

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

### Part – A

AQAR for the year (*for example 2013-14*)

2017-18

#### I. Details of the Institution

1.1 Name of the Institution

KAMRAH INSTITUTE OF INFORMATION TECHNOLOGY

1.2 Address Line 1

KIIT Campus, Sohna Road

Address Line 2

Near Bhondsi

City/Town

Gurgaon (Gurugram)

State

Haryana

Pin Code

122102

Institution e-mail address

[info@kiit.in](mailto:info@kiit.in), [principal@kiit.in](mailto:principal@kiit.in)

Contact Nos.

0124-2658000

Name of the Head of the Institution:

Dr. H. S. Saxena

Tel. No. with STD Code:

0124-2658000

Mobile:

9871592060

Name of the IQAC Co-ordinator:

Dr. Dinesh Dhillon

Mobile:

97283377401

IQAC e-mail address:

hssaxena17@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

HRC0GN20429

**OR**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.kiit.in

Web-link of the AQAR:

www.kiit.in/KIITAQAR2017-18

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.09	2015	5years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

11/06/2014

1.8 AQAR For the year (for example 2010-11) 2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR August 1, 2015 to June 30, 2016 \_\_\_\_\_ (16/05/2018)
- ii. AQAR July 1, 2016 to June 30, 2017 \_\_\_\_\_ (16/05/2018)
- iii. AQAR July 1, 2017 to July 05, 2018 \_\_\_\_\_ (30/01/2019)

### 1.10 Institutional Status

University State  Central emed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Applications (BCA) &  
Business Administration (BBA)

1.12 Name of the Affiliating University (*for the Colleges*)

M.D. University, Rohtak, Haryana

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

N.A

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-Special Assistance Programme

UGC-Innovative PG