in accordance with guidelines of IKG-PTU. In addition to conventional lecture method, a lot of instructional styles and tools are incorporated for making teaching – learning student centric. Students are provided with study material through **MOODLE**. This enables students to come prepared for classes. This practice has led to better interaction among teachers and students in classrooms and laboratories. Students can upload periodic assignments for evaluation. Through **student driven clubs**, various activities/events are organised.

**Employability Enhancement Programme (EEP)** is designed to make the students industry ready. Under EEP, the students are provided training in 6 major areas: General Awareness, Quantitative Aptitude and Reasoning Ability, Basic MS Office, News Analysis, Communication/Soft Skills and Technical Skills. This comprehensive training module includes internships, industry visits, industry-academia connect sessions/guest lectures, workshops, news analysis, case study analysis, group discussions, role plays, mock company test and mock interviews.

Various Competitions like Money Multiplier are organized where students get an opportunity to showcase their organizational skills. AIMETC organizes **workshops/ seminars on e-resources, ICT based teaching learning and innovative strategies** in teaching-learning processes for non-IT students.

Students are encouraged for e-learning courses on **NPTEL/SWAYAM**. Entrepreneurial Education is provided to all bachelors and masters to enhance their entrepreneurial skills. Industrial visits and guest lectures are regular feature at AIMETC.

The Institute has taken initiatives in making teaching-learning process Innovative by using **ICT-enabled devices, MOODLE, e-learning resources, online courses, and online video lectures** for effective learning process.

We are committed to provide quality education, with well qualified faculty which has average **10 years of AIMETC teaching experience**. The faculty recruitment process is transparent and is done as per AICTE/IKG PTU norms.

### **Research, Innovations and Extension**

Apeejay Institute of Management & Engineering Technical Campus, Jalandhar established in 1997 under the aegis of the Apeejay Education Society founded by **Dr. Stya Paul** has been working as a pioneer Institute for the **promotion of research and innovation** in the region. Apeejay Institute of Management & Engineering Technical Campus has a very clear perspective of becoming academically responsive to the requirements of the Indian society. It has set for itself the goals of flair for innovation and capacity for adapting to the changing corporate scenario.

For setting up '**research culture**' the institute has continuously encouraging its faculty and students to research for new innovative solution for the trending issues. The institute has a well equipped **fully automated library** with around 25,000 books, 44 national & international journals, 18 magazines & 16 newspapers, and various e-journals.

**DELNET database** for resource sharing purpose has also been provided in the library. The staff and students can also access e-journals using DELNET, J-gate, along with NDL and EBook Central Proquest access. The campus provides blanket wireless service (**Wi-Fi in the Institute and hostels with internet speed of 53 Mbps (+6 Mbps VPNoBB under NME project of Government of India)**).

AIMETC is hosting entrepreneurship awareness camps in the campus under the **Entrepreneurship Development Cell (EDC) in collaboration with the Entrepreneurship Institute of India (EDII)**. The camps have enabled the students to understand entrepreneurship and learned how to start their own business with the help of experts from various industries. The cell has also collaborated with the '**Start-up Punjab**' initiative in organizing workshops/Business plan competitions for students and also supporting them financially.

**NSS unit** of the institute hosted a **number of extension and outreach activities** with non-governmental organization (NGOs) serving interest of underprivileged sections of the society. Club organizes various health awareness, Aids awareness, blood donation programs in association with leading government and non-government organizations.

AIMETC has in its foray large number of industry linkages for conducting various student internships for management, engineering and IT students. AIMETC enjoys excellent rapport with the **industry, local government** and other important sections of the society.

### **Infrastructure and Learning Resources**

AIMETC is spread over a sprawling campus of about 4 acres on the Rama Mandi, Hoshiarpur Road consisting of a four-storied main building, modern four-storied hostel accommodation, Director's residence and a guest house.

The campus comprises modern **lecture theatres, air-conditioned conference hall, beautifully designed auditorium, state-of-the-art computer labs** with 544 computers along with latest software and round-the-

clock internet.

The campus provides blanket wireless service (**Wi-Fi**) in the Institute and hostels with internet speed of **53 Mbps (+6 Mbps VPNoBB under NME project of Government of India)**.

The lecture theatres and classrooms are **SMART** specially designed to make the teaching- learning effective with the help of Smart Interactive whiteboards and LCD Projectors. The library is air-conditioned and fully automated, and **library** boasts of more than 25000 books, 44 national & international journals, 18 magazines & 16 newspapers. DELNET database has also been provided in the library for resource sharing purpose. The staff and students can also access e-journals using **DELNET** and J-gate databases.

Appreciating the role of **sports** in the overall personality development of students, the Technical Campus has developed infrastructure for various sports like basketball, volleyball, badminton and indoor games like table tennis, chess and carrom.

The campus has a **fully air-conditioned gymnasium** facility with all requisite equipment like treadmills, exercise bicycles etc. The Institute has established a state-of-the-art Computer Centre which is equipped with High-end Servers. We have 544 computers of which 3 are Servers, 15 laptops and 526 are desktops with C2D and core i3 processors. Other equipment such as 43 printers, Scanners, CD-writers, Plasma TV and LCD projectors make computing facility more effective and efficient.

The campus has two four-storey hostels, one each for boys and girls. Each hostel has a Resident Warden with supporting staff. These Wi-Fi hostels have separate well-furnished common rooms, guest rooms, sick rooms and modern amenities. Special measures are taken to ensure that healthy and hygienic meals are provided to the hostel residents in the mess.

### **Student Support and Progression**

AIMETC is engaged to quest for excellence in all the fields like **academics, sports and cultural**. Students of the Institute are provided with all the required psychological, academic and financial assistance to make their student life in the college better and more satisfying. There are **different schemes from institute** as well as from government for financial assistance for **needy students**.

Institute has number of programs like **guidance for competitive examinations, career counselling, language lab and individual counselling of students** etc. which emphasize on the overall development. Students candidly share their career plans, objectives and apprehensions with their teachers.

Teachers guide students for leading a good life apart from academics. Institute has a set mechanism to **avoid any sexual harassment and ragging cases**. Institute has a **seperate placement office** which strive for the best placement of the students. Institute is well known for best placements in the region. In every session most of the students are placed in renowned organizations. There are **Employability enhancement programs** for students to prepare them for the placements. Institute encourages students to participate in sports and conducts various sports activities during the session.

Students of the institute also get the opportunity to **showcase their talent in various cultural activities** as, institute arranges two day cultural meet every year. Since the environment of the institute is very encouraging many students of graduation opt to pursue post graduation courses of the institute.

Institute encourages students to come forward to be part of **various committees like sports, cultural, clubs and placement cell**. Institute has a set committee to listen to and resolve the grievances of students without any delay.

**Alumni committee** serves the objective of maintaining a strong connection with the former students of the institute. The alumni who have established themselves as successful entrepreneurs or working at top notch positions in reputed organisations are invited to deliver lectures.

Apeejay Institute provides the environment that enables the students to get prepared as per the tough competition in the market and provides the opportunities to get polished as per the **requirements of the organization**.

### **Governance, Leadership and Management**

AIMETC is one of the leading institutes in northern India established under the aegis of Apeejay Education Society and Founder Chairman Late **Dr. Stya Paul**. Apeejay Education Society runs 24 **educational institutions** and is recognized for its **national stature and excellence in education for more than 50+ years over 60000 strong alumni network**. The institution is recognized by AICTE, approved by Government of Punjab and affiliated to IKG Punjab Technical University, Kapurthala. The Governance of the institution is strictly in accordance with the Vision and Mission of institute.

The system is functioning **decentralized** for a better and transparent governance and efficient performance. The major decisions which have a bearing on the function and the goal of the institute are done by the Board of Governors and the Director of the institution.

The Director, Deans and staff members are involved in **defining the policies and procedures, framing guidelines and rules & regulations** pertaining to admission, placement, discipline, grievances, counseling, training & development, and library services etc., and insure effective implementation of the same to ensure smooth and systematic functioning of the institute.

The institute promotes **a culture of participative management** by involving teaching, non-teaching staff and students in various activities. For the various events/ activities to be conducted by the institute all the staff members meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others. The Institute has implemented e-governance in all areas of operation – Planning and Development, Administration, Finance and Accounts and Student Admission. The institute conducts regular internal and external audit. The institution also provides various welfare measures for teaching and non-teaching staff which includes PF, ESI, Gratuity, Maternity benefits etc. For continuous improvement of the academic and administrative standards, the Institute follows a systematic Performance Appraisal System for teaching and non-teaching staff. The management evaluates faculty based on teaching, research and participation in development activities and due importance is given to all these activities. The Institution has a well-established IQAC which helps to develop a system for conscious, consistent and catalytic improvement in the performance of institution.

### **Institutional Values and Best Practices**



AIMETC was established in 1997 by **Founder Chairman Late Dr. Stya Paul** with a vision to provide value education to masses. The institute has been working on the same principles from past 23 years.

The Institute has put in efforts to **imbibe human values** in its students with the introduction of compulsory courses related to human values and professional ethics and environmental studies in all classes.

AIMETC has organized 16 program specific to gender equity promotion programs during last 5 years. We have around 50% female student strength and hence, lot of focussed efforts have been put in to show gender equity and gender sensitivity in providing facilities such as: **Safety and Security, Counselling, Common Room and related activities.**

The Institute meets its **full annual power requirement by utilizing energy generated by Solar panels.** The campus has put in special efforts to manage the Waste of the campus including Solid waste, Liquid waste and E-waste.

A number of a **waste minimization initiatives** were introduced for collecting and segregation of the waste materials which includes old papers, plastics, glass bottles, old broken furniture, old non working electronic equipment, metallic cans, juice cans and foods etc. For this purpose, a special staff from the Lajwab Enterprise are hired and deputed for the above said purpose.

Keeping in mind the challenge of water conservation, the campus has already implemented the **rain water harvesting wells** to manage the natural resources of fresh water and to meet the current and future human demands.

As the Institution is situated on Jalandhar-Hoshiarpur Road at the entry point of Jalandhar which has clean air and water, the campus provide a **beautiful and serene atmosphere** which helps to develop strong physical and mental courage. AIMETC also maintains **complete transparency in its financial, academic, administrative and auxiliary functions.**

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	APEEJAY INSTITUTE OF MANAGEMENT AND ENGINEERING TECHNICAL CAMPUS
Address	Rama Mandi, Hoshiarpur Road
City	Jalandhar
State	Punjab
Pin	144007
Website	<a href="https://aimetc.apeejay.edu">https://aimetc.apeejay.edu</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Rajesh Bagga	0181-2411269	9335100008	0181-2411268	aim.jln@apj.edu
IQAC / CIQA coordinator	Kulwant Kaur	0181-2410264	9417633102	0181-2411263	kulwant.kaur@learn.apeejay.edu

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-09-1997

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

State	University name	Document
Punjab	The I.K. Gujaral Punjab Technical University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	01-05-2019	12	Will apply for extension of approval for next session as per AICTE Notification

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Rama Mandi, Hoshiarpur Road	Urban	4	12636

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,School Of Management Studies	36	Plus Two	English	90	18
UG	BBA,School Of Management Studies	36	Plus Two	English	90	43
UG	BCA,School Of Information Technology	36	Plus Two	English	90	41
UG	BTech,School Of Engineering And Technology	48	Plus Two	English	240	0
UG	BTech,School Of Engineering And Technology	48	Plus Two	English	240	19
PG	MBA,School Of Management Studies	24	Under Graduate	English	480	220
PG	MCA,School Of Information Technology	36	Under Graduate	English	180	21

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				30			
Recruited	1	0	0	1	0	0	0	0	16	14	0	30
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				23
Recruited	16	7	0	23
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	4	0	8
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	7	2	0	9

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	8	0	13

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	5		0		5

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	62	3	0	0	65
	Female	52	4	0	0	56
	Others	0	0	0	0	0
PG	Male	102	4	0	0	106
	Female	126	9	0	0	135
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	20	26	14	10
	Female	14	25	27	20
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	2
	Female	0	1	2	1
	Others	0	0	0	0
General	Male	182	207	212	181
	Female	198	209	229	282
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>414</b>	<b>468</b>	<b>484</b>	<b>496</b>

## Extended Profile

### 1 Program

#### 1.1

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

**Response: 464**

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

**Number of programs offered year-wise for last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	5	5	5

### 2 Students

#### 2.1

**Number of students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
414	468	484	496	562

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
160	122	141	157	175

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
203	226	208	239	273
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3 Teachers****3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
39	37	45	42	46
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3.2****Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
39	37	45	42	46
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution****4.1****Total number of classrooms and seminar halls****Response: 23****4.2****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
628.7	469.7	398.9	375.9	376.2

### 4.3

#### Number of computers

**Response: 544**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The curricular aspects of the courses at AIMETC are governed by **IKG-PTU** (Affiliating University) and follow the **prescribed syllabus**. The university updates its curriculum at regular intervals to remain responsive to changing needs of the industry also seeks recommendations from the affiliated institutes. The **Academic Council at AIMETC** reviews the changes in the syllabus and also proposes introduction of new courses, areas of specialization to bridge the industry-institute gap and ensure compliance in accordance with the **AICTE recommendations** in curriculum design. These recommendations are sent for pursual to Board of Studies of the university and ratified by the Academic Council of the university.

##### *Curriculum Planning*

**Based on the University Academic calendar**, the Academic Council of the Institute prepares its **own Academic Calendar**, specifying dates for conducting the mid semester tests (theory and practical assessments), co-curricular and extra-curricular activities. The Council also prepares broad guidelines, provides directions and regularly monitors the efficacy of **academics, timetable and workload of individual departments**. Work load calculation is done by respective departments and subjects are allotted considering the faculty specialization and experience. Each faculty prepares its **course plan** clearly defining the contents to be covered in each **lecture, assignments and case studies** to be discussed. If the same course is being taught by more than one faculty, they hold subject meetings to coordinate the syllabus coverage and assessment to ensure uniformity across classes.

##### *Supportive Infrastructure*

The institute also uses an open source learning platform, **MOODLE** comprising lesson details and study material for students' reference along with **Apeejay Campus Management System (Online Modules)**. Institute has **well-equipped laboratories** and **SMART classrooms**. The quality of lab equipments is ensured by periodic maintenance by the technical staff. Lab manuals are also provided to the students and list of experiments and charts are displayed in each lab. The institute has a well-stocked library that offers course related books, magazines and journals and web facilities to access National and International online journals.

##### *Teaching and Learning Methods and Pedagogical Tools*

To equip faculty members with required skills and knowledge, **faculty development workshops, technical seminars and training** on pedagogical methods of teaching are conducted. In addition to traditional teaching-learning methodologies, the faculty members adopt **group discussions, videos, seminars, mini projects, case studies, PPTs, real time examples and quizzes**, to create the best learning environment for students. Faculty adopts a student centric teaching-learning methodology

focusing on developing intellectual rigor, critical thinking and logical analysis among students. Continuous monitoring is carried out to check attendance and academic development of student. The marks and attendance of students are documented and information is sent to parents. The institute ensures interface with the industry through summer internships, industrial visits and guest lectures of prominent professionals and entrepreneurs.

### ***Feedback system***

To improve the quality of teaching, **feedback system** is implemented in the institute wherein students give feedback of each teaching faculty. Besides, institute also has a **Mentorship Programme** which enables the students to provide feedback on academic and co-curricular activities, college infrastructure and administrative matters.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 7**

#### **1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	1

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Response: 28.71**

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	1	2	2

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b></p> <p><b>Response:</b> 71.55</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 332</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response:</b> 100</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 7</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
414	468	484	496	562

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

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

The cross-cutting issues relevant to **Gender, Environmental sustainability and Human Values and Professional Ethics** find ample space when it comes to applying them positively into the curriculum as well as in routine activities of the students. The curriculum includes **Human Values, De-addiction and Traffic Rules** as mandatory course for all PG and UG programs and **Environmental Science** in UG programs. Furthermore, around 4-5 faculty members have also undergone **7 Day FDP on Human Values and Professional Ethics** intended to prepare them for teaching the course of human values. Besides, various committees and clubs have been established to inculcate these values and ethics in students.

**Gender**

- The institute has an **Internal Complaint Committee** comprising three female faculty members (two from the institute, one advocate) and one male member to address female sexual harassment related complaints. We are proud to state that in our institute the incidents of sexual harassment of women students are nil due to the discipline in the campus. Yet this cell interacts with female students at regular intervals to identify any sort of issues if any. The women cell ensures confidentiality in taking such feedback.
- The institute also organized a **one day Girl Defense Program** to provide self-defense training to young girls.



- The committees that are constituted at the college level & department level ensure **proper representation of males & females** to have adequate gender balance. Also, each class has one male & one female Class Representatives (CRs). Girl students are part of Placement cell, other clubs/committee. The institute has over 60% female students in the overall student population.

### *Human Values Cell*

- The institute conducts various activities (**under the NSS Club**) related to human values to create awareness and also motivate them to perform their duties towards the welfare of the society. Some of the activities organised are:
  - **Blood Donation Programmes**
  - **Voter's Day Programme**
  - **Health Awareness Programmes**
  - **Placement for rural students**
- As per the guidelines of UGC, AICTE and the Honorable Supreme Court of India, **an Anti-Ragging Committee** has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at the noticeboard of the institute. Anti- Ragging posters have also been displaced on notice board and at various places like canteen, hostel etc. Any student can lodge a complaint without disclosing his/her identity in case of any in untoward incident.

### *Environment and Sustainability*

- The institute also conducts activities (under the NSS Club) to create awareness of environmental issues and make students environmentally conscious. Some of the activities organized in this context are:
  - **Swach Bharat Abhiyan**
  - **Tree Plantation**
  - **Environment Awareness Waste Management**
  - **Tree Plantation, Student Education,**
  - **Cleanliness Programme in nearby villages**
  - **Save Water Save Life**
  - **Plastic Chodho Abhiyaan**

Lastly, as per the directions by the Hon-able Supreme Court, our institute has been declared **No-Smoking Zone** and further no such activity is allowed in the surrounding area of the institute.

File Description	Document
Any Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 6

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 11

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 37.92

1.3.3.1 Number of students undertaking field projects or internships

Response: 157

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**Response:** A.Any 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2 Feedback processes of the institution may be classified as follows:

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

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 2.05

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	8	12	8	10

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 49.02

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
185	229	265	232	251

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
510	390	450	500	560

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 25.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
34	52	43	33	20

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

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

The key objective of professional institutes is to provide **Quality Education** and strive to achieve excellence in all aspects for **holistic development of students**. The students are enrolled from different areas of Punjab and surrounding states. At the commencement of every academic year, the institute conducts **5-day induction programme** for newly admitted students.

During the Induction Programme, Institute's Director, Dean/HOD, TPO, Librarian, System Engineer and Hostel Wardens make students aware about their short term & long-term objectives, code of conduct, classroom attendance, examination & evaluation system and the amenities available in the institute. The institute has an online system for uploading attendance and academic performance (**through online module of Apeejay Campus Management System, ACM**) and the same is communicated to parents regularly through postal letters.

Under induction programme, the students are classified as **SLOW / ADVANCED Learners** and hence given classes to refresh the basics of all subjects for **first 5 days**.

**Advanced learners** are identified based on previous academic performance and classroom engagements. They are encouraged to perform as per their potential by going beyond the confines of syllabus and join **online certification courses** from prestigious universities across the globe. They are also given opportunities to develop their creativity by participating in **state/ national level competitions**. They are also motivated to undertake projects which reinforce research orientation and practical awareness in them as a part of **research projects**. Additional study material is provided to help them to obtain university

ranks and these students have shown better performance in university examinations in the last five years. In 2017-18, around 43 students of the campus were included in University Merit List of IKGPTU (Affiliating univeristy).

For **slow learners** the institute provides special guidance, **personal counseling, question bank and assistance in solving previous year question papers (available online on ACM)** , simple home assignments etc. This has resulted in successfully passing the university examination with good grades/marks.

A special **student advisory committee** has been formed to **help the slow learners** and further enhance the performance of advanced learners. Under it, faculty mentors are allocated to each student. The **mentors regularly monitor academic performance** and interact frequently with their mentees (students) to understand and assist the student with issues that affect their ability to gain **academic success**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 138:13

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

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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**

**Response:**

In addition to conventional lecture methods, various updated instructional styles and tools are incorporated for making teaching – learning student centric at AIMETC. Various teaching styles & Strategies includes:

- Integration of innovative teaching aids like **SMART Classroom and MOODLE**
- Group Discussions (**Regular component in Employability Enhancement Programme sessions**)
- Role Plays (**Including mock interview sessions**)
- Video lecture of experts (**from IIM, IIT, NIT and through SWAYAM/NPTEL course material**)
- Excursions (**Visit to Industrial Houses, Malls, Retail Stores to relate theory with practical**)
- Preparation of **Course & Lesson Plan** is done before start of semester in which books, e-study material, case studies, experiments and strategies to teach the course are discussed.
- Students are provided with **study material through MOODLE**. This enables students to come prepared in classes beforehand. This practice has led to better interaction among teachers and students in classrooms and laboratories. Students can upload periodic assignments for evaluation on Moodle.
- **SMART Board** enhances the students' understanding of the subject.
- Practical Learning is imparted through laboratory sessions.
- In Management courses, students are given **field work based exercises/competitions** as per their specializations like Marketing, Finance, Human Resource, Operations and IT.
- Through student driven clubs, various activities/ events are organised to enhance their skill set. Events include **workshop's, presentations, Case Study competition, Quiz, Business Plan etc.**
- Students are encouraged to participate in **Inter & Intra institute competitions** (like Apeejay Pinnacle, Spark, Zenith, Computer Vision Contest & Club activities) are organised to bring out the potential of the students
- **Employability Enhancement Programme (EEP)** is designed to make the students industry ready. This is for all bachelor & Post graduate students. Under EEP, the students are provided training in **6 areas like Communication Skills, Quantative Aptitude, News Analysis, Basic MS Office, Interview Skills and Technical Skills.**
- The **comprehensive training module of EEP** includes internships, industry visits, industry-academia connect sessions/guest lectures, workshops, news analysis, case study analysis, group discussions, role plays, mock company test and mock interviews.
- Entrepreneurial Education is provided to all bachelors and masters to enhance their innovation skills under **Pradhan Mantri Yuva Yojna (PMYY) and Entrepreneurial awareness camps (Under Entrepreneurship Development Cell).**
- Students are encouraged for e learning processes such as **NPTEL/ SWAYAM Lectures, MOOC's, video demonstrations, etc.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response: 100**

#### 2.3.2.1 Number of teachers using ICT

Response: 39

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 414:31

#### 2.3.3.1 Number of mentors

Response: 31

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

### 2.3.4 Innovation and creativity in teaching-learning

Response:

All the schools in technical campus have taken initiatives in making teaching-learning process Innovative & Creative by using **ICT enabled devices, MOODLE, e-learning resources, online courses (Including SWAYAM/NPTEL), and online video lectures** for effective learning process.

The following innovative and creative practices are implemented for ensuring effective teaching-learning:

- Technical Campus has different platform for different tasks:
  - **MOODLE** is used for teaching-learning. MOODLE login and institute email id is with the teachers and students.
  - MOODLE is used for uploading **study materials, case studies, online assignment** uploading and multiple-choice test for respective subject.
  - **Apeejay Campus Management (ACM)** is used for attendance & Mid Semester marks uploading.
  - Intra-institute link is available for students to **download required software packages, previous years university question papers, students can search students' report titles**. This portal also assists in conducting company tests and taking feedback of students.
  - Students also give **online interviews using Skype** and other innovative tools for recruitment in top MNCs.
- Technical Campus facilitates the teaching – learning process using **SMART boards** and other audio/visual aids in the classrooms and laboratories.
- The Technical Campus has **544 computers/laptops, 53 Mbps internet connectivity, campus Wi-Fi facility, INFLIBNET, DELNET, Shodhganga, and other ICT facilities** for effective teaching-



learning process.

- The institute facilitates the provision of **NPTEL/ SWAYAM** video lectures to the students in order to upgrade their learning experiences.
- In order to hone communication skills of students, laboratory sessions are held in the **Language lab** of the institute where there is provision of adequate resources and software packages.
- **Contests like Money Multiplier, One dollar activity, B Plan Pitching** etc. are organized where students are encouraged to purchase/sell their products.
- Computer vision contest is held periodically for **IT related competitions**.
- The faculty of Computer Applications from the institute organizes workshops/ seminars on e-resources, ICT based teaching learning and innovative strategies in **teaching-learning processes for non-IT students**.
- School of Engineering & Technology initiated open book assignment process so that students keep themselves abreast with the **articles of established journals**.
- Under Employability Enhancement Programme (EEP), the students are provided training in **6 areas like Communication Skills, Quantative Aptitude, News Analysis, Basic MS Office, Interview Skills and Technical Skills**.
- Under EEP, different **skill improvement techniques** like group discussions, role plays, debates, extempore, mock interviews etc. are conducted on regular basis.
- Under EEP, students are given inputs related to aptitude, technical & soft skill enhancement.
- **Semester end feedback** is also taken to know the satisfaction level of students on various parameters.
- MBA Students are also taken for **Industrial visits/Retail Outlet/Mall visits** wherein the company officials brief the students about their business/marketing practices.
- Students put up stalls in various college events where they learn **practical selling/marketing skills**.
- **News discussion/analysis** is usually the first 5-7 minutes regular affair in all MBA classes to relate theory with practical examples.
- Students make review of corporate/management related books in groups and the **book reviews** are presented and discussed in the class.
- MBA Students can opt for **IT specialisation** with Marketing, Finance and HR specialisation.

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 16.41

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	5	7	6	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 11.26

##### 2.4.3.1 Total experience of full-time teachers

Response: 439

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

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 2.41

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

The Institute has Continuous Internal Evaluation (CIE) system in accordance with the **norms and guidelines of IKG PTU, Kapurthala**. On start of new semester, the **schedule is circulated** among the members of teaching faculty and the same is **communicated to the students** on the notice boards, Besides, concerned teachers make announcements in the classrooms. Time table committee prepares timetable of different courses as per the norms given by the university.

As per University guidelines, the ratio between Internal and External Assessment is 40:60 for theory and 60:40 for practical. As part of CIE, in addition to this, a variety of other activities is practiced like **attendance, mid semester tests, class participation and assignments** by AIMETC at the institutional level as per the guidelines issued by IKG PTU, Kapurthala. The **class incharges maintain proper record of all parameters of internal evaluation** of each student and **communicate the same to students and parents** on regular basis. This gives a **fair chance** to all students to improve upon their internal evaluation

marks within time frame of the semester.

The campus follows a **complete transparent system** related to Continuous Internal Evaluation (CIE) as all the students have access to their **attendance, MST Marks, Assignment Marks on the online module of Apeejay Campus Management System (ACM).**

#### For theory courses

- Internal Assessment Committee conducts **two Mid Semester Tests** (subjective type theory paper).
- **Online MCQ's** are held and they serve a double fold objective. One, they help to evaluate the in-depth understanding of students' conceptual learning, and second they prepare the students for online aptitude tests held by various companies for recruitment.

#### For Practical Courses

- Practical evaluations are conducted internally by the institute.
- External evaluation of practical is done by **university's external examiner.**

#### Final Year Project (MBA, MCA and BCA)

- **Project Preliminary (Summer Training Projects)**
  - The Dean/HOD nominates Project Coordinator and based on the specialization of every student, **a faculty supervisor** is assigned to them.
  - The faculty supervisor along with project coordinator from the industry **finalize one topic** based on student's aptitude and the relevance of the topic.
  - During semester, the student has to **defend his/her presentation/work.** Finally, the faculty members give their feedback on presentation and suggestion for improvement.
- **Final semester Project**
  - The project assessment analysis is done by the **faculty supervisors as per the guidelines laid down by IKGPTU, Kapurthala.**
  - The students prepare and **submit a project report** as per university requirements.
  - The **final evaluation and viva** are done by **university external examiner.**

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

#### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

##### Response:

As per the norms and guidelines of IKGPTU and the procedure laid down by Academic Council of Institute, internal assessment is calculated. The internal evaluation process is made known to the students well in advance during induction programme so that there is transparency and fairness maintained throughout. The campus follows a **complete transparent system** related to Continuous Internal Evaluation (CIE) as all the students have regular access to their **attendance, MST Marks, Assignment Marks on**

the online module of Apeejay Campus Management System (ACM). Also, the class incharges maintain proper record of all parameters of internal evaluation of each student and communicate the same to students and parents on regular basis. This gives a fair chance to all students to improve upon their internal evaluation marks within time frame of the semester.

In order to make process transparent:

- During induction programme, **detailed information regarding conduct** of internal test/ examinations/ attendance/ assignment is provided.
- On start of semester, the **schedule as Academic Calendar is circulated** among the members of teaching faculty and the same is communicated to the students.
- **Class incharges** are assigned to each class.
- The **Mid Semester Tests** are conducted as per mentioned in academic calendar.
- Faculty members **submit Course/Lesson Plan** at start of each semester and also define syllabus for both MSTs.
- Students are informed regarding **distribution of syllabus for both MSTs**.
- Time table committee **prepares timetable** for courses as per university norms.
- Under **Student Advisory System**, students are allocated to all faculty as Mentor:Mentee.
- Basic eligibility for evaluation process is made known to students through notice boards and Mentor counselling.

### Internal Assessment Mechanism

We have a very robust and transparent mechanism to calculate Internal Assessment of students. The procedure of the same is laid as per directions of IKG PTU and suggestions by IQAC.

- **Two internal Compulsory Mid Semester Tests** (Subjective & Multiple-Choice Questions(MCQ)) are conducted.
- According to IKGPTU, internal marks are distributed as follows :
  - **60% weightage is given to results of MST1 & MST2**
  - **15% weightage is given to assignments**
  - **25% weightage is given to attendance.**
- **Attendance rules are set by university.** Upto 75% attendance means Nil marks; between 76% to 80% means 02 marks; attendance between 81% to 85% means 03 marks; attendance between 86% to 90% means 04 marks; attendance between 91% to 95% means 05 marks and attendance above 95% means 06 marks
- For practicals, **internal evaluation is done on regular basis.** In addition to this, institute conducts viva twice to evaluate performance of students
- In each subject at **two assignments are given to the students.** The timely submission of assignment will carry a maximum of ten internal marks.
- For Projects and Industrial Trainings, **seminars and presentations are scheduled.** Subject wise regular monitoring is done by assigning topics for presentation, surprise test, case analysis, mini projects to develop interest in subject and relate to real time systems.
- The **concerned subject incharge** compiles the internal assessment marks.
- After completing process internal assessment is **uploaded on University Website.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

The mechanism to deal with examination related grievances at the institute is of two types – **Internal Assessment related grievance and External Assessment related grievance.**

Internal Assessment related grievances will be handled by the concerned faculty as per the guidelines of the examination committee.

#### Redressal of grievances at Institute level:

- The **internal evaluation process is made known to the students** well in advance so that there is transparency and fairness maintained all throughout. The campus follows a **complete transparent system** related to Continuous Internal Evaluation (CIE) as all the students have regular access to their **attendance, MST Marks, Assignment Marks on the online module of Apeejay Campus Management System (ACM).**
- The class incharges **maintain proper record** of all parameters of internal evaluation of each student and **communicate the same to students and parents** on regular basis. This mechanism **automatically addresses** many of the examination related grievances of the students.
- Students are also evaluated for their performance in **classroom activities, assignments, initiatives to deliver presentations and academic outcome in MSTs and MCQs.**
- The weightage given to each of the above parameters is well- communicated through notice board and face to face interaction of students with examination convener. In case of any human error during evaluation of answer sheets by teachers, student can approach their teachers within 3 days of showing of answer sheets by the former. In fact, before showing of answer sheets the respective teacher discusses each and every answer in class and the content to be given in them for highest marks. The assignments are all evaluated in time and students are given feedback (along with Marks). In case of any doubt on marks given, the students (if unsatisfied) can approach Deans of various courses who can initiate Re-evaluation of answer sheet/ assignments.
- In addition, as per University norms, at the end of each semester the **University Internal Assessment team** verifies the internal marks for all the students.

#### Redressal of grievances at University level:

- To handle External Assessment related grievances, an **Examination Grievance Handling Committee** is formed at the institute level and a liaison officer among the office staff is appointed by the Director.
- **All the discrepancies** (eg Out of Syllabus question during university exams) are brought to the notice of the Controller of Examinations and corrections, if any, are done only after getting instructions from the University. It is very transparent and time bound.

- Students/Institute also goes for **challenge evaluation if required**.
- If the results of some of the student/s is withheld, **follow-up action is taken by Institute**.
- On announcement of final semester results, **if the students have grievances relating to marks**, they can opt for “Re-evaluation”. Necessary arrangement is made by the committee to forward the filled-in application form through the institute. Such applications are done through online system provided by university.
- **Examination related grievances of the students** are periodically followed up with the university officials till it is resolved.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

The affiliating University (IKGPTU) displays **Academic Calendar** (Link <https://www.ptu.ac.in/AcademicCalendar.aspx>) for all courses at the beginning of each semester. It includes the schedule of various continuous internal evaluation parameters including the commencement and closing dates of semesters as well as dates for theory & practical examinations. It also includes schedule for Mid semester examinations, National celebration days, Cultural and Sports event schedule etc.

On the basis of the Academic Calendar of the University, the **Institute prepares its own Academic Calendar** which also reflects the probable dates of all the parameters of internal evaluation. It includes pre planned activities such as Mid Semester Tests, annual events like Pinnacle, Prize distribution, Inter-College events, Inter-School events, Convocation etc. In addition to this, Director conducts regular meeting with the faculty members regarding follow up on Academic Calendar, Student Progress, placements and also motivates them to implement the action plan.

- The members of **Academic Council of the Institute (AC)** prepares institute’s own academic calendar after through perusal of University Academic Calendar strictly in accordance with the norms.
- Academic Council issues directions for **preparing Course & Lesson Plans** by subject teachers.
- The course plan mentions the **dates of assignments, date of class projects/presentations, MCQs, and other similar internal evaluation details as per the academic calendar**.
- A **study scheme** which contains the syllabi of all the courses with the credits and hours allotted to each course, components and question pattern of sessional exams and semester examinations is provided to all students and schools before the commencement of the programmes.
- The entire teaching faculty meets before the commencement of **academic semester to decide about various internal evaluation activities** to be organised as per the guidelines given by university.
- Employability Enhancement Programme (EEP) classes are held regularly for students of all courses. Under EEP, the students are provided training in 6 areas like Communication Skills, Quantitative Aptitude, News Analysis, Basic MS Office, Interview Skills and Technical Skills. This comprehensive training module which includes news analysis, case study analysis, group

discussions, role plays, mock interviews, company and aptitude test. Students get regular and instant feedback from their faculty members during every EEP session.

- **Examinations are conducted as per the academic calendar and evaluation process is carried out with utmost transparency.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

**Program outcomes, program specific outcomes and course outcomes** for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students through:

**Institute's Webpage provides information about all the courses, their outcomes and program specific outcomes.**

The following methods are followed by the institution to communicate the learning outcomes to the teachers and students.

- **Program outcomes** are displayed on the Notice Board and Deans Office.
- The syllabus of all the above Courses which include **Course Outcomes as Designed by the IKG PTU, Kapurthala**, approved by the university Board of Studies (BOS) and the institution has to abide by it.
- **Hard copy of all courses syllabus** is made available to students as well as faculty in the library of the institution.
- **Expected Program outcomes and program specific outcomes** are briefed to the students at the beginning of the course during **induction programme** and commencement of the semester classes.
- The importance of the **learning outcomes has been communicated to the teachers** in every IQAC Meeting.
- Program outcomes, and course outcomes are submitted by faculty as Course & Lesson plan and uploaded on online learning portal-**MOODLE** in the beginning of every semester.

#### **Overall Program Educational Objectives (PEO) of all courses at AIMETC are:**

- PEO1 To **inculcate knowledge** in students with experiential learning and prepare the for advance study and life long learning.
- PEO2 To develop **strategic understanding of fundamental principles** of business,computers



and engineering

PEO3 To train the students for **dynamic industry environment** and apply their perspectives through innovation and creativity.

PEO4 To develop competencies in **qualitative and quantitative techniques** to analyse the business data as well as developing an understanding of economic, legal and social environment of Indian business.

PEO5 To inculcate **leadership skills, professionalism, effective communication skills, interpersonal skills and team work** in students so as to enable them to manage and collaborate in diverse work environments.

PEO6 To **develop responsiveness to social issues** and ability to identify business solutions to address the same. Students will also be able to understand the issues of business ethics.

- The institute's website gives a detailed description of the following
  - **Course Objectives and Expected outcomes** of the all available courses
  - **IKGPTU website Links** for syllabus of Various programs are as under-

Course	Link
MBA	<a href="https://ptu.ac.in/userfiles/file/mgt_syllabi/MBA/29_9_2015%20MBA%20Executive_2015_Revised.pdf">https://ptu.ac.in/userfiles/file/mgt_syllabi/MBA/29_9_2015%20MBA%20Executive_2015_Revised.pdf</a>
BBA	<a href="https://ptu.ac.in/userfiles/file/mgt_syllabi/14-06-2019%20BBA%201st%20-204th%202018%20Batch.pdf">https://ptu.ac.in/userfiles/file/mgt_syllabi/14-06-2019%20BBA%201st%20-204th%202018%20Batch.pdf</a>
BCom (H)	<a href="https://ptu.ac.in/userfiles/file/mgt_syllabi/BCOm/24-06-2019%20B_Com%20(hons)%20batch%202018.pdf">https://ptu.ac.in/userfiles/file/mgt_syllabi/BCOm/24-06-2019%20B_Com%20(hons)%20batch%202018.pdf</a>
MCA	<a href="https://ptu.ac.in/userfiles/file/syllabus/computer_applications/10Jul2019-MCA-Syllabus-2019.pdf">https://ptu.ac.in/userfiles/file/syllabus/computer_applications/10Jul2019-MCA-Syllabus-2019.pdf</a>
BCA	<a href="https://ptu.ac.in/userfiles/file/syllabus/computer_applications/BCA/10Jul2019-BCA-Syllabus-2019.pdf">https://ptu.ac.in/userfiles/file/syllabus/computer_applications/BCA/10Jul2019-BCA-Syllabus-2019.pdf</a>
BTech(CSE)	<a href="https://ptu.ac.in/userfiles/file/syllabus/CSE/B_Tech_%20CSE%20Batch%202018%20(06-01-2020).pdf">https://ptu.ac.in/userfiles/file/syllabus/CSE/B_Tech_%20CSE%20Batch%202018%20(06-01-2020).pdf</a>
BTech(ECE)	<a href="https://ptu.ac.in/userfiles/file/syllabus/ece/B_Tech_%20ECE%20Scheme%203rd-8th%20Sem%20(Revised)%20(24-12-2019).pdf">https://ptu.ac.in/userfiles/file/syllabus/ece/B_Tech_%20ECE%20Scheme%203rd-8th%20Sem%20(Revised)%20(24-12-2019).pdf</a>

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

AIMETC offers Management Courses (MBA, BBA & BCom (H)), Computer Application Courses (MCA & BCA) & Engineering Courses (B.Tech (CSE) & B.Tech (ECE)).

The method to measure program outcomes, program specific outcomes and course outcomes in various can be using various parameters like placements, inter institute participation or initiative taken by students for self-employment.

#### Method of assessment of POs / PSOs

- The **program outcomes and Program Specific outcomes** are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.
- The program outcomes are achieved through **University prescribed curriculum** that offers a number of mandatory courses as well as elective courses.
- Each course has **defined course outcomes** that are mapped to the program outcomes.
- The course outcomes are thus directly and quantitatively assessed and are tied to the program outcomes as shown in the course syllabus. Therefore, if the course outcomes are met, the program outcomes are met.

At Apeejay Institute of Management & Engineering Technical Campus, we strive to evaluate the all-round development of students. With this objective the attainment level of students is measured not just by results in internal and external examinations, but students' achievements in other domains as well. These include:

- **Placements:** Our students of all courses have excellent placement records.
- Besides, our institute also tries to attain the **course outcomes and program outcomes by conducting the activities** such as Apeejay Pinnacle, Zenith, Spark, NSS Activities, Career Counselling, Employability Enhancement Programme (EEP) etc. Mentors make sure that their mentees participate in various activities organized for students.
- **Coordinating & Organising various events** within technical campus also provide leadership skills among students by conducting inter school (Zenith) and inter college (Spark) competitions, Awareness Programs, Participation in University Level Youth Festival etc. Mentors keep on encouraging students to participate in such activities and ensure the same from students in Mentor – Mentee meetings.
- **Entrepreneurial Initiatives:** In addition, we also determine the progress/ outcome of our pedagogical efforts based on the initiatives taken by our students in starting new business or expansion of existing businesses.

All these evaluation criteria are supplemented with gauging of students' academic attainment (learning outcomes) in

- **Internal Mid Semester Tests**
- **External University Examinations**
- **Results in Practical Examinations**
- **Students' project report evaluation**
- **University positions bagged by our students.**

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

### **2.6.3 Average pass percentage of Students**

**Response:** 94.09

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 191

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 203

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

## **2.7 Student Satisfaction Survey**

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.7

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 10.26

3.1.2.1 Number of teachers recognised as research guides

Response: 4

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

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other**

## initiatives for creation and transfer of knowledge

### Response:

## INNOVATION & ECOSYSTEM

AIMETC has its philosophy of creating an **innovative ecosystem**. It has well established cells fostering the required mechanism. These cells synchronize their working according to the needs of the students, faculty and members of the society.

### 1. Corporate Relation Cell (CRC)

The aim of the cell primarily is to **bridge the industry academia needs**. Further, the cell tries to arrange events like **guest lectures, workshops and seminars** to meet the expectations of the corporate world. **Placement related activities** are organized in a progressive manner so as to prepare students for campus Selection. The cell works relentlessly throughout the year towards escalating the **institute's corporate reach** and surge placement and training opportunities for the students. The cell is a interface between the various stakeholders like students, faculty, and corporate world to stream continuous interaction with industry and its needs. This industry academia strengthened ties help AIMETC to achieve greater heights.

### 2. Research and Development Cell

Research and development cell (RDC) works to enhance the **research abilities of the faculties and students**. The teachers are encourages to publish quality research in various national and international journals listed in **UGC, Scopus, SCI/ABDC databases**. Meeting the needs of budding researchers, AIMETC have into its forte a bi-annual refereed journal **Apeejay Journal of Management & Technology** with ISSN 0974-3294 since 2006.

### 3. Entrepreneurship Development Cell (EDC)

The Entrepreneurship Development Cell (EDC) was started with an objective of generating the spirit of **'Self Employment' and 'Self Reliance'** among the youth. The EDC works as an incubation center for the students as well as for the society to develop individual skill-sets since 2013. The cell has also collaborated with the **'Start-up Punjab' (Boot Camp)** initiative in organizing workshops and Business plan competitions for students and render them financial support.

The Institute has been selected as one of the Project Institutes for imparting entrepreneurial education/training to students of the institution under **Prime Minister Yuva Yojna (PMYY)**, a centrally sponsored project being implemented by the Ministry of Skill Development and Entrepreneurship, Government of India. This project aims at equipping the potential entrepreneurs with requisite knowledge and connecting budding entrepreneurs to networks of peers, incubators, mentors and funding services. The institute has undertaken various initiatives on its own to instill the culture of innovation and optimum resource utilization.

Recently, the management has installed **Solar panels** by utilizing the terrace space and made institute work on solar energy which reduced the electricity expenses and has led to institute contribute its bit towards the cause of environment sustainability. The **Annual power requirement** of 137958 KWH is completely met by installed **Solar panels** in the campus.

The institute also organized a ‘**Sarpanch Meet**’ to make aware Sarpanches to effectively utilize the available resources of the village and earn their livelihood.

Innovation is an unending process which involves continuous searching for generating new ideas and solutions, during last 5 years AIMETC has continuously upgraded its mechanism of providing a conducive environment for innovations and transfer of knowledge.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 112

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
31	19	21	25	16

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 4

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 1.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	11	15	8	13

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.22

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	5	3

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

AIMETC organized various extension activities in the **neighborhood community** to aware students about social issues. The Institute in association with some NGOs like PAHAL organizes various events and extension activities for the welfare of masses. These include:

- The NSS club of the AIMETC organized various **health awareness, AIDS awareness and blood donation** programs along with Civil Hospital, Johal Hospital, Punjab Institute of Medical Sciences, Jalandhar in association with NGO's Unity club of India, PAHAL, Jalandhar, Blood Connect, New Delhi, in turn awakens the students about the necessity and challenges involved in creating a healthy society
- Under the scheme of Prime Minister **"SWACH BHARAT ABHIYAN"** the students of the NSS club organized various events in nearby villages.
- **Social awareness** programs like spreading awareness about prevention from AIDS were also organized by the Institute.
- Students of the institute also organized **traffic control awareness** program in collaboration with local traffic police which in turn aspire them to get into administrative services in the area of rural development.
- AIMETC also organized **"Beti Bachao Beti Padhao"** along with NGO Isha foundation in which sarpanches of the local villages attended the program.
- An awareness against **Female foeticide** was organized in the nearby villages to sensitize the rural community.
- AIMETC organized one day workshop for educating the local community regarding the how technologies in the education sector can help them lead to **"DIGITAL INDIA" campaign** and also educate them about the handling of their crops by inculcating new technologies in agriculture sector.
- AIMETC faculty also participated as resource persons and educate them about the **usage of computers and mobiles with neighborhood community** to boost their confidence level.
- Various **welfare programs** for orphans were also organized by the Institute. For this, students of the institute raised funds themselves and visited various orphanages and provided them basic necessities.



- Under the tag of Social responsibility program, the students of NSS clubs also participated with full energy and confidence for guiding people to maintain discipline and cleanliness in **Sodal Mela held every year in the city.**
- In order to enable effective implementation of **Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994 (PCPNDT)**, by the means of raising societal consciousness, a motivational workshop named "Daughters and Angels" was organised. In this workshop students and faculty participated along with **Divya Jyoti Jagriti Sansthan and Indian Radiological & Imaging Association, Punjab (IRIA).**
- AIMETC also organized **Painting competition at Govt. High school, Pind ladhewali** in which many students from different classes of the school participated to aware the value of education in rural high school students.
- The institute also organized a **'Sarpanch Meet'** to make aware Sarpanches to effectively utilize the available resources of the village and earn their livelihood. Innovation is an unending process which involves continuous searching for generating new ideas and solutions.
- Recently, the management has installed **solar panels** by utilizing the terrace space and made institute work on solar energy which reduced the electricity expenses and has led to institute contribute its bit towards the cause of environment sustainability.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response: 56**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	10	11	13

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 90.57**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
414	468	484	496	297

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

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

**Response: 835**

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

2018-19	2017-18	2016-17	2015-16	2014-15
212	141	125	154	203

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

AIMETC has adequate facilities and state-of-the-art infrastructure for making teaching-learning effective and interactive.

**Library:**

- The **Library** is fully air-conditioned, spacious and has more than **25000 books** which includes Management, Computer, Engineering, and 1100 Donated Books. It has bestselling books pertaining to various disciplines such as social sciences, general management, finance, accounts, production, operations management, marketing, trade & commerce, taxation, strategic management, information technology, Computer Architecture, System Software, Artificial Intelligence, Engineering Thermodynamics, Digital Electronics, Physical Chemistry etc.
- **OPAC:** For the convenience of staff & students library has maintained an electronic database of books and project reports, which saves a lot of time to the researchers.
- The Library subscribes to about **44 journals, 18 magazines, 16 newspapers and e-journals** including **J-Gate, DELNET, National Digital Library, Ebook Central Proquest, and 9 Journals in Exchange. E-books can be accessed through various modes like: Delnet, J-Gate, National Digital library (NDL) etc.**

**Computer Centre:**

- Provide, manage, and ensure the satisfactory operation of joint computer and software facilities for the students and departments that require these facilities.
- Ensure the monitoring of the computer network at the campus, and the coordination of inter-connections and the management of overall computer
- For conducting these tasks satisfactorily, computer center make use of a wide range of computer facilities. We have **544 computers of which 3 are Servers, 15 laptops and 526 are desktop with C2D and core i3 processors.** The students and staff make an extensive use of Computer Centre for Practical, Internet and e-mail facilities.
- The digital and hardware lab is well equipped with IC trainer Kits, Bread Board, Microprocessor Trainer Kits, IC testers, CRO, Interrupt Controllers, DMA Controllers Etc.
- **Wi-Fi Internet speed of 53 Mbps** with contention ratio 1:1 is provided in the campus with the help of fiber-link and **6 Mbps VPNoBB** under MHRD Project NME. Other equipment such as 43 Printers, Scanners, CD-writers, Plasma TV and LCD projectors make computing facility more effective and efficient. All latest and relevant licensed software packages are available in sufficient quantity. Language Lab is added to help students improve their command in English.
- **Tally ERP software lab** is also added to make the student develop expertise in accounting skills. Students and Faculty can access internet facility 24\*7 anywhere using their desktop, laptop, PDA, Mobile and other wireless devices.

The **lecture theatres** and classrooms are **SMART**, specially designed to make the teaching effective with the help of Smart Interactive whiteboards and LCD Projectors. We have a beautifully designed **Auditorium** which is used for organizing cultural activities and major seminars. The hostels are a unique form of accommodation in which arrangements create a warm and congenial atmosphere.

Appreciating the role of sports in the overall personality development of the students, the Technical Campus has developed **infrastructure for sports** like cricket, basketball, volleyball, badminton and indoor games like table tennis, chess and carom, and a full-fledged gymnasium. The **conference room** equipped with modern PA system, LCD Projector to organize seminars, guest lectures, group discussions and mock interviews.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The importance of extracurricular activities on Institute campus is well established. The Institute encourages and facilitates the students to participate in various activities to ensure skill like leadership, team spirit and holistic development. The college has developed over the years a number of facilities for the students to opt and participate in a variety of sports and cultural events. The places of physical activities are regularly used by students for recreation, practice and performance. Every year the participation of our students in inter-university inter-collegiate games is increasing.

**Cultural Activities:** - A committee for cultural activities has been constituted. The committee conducts the annual intercollege cultural festival **SPARK (an inter-college multi event meet)** comprising of various cultural events like singing, dancing, and drama etc. The institute also host **ZENITH (an inter-school multi event meet)** and **PINNACLE (Annual Sports and Cultural meet)** on annual basis in which number of cultural competitions are held. Financial assistance and facilities like a state of the art auditorium, theatre, audio visual aids, co-curricular activities room have been established in campus.

**Sports Activities:-** Sports and games form a very important part of education setup. Apeejay Institute of Management & Engineering Technical Campus, forms a sports club named APEEJAY STUDENTS SPORTS CLUB (ASSC) every year. This club is the guiding force for promoting the sports culture at AIMETC. The committee is formed by incorporating members from faculty, staff and students. The formation of the club begins through the formation of a sports committee primarily consisting of faculty. The sports committee then forms a sports club by selecting students based on their interest in different sports. The office bearers for the club are President, Vice President, Joint Secretary, General Secretary and event coordinators for the different outdoor and indoor games scheduled for the academic year. The Sports Committee is also instrumental in the selection of various teams and individuals who would be representing the Institute in the Inter college tournaments, intra-zonal competitions organized by the

IKGPTU, Jalandhar. The institute has a well furnished Gymnasium with the latest machines and exercise equipment. Membership is open to all students. Students are encouraged for participation in State/National level sports competitions held at other colleges.

The indoor/outdoor games and other events organised by the committee are:

- Cricket
- Football
- Volleyball
- Badminton
- Table Tennis
- Basket Ball
- Carrom
- Athletics (400m, 800m, 1500m, shot put and long jump events)
- Chess competitions
- Tug of War competition
- Various indoor games

The Institute has a Basketball court, a volleyball court, dedicated spaces for indoor games including table-tennis, carrom, chess. A large ground for football, cricket and handball. The institute hosts multi-event meet named 'PINNACLE' which includes sports games/events as above. The events are largely managed by the office bearers and coordinators of the Apeejay Students Sports Club (ASSC). The institute also hosts an annual athletic meet in which students take part in the athletic field events and fun games such as 400m, 800m, 1500m race, long jump, shot put, tug-of-war and other fun games.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 23

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.****Response:** 5.3

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
80.2	22.3	5.62	19.5	9.05

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Central library is fully automated and uses barcodes on books ,read by barcode Reader for loan and return of library books . The library uses **Alice for Windows for library operations.**

The **Alice for windows** has many modules to handle the library Functions:

1. Favorites
2. Inquiry
3. Management
4. Circulations
5. Acquisition
6. Periodicals
7. Reports
8. System

## 9. Supports

**Favorites module** : - Favorites gives you option to add your daily used function at one place by selecting right click to create shortcuts at desktop of the software. Favourities also added following Sub-modules like:

1. **Borrower file circulation** which is used for new membership which contain all the information of the user and extened the dates of membership by filling a membership forms in software and manually in hard copies of the library membership forms .
2. **Borrower Cards form circulation** : Barcode is used to make ID cards of students .
3. **Borrower Usage circulation reports** : It is used for daily reports of the library issue/return of the books .
4. **Cataloguing management** : It is used to enter the new books in automation process of the Library.

**Inquiry Module** : Inquiry is one of the three standard modules of Alice for Windows. It is the most important module for the users of the Library as it enables access to the resources included in the catalogue. Indexes available to search through **OPAC** .

**Management module** : In management Module following submodules are there to perform various functions of the library They are :-

1. Quick cataloguing
2. Cataloguing
3. Authority Files
4. Lookup files
5. Utilities
- (a) Reports
- (b) Authority lists
- (c) Catalogues
- (d) Forms

It has two kind of **Quick Cataloguing and catologing** used to entered new books coming to the library and maintaining the library books records with complete information of the books like – Accession No, Tittle, author etc.

**Authority Files** : It provide the information regarding the coding of the library according to the subjects codes or numbers etc. for e.g 08- code used for Accounting, BMT used for Business Mathematics

**Circulation Module** : It is used for Loan, Return, Fine to the borrower regarding the books . This circulation section is also used at the time of Nodues of the user of the library circulation section maintain all the records of the user issue/ returns.

**Reports** : All alice for windows reports including catalogue reports, overdue, fines, loan history, borrower list etc. The reports folder contain the collective reports options that are available within each individual folder.

**Supports** : This Funtion accessiabile only via support Password including Run file Recovery etc.

The library management system (Alice for windows) has **daily backup system** of each day. The borrower information of the books loan is saved and take a backup of QASIS folder of alice for windows ,copy and save to the F drive of the system under library software folder .



File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

The library of Apeejay Institute of Management & Engineering Technical Campus is a huge repository of knowledge. Recognizing the fact that ,library serves as an important means for providing resources and aids (in form of books , manuscripts , manuals ,journals and online sources like online databases of knowledge ) every possible measure is taken to ensure that library has all that is required by learners, teachers for their academic & research endeavor. The purchases are made depending on the recommendations of teachers and student every year. In addition to this if there is ever a requirement or recommendation for any rare book or manual etc, all efforts are made for procurement of the same. Some of such books which are rare and have been procured for knowledge seeking include : - The Times Economics ( Inspiring Entrepreneurs of of India I Dreamt ...I Achieved ) .

Some of the rare book titles includes:

- The Times Economic (Inspiring Entrepreneurs of India I Dreamt ... I Achieved !
- CSR General Knowledge Encyclopedia 2018
- CSR General Knowledge Encyclopedia 2017 -18
- Michel Swan Practical English usage Fully Revised International Edition
- Longman Dictionary of Contemporary English for Advanced Learners(First Edition)
- How to handle income Tax problem No1 &No2
- General Studies objective –Type Multiple –Choice Civil Services preliminary Exam
- More Than Just the Top1 of Everthing
- Objective General Knowledge Year Book 2013-14
- Objective General Year book 2011
- Objective General Year book 2010
- Guinness world Records 2006
- Guinness World Records 2003
- Britanica Ready Reference Encyclopedia
- Limca Books Records 2004
- Millennium Family Encyclopedia
- Reader Digest ABC's of the Human mind (A Family Answer Book)
- Encyclopedia of networking Electronic Edition
- Encyclopedia C
- Reference Guide : The Indian Millennium AD 1000-2000
- Most Popular Websites the best of the Net from a 2 z
- World Infopaedia UAE
- Oxford Dictionary of Quotations and Proverbs II
- Oxford Dictionary of Quotations and Proverbs I (The World Most Trusted Reference Books)
- Oxford Dictionary & Thesauruses III
- New Websters Dictionary & Thesaurus of English Language
- Lexicon Publication/N.C Dandury

- The Pearson Concise General Knowledge Manual 2008
- Academic Dictionary of Tourism
- Academic Dictionary of Food and Beverages
- Dictionary of Computing Communication
- Cambridge International Dictionary of English (Guide to Meaning)
- Microsoft Internet & Networking Dictionary
- Dictionary of Travel Tourism & Hospitality Terms
- The Oxford Dictionary for the Business World
- Dictionary of Management
- Anmol Dictionary of Commerce
- India 2020
- The Pearson General Studies Manual 2006 for the UPSC Civil Services
- Preliminary Examination

Since lot of impetus is given to entrepreneurship in the institute & much campus, awareness programs are organized for the same, so this book was specially procured for this purpose. Also, since we provide extra inputs to our undergrad students, many famous books, and encyclopedia for preparation of competitive exams have been ordered.

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

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 8.44

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
4.34	9.94	9.58	12.6	5.76

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

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

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 7.28

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 33

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

### 4.3 IT Infrastructure

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

**Response:**

The Institute has established a high-tech state-of-the-art Computer Centre and is equipped with High-end Servers. **Wi-Fi Internet speed of 53 Mbps with contention ratio 1:1 is provided in the campus with the help of fiber-link and 6 Mbps VPNoBB under MHRD Project National Mission for Education(NME).** All computers in the Computer Centre and campus are connected to LAN, WLAN as well as WAN through Structural cabling & high-speed switches.

The Institute has **544 computers of which 3 are Servers, 15 laptops and 526 are desktop with C2D and core i3 processor.** The institute visualizes centralized computing facility, campus wide networking and

information technology as a means to enrich the educational experience and invigorate emerging areas of scholarly research and education. There are 43 printers including 33 laser printers, 2 DeskJet printers and 8 Dot-matrix printers. Other equipment such as Scanners, CD-writers, Plasma TV and LCD projectors make computing facility more effective and efficient.

The Institute is also **Wi-Fi (Secured Wi Fi)** enabled (Boy's Hostel, Girl's Hostel, Director's residence, and Main block) with the help of 30 Access points thereby, making Internet and Intranet available 24hrs in the campus. Students and Faculty can access this facility anywhere using their desktop, laptop, PDA, Mobile and other wireless devices.

#### The main responsibilities and activities of Computer Centre are to:

- The institute has chosen a system based on **work stations under Windows, Linux**, which provide the interconnection and exchange of data between the various systems and enable us to provide with working environments adapted to their requirements and the students with tools reflecting the standards of the computer industry.
- **For the Computational Services, Institute has High End Computational Servers** on which accounts are given to students, staff and faculty of the Departments.
- **Network Connectivity is also provided to the remote locations**, which include both boys and girls Hostels.
- Computer Centre manages and administers the Internet links and the internet services such as electronic mail, **World Wide Web, DNS, FTP and other services**.
- The students and staff make an extensive use of **Computer Centre for Practical, Internet and e-mail facilities**.
- The digital and hardware lab is well equipped with **IC trainer Kits, Bread Board, Microprocessor Trainer Kits, IC testers, CRO, Interrupt Controllers, DMA Controllers Etc.** for full interaction of students with digital as well as computer hardware.
- **Language Lab** is updated to help students improve their command in English, French, German and other international languages.
- **Tally ERP software lab** is also added to make the student develop expertise in accounting skills. Utilization of Open Source Softwares is encouraged.
- All the **software packages** are updated regularly.
- The **wifi speed** has been enhanced and the data limit increased many times to meet the requirements.
- **New purchases** are made every year to replace the obsolete technology and hardware.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 86:113

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

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****Response:** >=50 MBPS

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

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 95.49

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

2018-19	2017-18	2016-17	2015-16	2014-15
544.8	448.1	387.1	372.6	373.3

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</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.**

**Response:**

There are **established systems and procedures** for maintaining and utilizing physical, academic and support facilities to ensure **smooth functioning** of each and every aspect of organisational activities.

Starting from procurement of resources or infrastructure to their regular maintenance and up-dation there are set procedures and processes, and well-designated responsibilities for **zero defect functioning** of each and every aspect of organisational functioning

Procurement process includes the following :

- First, the **conveners or incharges** of particular committees or cells, e.g. sports cum gym incharge will submit requisition form to Deputy Office Superintendent for approval.
- The request is evaluated by **Purchase and Maintenance Cell** of the institute and further sent for Director's approval.
- This is followed by **inviting quotations from vendors** for verification of prices and ensuring quality of product/services.
- The **quotations** are then emailed to AES' Head Office for their approval.
- While formulating the **perspective plan** of the institute, **suggestions** are invited from the incharges of different committees/ cells to decide on up-dation/resources required, infrastructural changes to be made, repairing required, writing off of books etc. in library, and based on these inputs, maintenance and upkeep activities are carried out.
- Besides this, the Administrative Officer is responsible for **every day supervision of infrastructure, its maintenance and upkeep.**
- Apart from the regular employees, and support staff, **some services are outsourced as well.** For instance, Institute makes special efforts for ensuring round the clock security of campus, students and staff and institute's infrastructure. For this purpose, the security personnel are outsourced and presently, institute has contract with **North Star Securities.** They are further supervised/ monitored by Deputy Office Superintendent. Similarly, Housekeeping Staff is outsourced and currently staff from **Lajwab Enterprises hired for ensuring cleanliness of the campus.**
- **M/s Diya Enterprises** have been outsourced for upkeep and maintenance of RO's to ensure the provision of clean drinking water in the Institute. Likewise, M/s Classic Enterprises have been hired for maintenance of ACs installed in the institute.
- In addition to the outsourcing of support staff, there are **designated individuals** (serving as regular employees) who are taking care of specific physical facilities. For instance, the responsibility of ensuring adequate equipment and facilities, and the regular upkeep of sports cum gym complex lies with Sports Coordinator and Office deputy Superintendent.
- The **maintenance and upkeep of hostel comes** under the purview of Hostel Wardens, Attendants and Deputy Office Superintendents.
- The responsibility of **campus beautification** and ensuring adoption of green practices lies with the NSS committee of the campus.

The respective Heads/ In-charges of Labs e.g. - Institute's System Engineer supervises the **requirement for computer labs.** The System Engineer regularly monitors the infrastructural updations to be made, new software packages required, hardware to be added etc. for ensuring provision of adequate facilities in the computer lab. The Librarian along with library assistants evaluate the stock, availability of books, journals,

e-books etc their condition, maintenance of rare books or manuscripts etc. They also decide about writing off of obsolete books or texts etc.

In order to make academic resources easily accessible to students and learners, the information, links and details related to them are put on website.

The various **online facilities** offered to students include:

1. Access to **E journals** and packages
2. **Feedback facility** for students or teachers
3. **Moodle**- it is like massive open online course. The teachers of various subjects enrol their students in their courses. Students of other sections can also get themselves enrolled in these courses. The course contents, details, resources like subject related content, videos, ppts are available on Moodle for students' ease and reference..
4. Teacher-Student Examination & Attendance portal (<https://acm.apjimt.org>): The students get details of their attendance in various subjects, employability enhancement programmes, tutorials, laboratories. The marks of the students In mid semester tests, quizzes are uploaded on this portal by teachers. The students and their parents can access their attendance and mid semester tests record on this online portal.
5. **Virtual tour** of the campus
6. Link for access to **E books**
7. Link for access to **SWAYAM/NPTEL** courses
8. **Question Bank** of IKG-PTU of various courses

The availability of all these resources on the institute's website and online portals are of great benefit to students, teachers and administrative staff in ensuring smooth functioning of the organisation. These online resources and facilities help learners in a number of ways. First, they serve as good academic support for them. It also allows prospective students in making right career decisions by providing a detail of various courses. It also provided liaison between alumni and new students. It helps in providing positive reinforcement to achievers.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 7.68

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
34	52	43	33	20

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.35

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	1	0

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

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling



3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 17.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
92	87	75	98	53

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

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

## 5.2 Student Progression

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

**Response:** 36.06

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

2018-19	2017-18	2016-17	2015-16	2014-15
92	87	75	98	53

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 3.45**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 7

<b>File Description</b>	<b>Document</b>
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 1.94**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	8	5	0

**5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
203	226	208	239	273

<b>File Description</b>	<b>Document</b>
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national**

/ international level (award for a team event should be counted as one) during the last five years.

**Response: 1**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

Apeejay Institute of Management & Engineering Technical campus, Jalandhar strives to work for holistic development of students. Hence, students are not just given academic inputs to enhance their learning and knowledge and become well-skilled, they are also made to **participate in various activities and events** which help them learn such as qualities as Leadership, Team Playing, Cooperation, Crisis Management, Conflict Resolution and Negotiation etc. At Apeejay, we have broken the convention of one student council and have student heads and members designated to work for specific committees. The objective behind this unconventional style of appointing or nominating different committee/club/class heads is that every student gets a fair chance of exhibiting their leadership abilities.

Following clubs are there in the institute to encourage students to participate and come forward :

1. There is a **Class Representative (CR) of every class**. The CRs are elected by the students of respective classes.
2. There are different clubs like **Finance Club, HR Club, Marketing Club, IT Club** to encourage students to come forward and conduct activities/events in their areas of specialisation. Student Coordinators for each club are appointed depending on interests and potential of students in area.
3. The **Placement Cell** conducts the placement drives. The students are also appointed as **placement coordinators** to handle the activities of placement cell.
4. The **Literary and Dramatics Club/ the Human Values and Professional Ethics Club** also appoint student heads which include President, Vice President, Secretary and Joint Secretary. The

selections are based on students' aptitude in theatrical skills, their linguistic prowess and their soft skills. The students should specially possess the ability to motivate their peers for participation in various events.

5. **The Sports Committee nominates Student Heads** which include President, Vice President, General Secretary, Joint Secretary for every game.
6. **Social Media Club** is there to work on social media platforms. To manage the working of the club students are appointed as coordinator and coordinator of the club.
7. **Cultural and Co-curricular activities committee** encourages students to participate in various events. Student coordinators are appointed to take care of the functioning of the committee.
8. **NSS Club** is there to encourages students to come forward to work for various activities. Club assigns the responsibilities to student coordinators.
9. The students also contribute a lot in **annual fests and events as Pinnacle, Spark and Zenith** as overall coordinators and co-coordinators of different competitions. Here, the students volunteer themselves to be coordinator of different competitions which are held under various categories.
10. The students **handle the stage as comperes** of all major events being held in the campus.

Students are made to plan, organize, allocate duties, divide workload and share responsibilities which enable them to learn and acquire various skills and become good leaders/managers/professionals. They get real time situations and experiences to become good leaders and team players which can't be imbibed through providing mere theoretical /conceptual knowledge about them.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 8.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

The Institute was established in 1997 and has ever since produced leaders, managers, software developers, designers working in top-notch companies across the globe. **Alumni** of any college serve as the **brand ambassadors** of the institution they graduated from. The Alumni are invited to the institute to share their expertise with the students. They are also invited to give **suggestions regarding the infrastructure and functioning**. The alumni association consists of faculty members and students. An **Informal Alumni Association** is operational at AIMETC. The association was formed to maintain a connect of with the alumni of the campus. A dedicated committee works towards this vision through the extensive use of information technology. Alumni are linked to the institute through a number of channels such as Facebook, Instagram, WhatsApp, LinkedIn etc.

The main objectives of the alumni association are:

- 1) To provide a **platform to the alumni** so as to maintain a link between the students, staff and alumni
- 2) Involving the alumni in **social welfare programmes**
- 3) To find **employment opportunities** for the students through the alumni
- 4) **Involving the alumni** in activities like conferences, workshops, technical symposiums
- 5) **Technical guidance, knowledge and career advancements** of the students through workshops, seminars and guest lectures
- 6) Promoting the **entrepreneurship and innovation** amongst the students and maintaining liaisons with the industry.

The **contribution of the alumni to institution is non-financial**. However, the alumni have contributed by delivering seminars, conducting workshops and by providing opportunities of placements at their start-ups or well-established companies.

Some of our alumni who visit the institute regularly to deliver special talks / guest lectures are

- **Mr. Ruchit Bansal, Owner & CEO, Signoaware**
- **Mr. Chakraborty Dada, Owner & Managing Director, Dada Industries**
- **Mr. Hitesh Dawar one of our MCA students is the Founder and CEO of INIZ Solutions**
- **Mr. Vivek Gupta from Alaska Group**

Some other Alumni students which are regular visitors are:

Mr. Navraj Singh, Mr. Rushpinder Singh, Mr. Tarunveer Athwal, Mr. Kamal Vaid, Mr. Nilesh Jain, Mr. Dasvir Singh Ankh, Ashwani Tiwari (Entrepreneur), Deepak Sharma and Sourabh Sethi.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** <1 Lakh

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 3

##### 5.4.3.1 Number of Alumni Association / Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

AIMETC is one of the leading institutes in northern India established under the aegis of Apeejay Education Society and Founder Chairman Late **Dr. Stya Paul** of Apeejay Stya Group. **Ms. Sushma Paul Berlia** is President - Apeejay Education Society; Co-Promoter & President - Apeejay Stya & Svrn Group, and Co-Founder & Chancellor - Apeejay Stya University and Mr. Aditya Berlia is Co-Founder & Pro-Chancellor Apeejay Stya University. Apeejay Education Society runs 26 **educational institutions** and is recognized for its **national stature and excellence in education for more than 50+ years**. The institute works on the following Motto : “Soaring High is my Nature” .

The vision of the institute is:

- To be a center of academic excellence to create leaders and innovators in Management, Engineering & IT for fulfilling the Industry and Societal requirements”

The Mission statement includes:

- To equip students with **skill-based practical Management, Engineering & IT knowledge**.
- Our educational programs focus on graduating outstanding individuals who have skills of **both entrepreneurs and employees** and are prepared to excel in a dynamic and competitive marketplace.
- To train the students on analytical skills and develop their **capacity to lead domestic and global organizations through innovation and creativity**.
- We strongly believe that a blend of **relevant knowledge, skill and right attitude towards life** is essential for the overall development of students.

##### Nature of Governance:

The institution is recognized by AICTE, MHRD, New Delhi approved by Department of Technical Education, Government of Punjab and affiliated to IKGPTU, Kapurthala. The Governance of the institution is strictly in accordance with the Vision and Mission. The system is effectively decentralized for a better governance and performance. The major decisions which have a bearing on the function and the goal of the institute are done by the Board of Governors which includes the Director of the institution. The staff council of the college headed by Director and all Deans as members ensures the proper implementation of the decisions. The Management gives sufficient freedom to Director to function in order to fulfill the vision and mission of the institution.

Deans are delegated with department level authority. The responsibilities are communicated to the faculty members through regular staff meetings. The Institute prepares **Perspective Plan** annually for continuous development under the guidance & approval of Governing Council. **Balanced Score Card approach** is used to prepare the perspective plan of the institute. Under Balanced Score Card, the 4-quadrants are



considered namely **Financial Sustainability, Student/Parent Focus, Internal Processes and People Development**. The perspective plan helps to streamline various processes like evaluating methodologies of the teaching-learning process, research progress, infrastructure facilities, Inter-Intra Institute activities etc.

The institute prepares own semester wise academic calendar as prescribed by affiliating university. It includes pre planned activities such as Mid Semester Tests, annual events like Pinnacle, Prize distribution, Inter-College events, Inter-School events, Convocation etc.

In addition to the above, Director conducts regular meeting with the faculty members regarding follow up on Academic Calender, Student Progress, placements and also motivates them to implement the action plan.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

**Effective leadership** by setting values and participative decision- making process is key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. AIMETC has always promoted decentralization and participative management in creating an ambience favourable for overall growth and smooth functioning of the institute. In order to work towards decentralized governance system, the institute works at following levels:

1. **Top level:** It includes Chairman of Apeejay Education Society and BOG Council who delegate all academic and operational decisions based on policy to Director of the institute.
2. **Director Level:** In order to achieve the vision and mission and to look after the overall development of the institute, the Director defines organizational structure, setting up rules & regulations, delegates' responsibilities, ensures periodic monitoring & evaluation, define quality policy/objectives, prepares budget, conducts meetings, motivate and monitor a team of competent faculty. A detailed Perspective Plan including **Balanced Score Card** approach is prepared for the same.
3. **Deans Level:** Plan/execute and monitor various academic activities.
4. **Faculty Level:** Each teacher is assigned subjects as per their expertise. Various committees are formed for effective implementation and development of the institute. In order to develop their leadership skills, the director & deans encourage them to conduct various academic and extracurricular activities by appointing them as convenors and co-convenors of various committees.
5. **Student Level:** Students are empowered to play an active role as a coordinator of co-curricular and extracurricular activities. Student run various college clubs like HR club, Sports Club etc.

#### Participative management

The institute promotes a culture of participative management by involving teaching, non-teaching staff and students in various activities. Open door policy is there for inviting suggestions related to any aspect thereby ensuring complete transparency.

- Director, Deans and faculty are involved in defining and framing rules & regulations pertaining to admission, placement, grievances, training & development etc.
- For various activities, all the staff members meet, discuss, plan for the event and form various committees involving students.
- Non-Teaching staff members are involved in executing day to day support services.

#### Case Study: Academic Council Committee (ACC)

ACC is institute level committee responsible for drafting, regulating and implementing different academic policies. The committee includes Director, Deans & senior faculty.

#### Activities conducted by ACC:

- ACC prepares the **academic calendar** which is in accordance of University's academic calendar which is meticulously prepared by deans of the institute and ensures its proper implementation.
- ACC plan and prepare pedagogy, course plan and lesson plan for courses in the curriculum.
- All CPs/LPs are allocated to respective subject teachers and they are responsible to prepare it within stipulated timeframe.
- ACC plans events of every semester. Convenors of all committees are responsible for organizing events.
- ACC plan schedule of mentorship program. **Student Advisory Committee** allocate mentors to students and conduct meetings to resolve problems.
- **ACC encourages faculty, students, parents**, and other stakeholders to share their ideas, suggestions through parent-teacher meet, alumni meet, student feedback system. The inputs received from them are **reviewed and considered**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The Perspective plan of AIMETC is prepared keeping in consideration of the Vision, Mission and the goals of the Institute. **Balanced Score Card approach** is used to prepare the perspective plan of the institute. Under Balanced Score Card, the 4-quadrants are considered namely **Financial Sustainability, Student/Parent Focus, Internal Processes and People Development**.

The Apeejay Education Society (Head Office) provides guidelines for preparing the plan. **The Perspective Plan committee** under the guidance of the Director of the institute prepares the plan considering objectives of the institute as a base in formulating the perspective plan along with the inputs taken from various stakeholders, their expectations, management policies etc. AIMETC strives for excellence in imparting value-added Management, Engineering and Computer education through continuous improvement of Infrastructure, Systems and Processes and with development of the human resource to satisfy the needs of Industry and Society at large. To enhance the quality to achieve excellence various strategies are formulated after taking feedback from students, faculty, employees and other stakeholders. This **perspective plan** is presented in the Board of Governing council meeting by the Director of the institute for discussions, reviews and approval.

The Perspective plan includes the following SMART objectives:

- To scale the new heights in **Academic Excellence** by initiating the action plan for innovation in teaching pedagogy and content delivery process, getting required accreditations and engaging in various **CSR** activities
- To create a vibrant and active campus through **Employability Enhancement Program (EEP)** which provides an opportunity of growth to each student
- To enhance the **Industry Interface** to bridge the academia- industry gap by being more responsive to industry needs
- To focus more on **Entrepreneurship Development Activities** by giving opportunities to students for opening up their own ventures.
- To foster a conducive environment for **Research and Development** of faculty and brand enhancement of the Campus
- To continually improve **Infrastructure**, as per latest technical and academic requirements.

**Further, the Perspective Plan included Quadrant wise specific objectives in Balanced Score Card approach.**

The first quadrant is **Financial Sustainability** which includes objectives related to new admissions and values added services.

The second quadrant is **Student/Parent Focus** which includes objectives related to Student Placements, Academics, Marketing of campus and Parent communication.

The third quadrant is **Internal processes** which included objectives related to Academic Input excellence, Industry interface, Infrastructure and co-curricular activities.

The fourth and final quadrant is **People Development** which includes objectives related to faculty recruitment, development, compensation and similar activities.

**The Perspective Plan including balanced score card is measured and reviewed by Chairperson, Apeejay Education Society in annual review meeting.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

The governing body of AIMETC follows a completely transparent system of governance in all areas of institute's administration such as admission, appointment, teaching, management, finance, etc. The governing body adheres to both in letter and spirit, the rules, regulations and norms laid down by the statutory superior bodies like AICTE, MHRD and Department of Technical Education, Government of Punjab. The governing council of institute comprises of representatives from management, academia, industry and regulating agencies. Important decisions regarding administration and policy matters are approved by BOG under the guidance of the **Chairperson** (Apeejay Education Society).

**Institutional Head:** The Director would function as administrative and academic head of the Institution. Day-to-day management of the Institutes is taken care of by Director. A detailed perspective plan is prepared for implementation of all tasks related to planning, governance and administration of the campus.

**Deans :** Deans will be responsible to run the academic activities of their institutes. However, they will apprise, seek advice/ suggestion/ recommendations from the Director of the Apeejay Institute of Management & Engineering Technical Campus.

**Faculty:** All the faculty members of three schools are personally responsible to take care of the teaching load assigned to them as per norms laid down by AICTE. They report to academic coordinator and deans.

**Deputy Office Superintendent:** DOS would discharge all administrative duties/functions and report/seek advice from Director.

**Central Library:** Operates under Librarian who will be responsible, and report direct to the Director.

**Central Computer Center:** It operates under System Engineer who will be responsible for day to day operation. He directly reports to the Director.

**Faculty Recruitment:** The entire system of admission, appointment, promotion of faculty and staff is totally merit based and transparent. Recruitment of teaching, non-teaching and office administration staff is planned at the end of every academic session. The requirements for teaching staff is forwarded by Deans of respective schools where as requirement of non-teaching staff is forwarded by the concerned departments to the director of the institute who further forward the requirements to the head office. After getting approval from Head office, the institute recruit faculty as per AICTE norms like vacancy position, increase

in the intake of students and introduction of new courses. The interview process in AIMETC comprises of two rounds. In the first round, the shortlisted candidates have to go for preliminary round of interview which is going to be conducted by the panel of 4 to 5 members (internal faculty) who are specialized in their respective field along with dean of respective school. After preliminary round, final interview of the selected candidates is conducted by the panel of 6 to 7 members which includes Chairman/Chairman's nominee, Director of the Institute, Deans, Subject experts (External faculty), VC's nominee of IKGPTU (Affiliating University).

**Grievance Redressal mechanism:** Grievance Redressal Committees have been constituted in respect of staff and students with senior faculty as chairman and staff as members of respective committee. Grievances can be discussed in person, dropped in suggestion box or can be sent online on Institutes' website.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

AIMETC strives for excellence in imparting value-added Management, Engineering and Computer education through continuous improvement of Infrastructure, Systems and Processes and with development of the human resource to satisfy the needs of Industry and Society at large. In order to

achieve this motive, various committees/cells/clubs are formed in the institute for the smooth and efficient management of activities. The committees are constituted by the Director in consultation with Deans for one academic year or until new committees are constituted. Every committee/cell/clubs enjoys functional autonomy essential for accomplishment of its objectives, but will remain accountable to the Director. These committees/cell/clubs plan their activities for the one academic year but these are organized semester wise. For the smooth functioning of these committees/cell/clubs periodic meetings are held. In these meetings conveners of every committee/cell/clubs along with their members plan and take decisions related to activities to be conducted. All these decisions are recorded in the form of minutes of the meeting. The plans thus discussed in these meetings are then implemented in various phases with the combine effort of faculty and students. In AIMETC we have various committee/cell/club which are as follows:

#### **1. College Development Committees**

- . Academic Council Committee
- . Planning & Monitoring Committee (Ex-Officio)
- . Software Development Cell & Institute Website updation Cell
- . Perspective Plan Committee
- . Canteen Committee

#### **2. Academic Committees**

- . Library Committee
- . Student Advisory & Mentorship Committee
- . Time Table Committee

#### **3. Examination & Result Committee**

- . MST cum Internal Assessment Committee
- . Results Monitoring Committee

#### **4. Discipline / Anti Ragging/ grievances Committee**

- . Discipline Committee
- . Anti Ragging Cell
- . Grievance redressal committee

#### **5. Research, Development and Consultancy Cell**

#### **6. Industry – Academia Interface**

- . Training & Placement Cell
- . Corporate Relations Cell

#### **7. Internal Quality Assurance Cell**

- Departmental Advisory Boards
- Management Courses
- Computer Application Courses

- Engineering Courses

## 8. Publication Committee

- . Quarterly Newsletter Committee
- . Apeejay Journal Committee
- . College Magazine Committee

## 9. Admission Committee

- . Inter School/ College Competition Committee (Zenith & Spark)
- . Career Guidance & Counseling Cell

## 10. Alumni Committee

## 11. Student Driven Clubs/ Cells

- . Marketing Club
- . Human Resource Club
- . Finance Club
- . Information Technology Club
- . Engineering Cell
- . Sports Club
- . Cultural & Co-curricular Club
- . Literary & Dramatics Club/Human Values Profession Ethics Cell
- . CSR/ NSS Club
- . Social Media Club
- . E – Cell

## 12. Digital Marketing and Media Promotion

## 13. Press/ Publicity Committee

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

The institution provides welfare measures for the teaching and non-teaching staff. These include:

- All the staff members are granted **casual leave** every year as per the provisions indicated under the Service Rule Book issued by the management. The faculty members are eligible for availing Casual Leave of 10 days per academic year.
- All the Staff members are granted **Earned Leave** facility as per the provisions indicated under the Service Rule Book issued by the management.
- **Medical Leave** is for 10 days per academic year.
- The teaching staff members are entitled for **Summer and Winter break** as per university academic calendar.
- Faculties are encouraged to attend International/ National / Wokshops / Seminars/ symposia and **On-Duty leave** is sanctioned for the same.
- The faculty members are given **Special permission** to serve as the resource person in various forums/ FDPs/ educational institutes etc.
- The faculty members are **permitted to be part of Board of Studies** of other institutions & Universities, to be a member of Technical Committees, and to act as supervisor of PhD evaluations
- **Group Medical Insurance** is provided for teaching and non-teaching staff.
- The Female staffs are provided with **maternity leave** as per the provisions indicated under the Service Rule Book issued by the AES.
- Staff members are motivated and driven to achieve more and more success through workshops and seminars conducted internally as well as externally.
- All the staff members are provided with **Provident Fund and ESI (as applicable)** without any inhibition.
- Support is provided to the faculty to participate in industry institute interaction which also contributes to the professional development of teachers.
- **Technology based training** is facilitated for strengthening the knowledge of using latest facilities and equipments.

## LIST OF THE WELFARE MEASURES

### Particulars

1. Casual Leave
2. Earned Leave
3. Duty Leave
4. FDP / Training
5. PF
6. ESI
7. Gratuity
8. Maternity benefits
9. Semester vacations for teaching Staff
10. Uniform for Attenders and Housekeeping Staff

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description****Document**

Details of teachers provided with financial support to attend conferences,workshops etc during the last five years

[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 4.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	5	4	2

**File Description****Document**

Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).

[View Document](#)

Reports of Academic Staff College or similar centers

[View Document](#)

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five**

years

**Response:** 24.75

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	12	12	8	8

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

AIMETC follows a systematic Performance Appraisal System for teaching and non-teaching staff. It is considered as process for continuous improvement of the academic standards which ultimately aims towards development of the student, the faculty and the Institution. The institution/ management evaluates faculty based on teaching, research and participation in development activities and due importance is given to all these activities. A structured ACR (Annual Confidential Report) is made by each faculty member for this purpose, wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department. The concerned HOD/ Dean give their remarks on the performance of faculty member. Further, Director of Institute also gives his comments on the performance of the faculty. The faculty performance appraisal system is evaluated in different categories like Teaching Assignment; Detail of thesis, dissertation, projects and Case studies supervised; Details of advanced study carried out; Details of own research done; Details of publication, Professional Meetings, Talks delivered; Details of Innovations/Contribution in Teaching during the year; etc and academic performance- evaluated from the feedback from students, expert review feedback and management feedback. Every category has 5 points (Outstanding, Very Good, Good, Average & Poor). *Outstanding*, *Very Good* and *Good* are treated as *satisfactory* recommendation whereas *Average* and *Poor* will be treated as *unsatisfactory*.

Following parameters reflecting the performance of the faculty are analysed which help to conduct the appraisal:

- Punctuality of the faculty.
- Preparedness of the faculty for the class and use of examples and illustrations by the faculty.
- Doubt sessions / tutorials taken by faculty.

- Conducting of regular classes & completing the syllabus on time by the faculty.
- Ensuring attendance in class and enquiring about student's absence to the class by the faculty.
- Helping the slow learners/ weak students by the faculty.
- Participation of the faculty in organizing co-curricular activity.
- The faculty updates the student on recent development in the industry and hold the attention of the student throughout the class.
- Encouraging students to go to library to inculcate reading habit and can analyse number of books of all subjects.
- The faculty encourages discussion and questioning during the class and also gives clarification and additional information while returning assignment and answer paper.

The feedback by student highlights the strengths and areas of improvement for each faculty member and the rating given by the students. Each faculty member further has the opportunity to discuss their efforts towards teaching-learning and evaluation related activities, co-curricular, extension, professional development related activities and Research & academic contribution.

The salary revisions periodically are based on the performances indicated by results, and contribution towards achieving institutional goals.

The institution also evaluates non-teaching staff professionals, based on technical work and administration related activities, general conduct and qualities. The director of the institute fills remarks on their annual confidential report and evaluate their performance on 5 points basis (Outstanding, Very Good, Good, Average & Poor). *Outstanding*, *Very Good* and *Good* are treated as *satisfactory* recommendation whereas *Average* and *Poor* will be treated as unsatisfactory.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

#### Internal Audit:

Institution conducts internal financial audits regularly. Audit will be conducted every day. The auditors visit institute every day, they will verify all financial transaction with the supporting documents and approval of proper authority for each financial transaction.

Management is responsible for the preparation of the financial statements. Such financial statements will be signed and approved by Auditor and Management. Based on the audited financial statements, auditor will issue " Audit Report"

The accounts are regularly audited by internal auditors and there are no major objections so far. Minor

errors or omissions pointed out during the audit are immediately rectified and precautionary steps are taken to avoid reoccurrence of such errors in future.

#### External Audit:

The external audit is done by a reputed Chartered Accountant firm appointed by the management.

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

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

**Response:** 2.19

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.33	0.37	0.35	0.14	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

The availability of finance is essential for any organization, society, family or co-operatives but the movability of fund is even more important. If the mobility is in the accurate direction, coordinated then the level of growth in high otherwise it becomes ineffective even though the fund is available. Therefore, the mobility of finance is important for the expansion of organization.

AIMETC is a self-financed institution, where the funds are generated through the fees paid by the students. The principle source of funds for the institute is students' fee. Funds are also garnered through fee collected from the students. As it is a self-financing Institute, the important source is students' fee. These funds are utilized for various needs that come up from time to time. The institute does not get fund from

the state government for the maintenance.

Tuition Fee is the major source of funds. Capital expenditure like purchase of equipment, furniture, repair and maintenance, construction etc. is being financed by Head Office as a part of societal contribution. Balance available after expenditure towards these items is used to meet the deficit for contingencies.

The institute has a well-defined machinery to monitor effective and efficient application of available financial resources for the development of the academic processes and infrastructure improvement.

- Institutional budget is prepared by the Director every year by consulting the major stakeholders and taking into consideration of recurring and non-recurring expenditures.
- All the major financial decisions are taken by the Institute's management and Governing Council. As and when urgent requirements arise it is given after sanctioned revived from corporate office. Financial matters are closely scrutinized by the accounts office. In case of any need where the financial support is required, proper demand in writing is made from the concerned.
- Since the Institution operates within a common campus comprising several sister institutions, there is no provision of generating incomes through charging them

The accounts department of the institute make use of latest softwares like Tally to manage all the accounts of the campus.

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

#### Response:

IQAC is established in the institution to maintain and enhance quality of education. The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution. The work of IQAC is the step towards quality enhancement of the Institution. Institution encourages the faculty to undertake research activities and directs the Committees to conduct seminars, outreach activity, intra/ inter competitions among students for enhancing their leadership quality. The IQAC also co-ordinates between the Director and the various Committees working for implementation of various quality initiated practices.

Quality check involves:

1. Monitoring of classes and reporting the discrepancies to the higher authorities on a daily basis.
2. Weekly verification of attendance registers.
3. Verify students enrolled on MOODLE in each semester.

4. Verification of award list from faculty after completion of MST.
5. Verifying MST syllabus and MST question paper.
6. Verification of laboratory attendance register - to check whether the marks are being allotted according to the laboratory evaluation process of the institution.
7. Verification of final attendance before submission to University examination forms. The Students having shortage of attendance are informed regularly along with the respective subject teacher and the same is reported to the director.
8. Verification of final internal marks before submission to IKG PTU.
9. Verification of Notice board displays periodically - To check whether the current circulars have been displayed or not. Old circulars must be removed.
10. Verification of stock register of newly purchased equipment in the beginning of every semester for computer centre and laboratories.
11. Verification Timetable and workload in the beginning of every semester
12. Central Library audit on a yearly basis.
13. Verify class adjustment daily in case faculty on leave.
14. Verify effectiveness of Employability Enhancement Programme for all classes.
15. Ensure timely publication of Information Brochure, Prospectus, Newsletter and Research Journal of the institute.

Best practices followed are:

1. **Feedback by students on Academic Inputs:** The students provide feedback on the academic inputs given to them for each subjects every semester. Students who are having attendance more than 75% are included for feedback process. This includes the instructional style followed by subject teacher, extra resources provided, study material offered, learning aids used etc.
2. **Faculty Development Programmes:** Teachers are encouraged to enrol in online learning courses on NPTEL/SWAYAM/MOOCs etc. and attend FDPs related to subjects.
3. **Extra Classes for slow learners:** After analyzing class performance, the class incharge & teachers teaching subjects sit together to identify slow learners. These slow learners are given question bank to improve their performance in final examination.
4. **Efforts for Advanced Learners:** They are motivated to undertake projects, additional study material is provided to help them attain univeristy merit positions.
5. **Employability Enhancement Programme (EEP)** is designed to make the students industry ready. Under EEP, the students are provided training in four major areas: General Awareness, Quantitative Aptitude and Reasoning Ability, Communication/Soft Skills and Technical Skills. This comprehensive training module includes live projects, internships, industry visits, industry-academia connect sessions/guest lectures, workshops, news analysis, case study analysis, group discussions, role plays and mock interviews.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</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**

### **Response:**

The Internal Quality Assurance Cell enforces quality of the teaching learning process and ensures continuous improvement. The IQAC reviews the teaching learning process, structures and methodologies of operations and learning outcomes by introducing several initiatives like use of innovative teaching methods; organize Workshops, National conferences, and programs on content beyond syllabus and motivating faculty for registering for Ph.D.

AIMETC has reviewed and implemented teaching learning reforms such as Case studies, live projects, Pre-Placement activities, outreach activities, Student and faculty research etc. Following processes are reviewed by IQAC from time to time.

- Apart from subject related specific activities for enhancing the learning experiences, Fixed one lecture slot is provided for classes on Employability Enhancement Programme (EEP). Under EEP, the students are provided training in four major areas: General Awareness, Quantitative Aptitude and Reasoning Ability, Communication/Soft Skills and Technical Skills. This comprehensive training module includes live projects, internships, industry visits, industry-academia connect sessions/guest lectures, workshops, news analysis, case study analysis, group discussions, role plays and mock interviews.
- The IQAC reviewed the process of in-house events. As the student's engagement was only in participation and not in organising/ conduct of such events. This led to the formulation of various student Driven Clubs/ Cells like Marketing club, Finance club, Human resource clubs, Information technology club and Engineering club.
- Apeejay Pinnacle event is organised annually which include various competitions related to music, dance, literary, theatre, sports and fine arts for overall development of student. In this annual fiesta forty competitions are organised in various categories, to ensure unbiased judgement teams are formulated and judgement sheets are prepared. IQAC team suggested that such judgmental panel should be fixed well in advance and notified to all. The performance of the teams should judge by a panel of minimum two judges.

### **SMART Classrooms with modern facilities:**

- The infrastructure of the classroom plays a vital role in the knowledge transfer. Proper tools and mediums make the learning experience very effective, interactive and efficient. The classrooms are well equipped with SMART classroom. The institute also has one seminar hall and four lecture theatres.

### **System Upgradation:**

- IQAC understands the relevance of updated and upgraded systems that facilitate quick and quality-based learning. To acquaint the students with the industry-based practices new Systems are purchased with latest OS and modern software. It includes replacement/ renewal Hardware (like desktop, laptop, printer, LCD, projectors etc. & software; Wifi bandwidth updating, new server, electricity saving.

IQAC on a regular basis reviews the process of Knowledge transfer and recommendations.

The Perspective plan of AIMETC is prepared on recommendations from IQAC, keeping in consideration of the Vision, Mission and the goals of the Institute. **Balanced Score Card approach** is used to prepare the perspective plan of the institute. Under Balanced Score Card, the 4-quadrants are considered namely **Financial Sustainability, Student/Parent Focus, Internal Processes and People Development.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	3	3	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

**Response:** B. Any 3 of the above



File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

#### Response:

Apeejay institute of Management & Engineering Technical Campus aim is to advance, support and implement academic programmes as per industry needs. IQAC periodically conducts meetings and holds discussions with all the members to promote quality enhancement measures for institutional functioning for an on-going journey of continuous improvement.

In its continuous efforts, prominent incremental improvements made during the preceding five years are:

- 1. Internet Facility :** The Technical Campus provides internet facility to the students to access internet. Students and faculties are free to access educational information through high speed internet connection and can surf the net together unlimited information. During the last five years there are incremental changes in the bandwidth to provide the internet facility.
- 2. Energy saving initiative :** Various initiative are taken by institute in energy saving initiative. Since 2015, LED lights were installed in campus in multiple phases. In 2018, solar panels were installed and fulfil all power requirement.
- 3. Streamlining Industry Interaction :** During the IQAC meeting held on September 5, 2015, members emphasized to conduct one-day Industry Visit. Industry from various sectors to be covered. Moreover, the visits had to be streamlined in a better way and undertaking is revised so that far places has to be covered.
- 4. Student Driven Clubs :** During the IQAC meeting held on January 7, 2017, it was proposed by members to enhance student participation in intra institute activities. Thus Student Driven Clubs were to hold inter-class and intra class teams competitions. Hence, there are five specialization clubs – Marketing, Finance, HR, IT and Engineering.
- 5. Entrepreneurial Education :** The Technical Campus has created an Entrepreneurship Development Cell (E- Cell) with the objective of generating the spirit of “Self Employment” and “Self Reliance” among the youth. Since 2017, the institute has also been given the status of a Project Institute under Pradhan Mantri Yuva Yojana for entrepreneurship education. PMYY provides entrepreneurship courses to be taught to the students. Around 259 students have successfully completed the Entrepreneurship Orientation Programme. Students participating in state/ national level competitions and bring laurels to institute.
- 6. Alumni Association :** During IQAC Meeting held on January 7, 2017, it was decided that Alumni should be invited for guest lectures. Till date number of alumni interacted with students.
- 7. Employability Enhancement Programme :** Employability Enhancement Programme is an integral component of the curriculum. The objective of employ-ability Enhancement Programme is to equip the students with the necessary skills like reasoning ability, analytical skills, logical

thinking, communication skills, managerial skills, technical competence, team playing skills, conflict resolution negotiation, risk taking ability & taking initiatives etc.

8. **Bio-Metrics for staff** : Using Bio metric system, arrival and departure time as well as attendance of the staff members recorded electronically. Biometric machine was installed at the Institute's office and operative since January 2018.

9. **E Courses (Staff & Students)** : Certificate programmes helps the students and faculties to acquire more knowledge in particular area of studies. Since 2018 onwards, faculty & students to registered for various NPTEL / MOOC courses.

Apart from these there also has been a lot of incremental growth in terms of quantitative aspects which are as follows:

- To inculcate the proficiency skills, language lab was also established.
- Facilities / Equipment for teaching and learning strengthened
- Smart Boards are installed in all the classes of the campus
- LCD Projectors in lecture halls are also installed to enhance digital education system.
- Enhanced Internet Facility
- Under Engineering programme laboratories are established like Physics, Chemistry, Workshop and BEEE.
- Apeejay Journal indexed in J Gate+, Scientific indexing Services, Site factor and also available on Google Scholar.
- With MOODLE, imparting education became easier as students can download their course material, submit their assignments, take instruction for experimental/ case study etc
- The technical campus encourages the use of ICT resources for teaching and learning by the staff as well as the students. Various facilities have been provided by the institute to make the campus IT friendly
- ICT enabled campus
- Moodle
- Facebook page, Instagram page, LinkedIn page, Youtube portal
- Central computing facility in Main Library
- AIMETC receiving the feedback from the students on the utility of support services made a regular feature through Online Feedback Process.
- The institute has successfully promoted many new innovations and best practices like good placement record of students through Training & Placement Cell; Mentor - Mentee through Student Advisory System; Holistic Development of students by incorporating courses like Human Values and Professional Ethics in the course curriculum; and think innovatively under Entrepreneurial Development Cell

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

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	3	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

##### **Safety and Security:**

With a vision for providing absolute safety and security to faculty members, staff and students, the institution has established a foolproof security system. For this purpose, the security guards are deputed for 24 x7 within the campus. In addition to this, Closed Circuit Television (CCTVs) are installed in the class rooms and labs. The institute has also introduced mentor-mentee system where the student can discuss his/her personal/academic difficulties. The principle of gender equality is incorporated in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. We are promoting and also introducing new ideas for enhancing leadership skills, technical knowledge in the field of Science and Technology, participation in sports activities, participation in NSS activities, social reforms and cultural activities of the Institute.

We are determined and always encourages our staff to hold such activities which are free from gender

based discrimination. The female students have equal rights in the decision making of any kind in an institution, may be in the form of class representative or on the issue of fests and leading various activities at the college level. We also ensures to provide extra care to girl students, due to this reason, girls hostel is constructed nearby the Director residence so that girl students can seek any kind of help in critical times. Majority of the total strenght of the institute are girls as concerned parents and society is relying on our safety and security measures.

The Institution also appointed a separate women warden for girls' hostels and male warden for boys' hostel.

1. Sick room is available in hostels as well as in Institute.
2. Hostels are provided with 24\*7 internet facilities.
3. Institute has signed a MOU with Johal Multispeciality Hospital near the campus for any health-related emergencies.
4. Ambulance service is available 24 x 7 from Johal Multispeciality Hospital Ph:+91-181-5033333 and Toll Free No.: 1800 330 7777

Training and awareness are provided in the campus for safety and security of all the students. As our institute is lying on NH-70, so from students safety point of view, we regularly organizing guest lectures on traffic rules with coordination with Jalandhar traffic Police.

### **Counselling Cell:**

A special Cell for the Counseling of the students is formed by the institute. Faculty members from Training and Placement cell are well trained by the professionals in the training sessions organized by the Head Office, New Delhi. This Cell addresses the distinct social, mental and professional challenges of the heterogeneous group. The trained faculty shared their vision with the students so that they can be groomed to meet with challenges in their lives. Cell also provides proper guidance to the students for their holistic development and also prepares them to face different challenges in their life. The aim is to assist and groom the individuals to meet the social, mental and professional difficulties for the endurance in the fast-paced present scenario.

#### **• Objectives of the Counselling Cell:**

- To provide required assistance to the students.
- To help the students to boost self-confidence in them.
- To main objective of this cell is to make our students a complete personality so that he / she is able to convert their gained knowledge to wisdom.
- The institute also has stress management seminars and yoga programs to help students to cope up with stress.

### **Common Room:**

The Institute, has set up separate common room for girls and boys to provide privacy and recuperation. Especially for girls, which has chairs, tables, couch, pillow, and blankets, tube light, fan, first aid box, and glucose, sanitary napkins, and housekeeping helper. In order to insure the complete care of the girl students, institute has established a sick room just adjacent to the girls common room.

AIMETC Rules and Policy guidelines for admission, recruitment, administrative operations, and academic

administrative activities safeguard the interests of the students, faculty and workforce members without any discrimination. Indeed, true spirit of education is being practiced in the Institute, i.e., no discrimination against caste, creed, religion, and gender including third gender. The Institute provides safety, security, career and personal counseling facilities to both male and female students /staff through its well-defined Equity, Diversity & Non-discriminatory policy. The Committee ensures transparency in admissions, avoid unfair practices, address to the complaints of discrimination towards staff/ students belonging to Scheduled Caste, Scheduled Tribe, OBC, Minority or Disabled Categories. Committee has been formed as per the directions of Honourable Supreme Court Rulings and AICTE norms.

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

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 100

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 137958

7.1.3.2 Total annual power requirement (in KWH)

Response: 137958

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 64.1

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 16

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 24.96

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

#### Response:

- **Solid Waste Management**

AIMETC always emphasized on the adoption of methods by which solid waste can be reduced. Two type of dustbins are used i.e. red for non biodegradable and Green for biodegradable waste material. Staff of the institute regularly motivate students to avoid littering of garbage in the campus. Even inside the staff rooms, labs, corridors and student common rooms separate dustbins are placed for the garbage. Gardeners are well trained to collect fallen leaves from the trees and waste which can be converted into useful manure after dumping these into the pits.

As a result, a new waste minimization initiatives was introduced for collecting and segregation of the waste materials which includes old papers, plastics, glass bottles, old broken furniture, old non working electronic equipment, metallic cans, juice cans and foods etc. For this purpose, a special staff from the Lajwab Enterprise are hired and deputed for the above said purpose. These workers work under the supervision of administrative supervisor who is fully responsible for the collection of waste on each floor of the institute, hostel and staff residences. The collected waste is segregated by the authorized third party in different containers and then transfer the required waste to the main dumping yard of the Municipal Corporation Jalandhar, which is situated near village Nangal Shama. Rest of the waste is again segregated for reuse or recycling purpose as decided by the decision authority of the institute.

- **Liquid Waste Management**

Liquid waste generated by the institute are of two types:

- 1.Sewage waste
- 2.Laboratory, Laundry, Hostel mess and canteen effluent waste.

A standard drainage with proper procedures and practices is implemented to prevent mixing of liquid waste with the main water courses that is potentially harmful to human health and to the environment. Liquid waste of institute is managed by disposing the material in deep dig at the backyard of institute.

**Liquid waste-water management:** The waste-water is vented through municipal garbage.

- **E-waste management**

A proper procedures are adopted by the institute authority for the realization of e-waste material like computer desktop and laptops, damaged toner cartridges, old non working LCD projectors, cables, phones, printers, Fax and photocopy machines for the purpose of upgrading to the new technology versions under buy-back scheme. The whole procedure is followed after complete inspection and verification by the system engineer of the institute. The e-waste generated from totally damaged hardware which cannot be sold back, reuse or recycled is being disposed off through dumps provided by the Municipal Corporation Jalandhar.

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

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Keeping in mind the challenge of water conservation, the campus has already implemented the rain water harvesting wells to manage the natural resources of fresh water and to meet the current and future human demands.

1. Number of wells: 04
2. Number of bores: 02
3. Capacity of each well: 40000 litres

As water is a natural and nonrenewable source for human beings, on that concern institute is saving rain water by collecting it in ground level of institute's garden. Our Institution is situated on NH-70 (Jalandhar-Hoshiarpur Road) at the entry point of Jalandhar which has clean air and water.

A large area of the ground in the campus is grassy which helps in absorbing rainwater and maintaining the water table. Since the water table is high, the traditional way of water harvesting is not practicable. Further, three closed well which is situated within the campus, where we won't find water scarcity. Further the natural trees of our campus preserve the water which keeps our campus cool and moisturized. The Campus also maintains efforts of students, faculty, and staff to implement sustainable water consumption system through the interventions. The students' knowledge regarding the scope and operations of rainwater harvesting and conservation techniques enhanced through NSS Club. Institute is planning to implement rainwater harvesting project soon

#### Remedies for water conservation:

The water discharged outside the campus is treated and recycled and used for horticultural activities in the campus itself.

All these water storage plants are generally checked by appointed engineers for their cleanliness . The Institute is continuously putting efforts for water conservation through following strategies and activities:



1. The NSS department of the Institute is continuously promoting to adopt water conservation to the students by motivating them to deliver lectures in their respective classes.
2. Also promoting tree plantation in and outside the Institute to reduce water usage.
3. The NSS department also organizes different activities for tree plantation in nearby areas around the Institute.
4. A proper posters are pasted inside the washrooms and nearby water cooler for reminding the students to save water for future purpose.
5. The Institute also appointed one plumber to check for any kind of leakage in washrooms and nearby taps.
6. To save water in Institutes' hostels, various posters spreading awareness for not using head showers during bath have been pasted on noticeboards.
7. The institute is continuously trying to adapt new innovative water-efficient technologies for water conservation.
8. The Institute is organizing various programs in collaboration with the local NGO's to conserve water.
9. The Institute constructed only one washroom for faculty and staff to reduce water usage.
10. Educating the students regarding the scope and water conservation through subjects like "Human values and Professional ethics and Environmental sciences" have been introduced by the university and also enhanced through NSS club.
11. The students of the NSS clubs also organizing various activities to educate the people of nearby villages for water conservation.

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

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

A calm and quiet environment is absolutely necessary for good mental health, physical development, psychological growth and educational improvement. Our Institution is situated on Jalandhar-Hoshiarpur Road at the entry point of Jalandhar which has clean air and water. We have such a beautiful and serene atmosphere which helps to develop strong physical and mental courage.

#### Green Practices

Students, staff using a) Bicycles b) Public Transport:

**a) Bicycles**

The students who resides nearby areas prefer bicycle as a mode of transport for commuting. It is environment friendly & helps in preventing pollution also.

**b) Public Transport**

The other students who prefer using Punjab State Transport buses. It is economically beneficial to students of low income group as they get monthly pass for commuting. Number of students have got issues local daily passes for Punjab Roadways (State Transport Buses) from the college.

**c) Pedestrian Friendly Roads:**

The institute is designed to include pedestrian walking paths. The natural landscape has been preserved while accommodating the demand to use these venues actively for gatherings, ceremonies and recreation. There is a well-maintained pedestrian way all throughout the campus.

- Plastic- free Campus :

AIMETC students of are educated about on the environmental and health benefits of plastic-free and minimizing pollution in the premises and surrounding environment. The Plastic Free campus program aims to reduce single-use plastics.To motivate people at large AIMETC has installed banners & notices at different places in the campus.

- Plastic recycling:

Waste Management of the institute- The collection of non-biodegradable waste is collected by Community Garbage disposal agents through engaged third party (Lajwab Entreprises) for recycling.

- Paperless office:

We try to lesser the use of paper in the Institute to the mass students.The usage of papers is restricted in every possible way. Several initiatives have been implemented to significantly limit paper traffic such as cashless transactions and the online media for circulation of documents and notifications through Whats app groups, MOODLE, ACM. Content sharing is done via the internet,notes are shared on online E-course management system MOODLE. The attendance system is also online & paperless.

- Green landscaping with trees and plants :

Under AICTE Tree plantation scheme, our students and faculty plant trees in campus and also along roadside for preserving environment and nature.

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

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 2.47

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
76	0.71	0.10	0.13	0.22

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response:** Yes

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

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response: 31**

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	5	6	6	5

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

**Response:**

The Institute celebrates various national festivals and anniversaries of great Indian personalities every year. These include:

#### Birthdays of Great Revolutionaries:

We celebrate birth/death anniversaries of great revolutionaries and Indian freedom fighters including:

- Birth anniversary of Mahatma Gandhi (on 2nd October)
- Birth anniversary of Lal Bahadur Shastri (on 2nd October)
- Birth anniversary of Sardar Bhagat Singh (on 28th September)
- Death anniversary of Sardar Bhagat Singh (on 23rd March)
- Death anniversary of Sh. Atal Bihari Vajpayi (on 18 August)
- Birth anniversary of M.M Malviya (on 25 December)
- Birth anniversary of Pandit Jawaharlal Nehru (on 14th November)
- Birth anniversary of Swami Vivekanand
- Birth anniversary of Sarvepalli Radhakrishnan

Various competitions are organised for the same.

#### Teacher's Day (Birthday of Sarvepalli Radhakrishnan):

Teacher's day is celebrated to honour and make teachers feel special for their priceless contribution to building students' lives. Students organize a small function to thank their teachers for putting great efforts in nurturing their professional and academic career.

### **Voter's Day:**

Voter's Day is celebrated on National Voter's Day on January 25th and the students take a pledge that they would cast their vote without any bias and based on merit of the contestant.

### **Lohri Celebrations:**

**Lohri**, the Punjab's harvest festival is observed just a night before Makar Sankranti, is celebrated with full enthusiasm in Campus by Director Sir along with all the staff & faculty members every year with the students.

### **Holi Celebrations:**

**Holi**, the festival of colors is celebrated in the institute every year in the month of March with full fervour.

### **Founder's Day:**

October 4 is celebrated as Founder's Day every year, this day is celebrated to pay gratitude to Founder President of AES Dr. Stya Paul. To commemorate the spirit of Apeejay's motto "**Soaring High is My Nature**", special talks and a cultural program are used to organized by the students of the Institute. Also, Apeejay Education Society announces "**Dr. Stya Paul Award for Human Values**" for the best student of the institute every year on this day.

### **Diwali Celebrations:**

Students along with Director and faculty celebrates **Diwali** festival in the campus every year . Director of the Institute extends Diwali wishes to the Faculty, students, staff and their families on this occasion. The NSS organises various events like Helping Hands Programs to extend a helping hand to the underprivileged sections.

## **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

### **Response:**

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

### **1. Financial Transparency**

All financial transactions mainly the fee collection is done through either DD/CHEQUE/NEFT/RTGS only. In regard to this receipts are issued through the valid supporting documents. All major payments of purchases are carried out within the decided budget approved by respective authorities. The fee system of the campus is fully ONLINE.

Day-book ledger is verified by auditors on quarterly basis. After this, financial statements are prepared and

signed by internal auditors and then final audit is done by external auditors.

## **2. Academic Transparency:**

The campus uses Apeejay Campus Management System (ACM) and Moodle to reflect the records to students regarding Attendance, MST Marks, Course Material etc.

### **2.1 Admission process:**

For admissions, selection of candidates is done on the basis of merit list prepared based on their performance in interview.

### **2.2 Internal Assessment**

As per the norms and guidelines of IKG PTU, Kapurthala and the procedure laid down by Academic Council of Institute, internal assessment is calculated. The internal evaluation process is made known to the students well in advance during induction programme so that there is transparency and fairness maintained throughout. In order to make transparent process:

- During induction programme, detailed information regarding conduct of internal test/ examinations/ attendance/ assignment is provided to students.
- On start of semester, the schedule as Academic Calendar is circulated among the members of teaching faculty and the same is communicated to the students on the central notice board, besides, concerned teachers make announcements in the classrooms.
- Class incharges are assigned to each class.
- The Mid Semester Tests are conducted as per mentioned in the academic calendar.
- Faculty members submit Course & Lesson Plan at start of each semester and also define syllabus for both MSTs.
- Students are informed regarding distribution of syllabus for both MSTs.
- Time table committee prepares timetable for courses as per university norms.
- Under Student Advisory System, students are allocated to all faculty as Mentor : Mentee.
- Basic eligibility for evaluation process is made known to students through notice boards and Mentor counselling.
- Under Internal Assessment Mechanism, we have a very robust and transparent mechanism to calculate Internal Assessment of students. The procedure of the same is laid as per directions of IKG PTU and suggestions by IQAC.

## **3. Administrative Transparency**

### **3.1 Decentralisation and Participative Management**

AIMETC has always promoted decentralization and participative management in creating an ambience favourable for overall growth and smooth functioning of the institute. In order to work towards decentralized governance system, the institute works at various levels. Open door policy is there for inviting suggestions related to any aspect thereby ensuring complete transparency and good governance.

### **3.2 Formation of Students' Council**



We have broken the convention of one student council and have student heads and members designated to work for specific committees. The objective behind this unconventional style of appointing different committee/club/class heads is that every student gets fair chance of exhibiting their leadership abilities.

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

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### Best Practice I

##### 1. Title of the Practice

Employability Enhancement Programme

##### 2. Objectives of the Practice

Employability Enhancement Programme is an integral component of the curriculum. The objective of employ-ability Enhancement Programme is to equip the students with the necessary skills like reasoning ability, analytical skills, logical thinking, communication skills, managerial skills, technical competence, team playing skills, conflict resolution negotiation, risk taking ability & taking initiatives etc. Under EEP, the students are provided training in **6 areas like Communication Skills, Quantative Aptitude, News Analysis, Basic MS Office, Interview Skills and Technical Skills.**

##### 3. The Context

As an affiliated college of IKG-PTU, the Institute follow the curriculum prescribed by the university. The Employability Enhancement program provides an opportunity to the go beyond the confines of prescribed syllabus & impart the students with necessary skills. The other main objectives of running EEP programme is to help undergraduate post graduate students clear national level test like CAT/MAT Bank PO exams or exams for govt jobs. This all will lead to skill Development of students.

##### 4. The Practice

All the six modules of Employability Enhancements program are taught by experts. Besides teachers who are experts in the field, teachers are hired or guest lectures arranged for this purpose. All the teachers(after deliberations with recruiters) brainstorm and design/reverse curriculum of EEP to meet the industrial requirements. It is with above mentioned objectives in mind that the EEP component is divided into various modules & students are provided with learning on them. These modules include:-

- News Analysis :- The objective of including this module all is to acquaint students with that is

going around in the world and to inculcate the habit of reading among them.

- Communication skills:-The objective of imparting communication skills is to have communication ability of students, help them prepare for placement drives by organizing various group discussions & extemporaneous speaking Quantitative.
- Aptitude :- The students are also given opportunity to enhance their quantitative ability, reasoning & logical ability & critical thinking skills.
- Basic MS office :- One needs to know basic MS office to be successful in the corporate world. Students of all courses Management, IT & Engineering are imparted training on fundamentals of MS office-(MS Word, MS Excel & MS Power-point especially.
- Interview skills :- Mock Interviews are held under EEP to provide students a first-hand experience on how to be effective in an interview.
- Technical skills :- Students of IT are given training on such programming languages or skill which are in demand in the corporate sector.

## 5. Evidence of Success

All these efforts fructify in the form of excellent job placement of students .Apeejay Institute of Managements & Engineering Technical Campus has excellent placement record. Almost every year we surpass our previous years' placements. This is the reason that this institute is the first preference of students of the region. From last 5 years, around 70-75% of students who wish to get placement from campus, get placed in good companies, which is the major evidence of success of this activity.

## 6. Problems encountered

The most challenging aspect for us is to extract time for the Employability Enhancement Program. To fit it the 30 hours given to EEP along with the regular course the Institute timings have been increased. The other major problem is that there are students from diverse backgrounds It was found that there are students who are shy and slow learners were not participating in group discussions etc. because of inhibitions. It was to resolve this issue that mentoring program was aligned with EEP activities. This helped in building confidence of such students & have resulted in helping many such students get good jobs offers.

### Best Practice II

#### 1. Title of the Practice

Student Advisory and Mentorship Program

#### 2. Objectives of the Practice

The objective of the Student Advisory and Mentorship Program is to help and support students for their professional as well as personal growth. Guiding students to avail the opportunities for the professional development and emphasizing on the personality development of the students.

### Roles & Responsibilities:

- Helping students in knowing the right directions for the professional front and supporting students in their personal development.
- Guiding students to learn about professional networking skills.
- Guiding and enabling students to take right decisions.
- Helping students in making them aware regarding the available opportunities for employment in their areas.
- Emphasizing on making the students successful executives as well as good citizens of the society.

### 3. The Context:

A mentor can help a person (Mentee) improve his or her abilities and skills through observations, assessment, modeling and providing proper guidance, where required. The faculty in the institute as a mentor has been allotted a number of students under this programme. Student Advisory Committee members are responsible for the allotment of the mentors to respective mentees. There are few contextual features or challenging issues needed to be addressed in designing and implementing this system.

#### Steps undertaken are:

- The first concern is how to assign a mentor to different mentees.
- The allotment can be done on the basis of the area of interest of the students with regards to mentor's specialization or any other criteria can be undertaken.
- Once the allotment is done, the mentor prepares the list of students allotted to him as mentee.
- The mentor collects all the personal as well as educational details of the mentee as per provided format.
- The mentor focuses on the need of pupils and regularly updates about the students' progress.
- The mentors maintain consistent communication with the students and counsel them wherever necessary and closely monitor the growth of the students.

### 4. The Practice:

The mentor is one resort for a student where one can seek knowledge, guidance and support at all times. The mentor bridges the communication gap between parents and management by regularly updating the parents about the students' progress. Effective monitoring seeks to provide such a presence by establishing a trustworthy relationship between mentees and mentor. Various advantages for mentee in this program are given below:

- This program focuses on the need of mentee.
- Establishes verbal communication with parents and helps closely monitor the progress of the student.
- Mentors have discussed so far that they are responsible, hard-working, outgoing and have a strong passion for being of service to others. It boosts the confidence of the students.
- Helps to identify the individual's career objective by proper guidance provided to the students.
- Clear educational as well as personal doubts of the students by the trustworthy bond developed between mentor-mentee.
- The mentee can gain the sense of achievement that comes from the mentor's feedback and assessment of his progress. The mentee's quest to gain the mentor's approval can serve as a

motivating force to continue to improve his performance.

- In an effort to level the playing field by sharing opinions, knowledge and ideas, mentorship programs can help improve diversity in leadership.

Mentoring is more than the transfer of advice, knowledge and insights. The relationship offers reciprocal benefits for mentors wish to invest their time in developing another professional. As well as the personal satisfaction of sharing their own skills and personal experience with a willing learner, being involved in mentoring also provides some tangible benefits that can reward mentors professionally. There are various benefits to mentors by this program:

- Recognition as a subject matter expert and leader
- Supports a Learning Culture
- Exposure to fresh perspectives, ideas and approaches
- Extension of their professional development record
- Opportunity to reflect on their own goals and practices
- Development of their personal leadership and coaching styles
- Become an even more valuable asset: Sure your work and experience is good. But imagine how valuable you could be by multiplying that impact by making others great too.
- Improve interpersonal skills: Learn to be a better listener. Learn how to give great advice.

## 5. Evidence of Success

The major evidence of success for this practice is the academic result of students and placement record of the campus. From last many years, the students have shown excellent academic result with many students placed in university merit list. Also, the placement record of students speaks for itself the success of the mentoring activity.

## 6. Problems Encountered and Resources Required

The most challenging aspect is to schedule mentoring sessions in the time table. It is a challenge for mentors to conduct regular meetings with students when the session is in full swing. It was found that there are students who are shy and slow learners were not participating in such sessions and special care was taken to overcome this challenge. This helped in building confidence of such students & have resulted in helping many such students get good jobs offers. The resources required for mentoring were class rooms with adequate seating capacity, mentoring documentation forms and trained faculty members to handle student related issues.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

**Response:**

#### 1. Title of the Practice

**NSS Club** - Holistic Development of Students' Endeavor

#### 2. Objectives of the Practice

The most important prerequisite for ethical making professionals is to sensitize students towards their **responsibility towards society**. Objective of this initiative Holistic Development of students .

Endeavour is:-

- To sensitize students **towards the needs of underprivileged**.
- To **teach** them such **values** as compassion, Fellow-feeling, sense of duty & belongingness towards society & country.
- To bring about a **change in the society** by becoming in the agents of change.
- To make them **ethical professionals** who put others before self.
- To inculcate such skills as taking **initiative, organising & leadership skills**

#### 3. The Context

It is with the aforementioned objectives in mind that NSS department has formed **different student clubs** who carry out different philanthropic & charitable all throughout the year in small groups. This serves a dual purpose one of rendering selfless service in the society and doing one bit for it contributing to it as responsible citizens, and second in the process acquire skills, learn values, become more human, well-cultured & compassionate beings. The students are provided many opportunities to carry out certain activities & events for their **holistic development**.

#### 4. The Practice

Step 1: First & foremost, the convener of the NSS committee along with other members and team members of **human values & Professional Ethics** cell deliberate on the formation of the different groups for the execution of these activities.

Step 2: This is followed by **inviting volunteers** for different clubs to come forward for participating in different capacities as per their aptitude.

Step 3: This is followed by **holding interviews of students** and bifurcating them into different groups these are one to one interviews of students where there are not just evaluated for their skills but an effort is made to know their real passion, true potential for the best outcomes. Based on their interviews, the groups

are formed and the activities are planned .The various clubs formulated after deliberations setting of objectives and visualizing outcomes, the following clubs are formed for the session 2019-20.

The detail of the same are mentioned below

1. NSS MOTHER TERESA CLUB
2. NSS SUBASH CHANDRA CLUB
3. NSS SANT SEECHEWAL CLUB
4. NSS KAILASH SATYARATHI CLUB
5. NSS BHAGAT PURAN SINGH CLUB
6. NSS LAL BAHADUR SHASTRI CLUB
7. NSS SHAHEED RAJGURU CLUB
8. NSS APJ ABDUL KALAAM CLUB
9. NSS SHAHEED BHAGAT SINGH CLUB

#### **5. Evidence of Success**

All these efforts fructified in form of successful completion of many different campaigns. These includes

1. **Organizing Blood donation camps** in collaboration with Civil hospital, Johal Hospital & NGO PAHAL, NGO unit club of India.
2. **Clean India campaigns** in some areas of Punjab.
3. Awareness camps on **prevention of Aids** drug de-addiction programme.
4. **Traffic Awareness programmes** in collaboration with Traffic Deptt. Of Punjab.
5. **“Beti Bachhao Beti Padhao”** campaign with NGO Isha Foundation.
6. **Digital India Campaign** to make people in rural areas aware and educated about using technology for everyday tasks & chores like bank transactions.
7. **Charitable events** for residents of old age homes & orphanages.
8. Raising societal consciousness a motivational talk titled **“Daughter & Angels”** in association with Divya Jyoti Jagriti Sansthan and Indian Radiological & imaging association Punjab.

#### **6. Problem Encountered and Resources Required**

Though many students are self motivated but we realized that it was really challenging to engage each and every students for such initiatives despite repeated efforts to provide extrinsic motivation.

- At some times, we also found it difficult to determine if our help is reaching out to the right people.
- It was also hard to ensure that funds are being optimally utilized.

All these philanthropic activities required constant financial supports from managements & also non-financial/advisory support/guidance from NGO's working for different causes.

## 7. Notes and Future Plans

We found many people ignorant about the benefits they can avail of from government schemes/programmes through our volunteers, We would strive our best to reach out to people (general masses) and create awareness about such programmes.

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

## 5. CONCLUSION

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### Additional Information :

Apeejay Institute of Management & Engineering Technical Campus [AIMETC] has been providing quality education in the region from **last 22 years**. The Campus was set up by Apeejay Education Society in the year 1997, and is affiliated to IKGPTU, Kapurthala approved by AICTE and Government of Punjab. The **4 acre campus** with lush green lawns and latest infrastructure is situated on the Rama Mandi-Hoshiarpur Road consisting of a three-storied main building, modern three-storied hostel accommodation, separately for boys and girls, a double-storied Director's residence and a guest house. The Campus is located on the outskirts of Jalandhar City with a distance of 9 Kms from Jalandhar Bus Terminal and is nearer to Jalandhar Cantt Railway station which is at a distance of 4 Kms. The campus has significant brand presence in Jalandhar and neighboring districts of Punjab and has emerged as **preferred choice of students for its flagship MBA program**. From its first batch in 1997 with 60 seats to the present year, significant number of admissions are done every year in MBA program. The **USP of AIMETC** has been its **quality education with quality placements**. The faculty is highly experienced and provide quality inputs to the students in the classroom. The campus is famous in the region mainly because of its good number of placements and quality teaching practices. The placement rate has been consistent with **85-90% students getting placements out of all willing students** in every batch, as many students belong to business background and they do not opt for placements.

### Concluding Remarks :

All the initiatives taken and endeavours made by Apeejay Institute of Management & Engineering Technical Campus such as going beyond the confines of prescribed curriculum and running add on courses like **Employability Enhancement Programme**, ensuring individual attention to each and every student through **Mentor-Mentee Programme** (run by Student Advisory Committee), providing students' industry exposure through **Guest Lectures of eminent industry** experts fructify in the form of outstanding **academic performance** of our students in university examinations, commendable achievements in co-curricular activities at various platforms, excellent placements every year and ever-growing number of successful entrepreneurs groomed by this institute.

Our students of all courses achieve meritorious **university positions** every semester. It is because efforts are made to give academic inputs based on students' potential and aptitude thereby allowing the learners to move at their own pace. Many opportunities and platforms are provided to enable the students exhibit their acumen and skills by organizing various events, activities, competitions and contests at regular intervals.

Apeejay Institute of Management & Engineering Technical Campus is known for its **stupendous placement record**. In fact, we surpass the success of our past placement record every year owing to the rigorous efforts made for honing students' skill set through such programmes as **Employability Enhancement Programme**. The recruiters have always been impressed by the professional competence and ethical conduct of our students, and when once associated with Apeejay Institute of Management & Engineering Technical Campus, they have shown keen interest in recruiting our students. These achievements are a great motivation for everyone involved-Management, faculty, staff and students to scale greater heights and achieve new milestones year after year, and do our bit in shaping the future of our great nation by making quality education reach each and every threshold.



NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years            Answer before DVV Verification : 359            Answer after DVV Verification: 332</p> <p>Remark : As per data template, removing duplicates</p>																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years            Answer before DVV Verification : 11            Answer after DVV Verification: 6</p> <p>Remark : AftEr discounting duplicates, response has been edited</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>11</td> <td>15</td> <td>8</td> <td>13</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>11</td> <td>15</td> <td>8</td> <td>13</td> </tr> </tbody> </table> <p>Remark : HEI has provided links and screenshots.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	10	11	15	8	13	2018-19	2017-18	2016-17	2015-16	2014-15	10	11	15	8	13
2018-19	2017-18	2016-17	2015-16	2014-15																	
10	11	15	8	13																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
10	11	15	8	13																	
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	

1	0	0	6	6
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	5	3

4.2.3

Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: A. Any 4 of the above

Remark : As per HEI clarification.

4.2.4

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4.66	12.4	10.3	12.6	6.96

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4.34	9.94	9.58	12.6	5.76

Remark : As per highlighted sections in audit report.

4.2.6

Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 33

Answer after DVV Verification: 33

Remark : As per HEI input

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : A. 7 or more of the above

Answer After DVV Verification: C. Any 5 of the above

Remark : As per the submitted documents. No proofs have been provided for language lab and remedial coaching.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	7	13	9	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level

year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	8	8	9	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	8	8	9	7

Remark : HEI clarification is accepted.

7.1.3	<p>Alternate Energy initiatives such as:</p> <ol style="list-style-type: none"> <li>Percentage of annual power requirement of the Institution met by the renewable energy sources</li> </ol> <p>7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)            Answer before DVV Verification : 137958            Answer after DVV Verification: 137958</p> <p>7.1.3.2. Total annual power requirement (in KWH)            Answer before DVV Verification : 137958            Answer after DVV Verification: 137958</p> <p>Remark : As per the invoices submitted.</p>										
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> <li>Physical facilities</li> <li>Provision for lift</li> <li>Ramp / Rails</li> <li>Braille Software/facilities</li> <li>Rest Rooms</li> <li>Scribes for examination</li> <li>Special skill development for differently abled students</li> <li>Any other similar facility (Specify)</li> </ol> <p>Answer before DVV Verification : B. At least 6 of the above            Answer After DVV Verification: C. At least 4 of the above</p>										
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years</p> <p>7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15							

6	3	4	6	3
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	2	0

Remark : Zenith and Pinnacle are cultural meets and can not be considered under initiatives to address locational advantages and disadvantages

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	5	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	2	1

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Answer before DVV Verification : Yes

Answer After DVV Verification: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	8	7	9	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
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9	5	6	6	5
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**2.Extended Profile Deviations**

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 569 Answer after DVV Verification : 464

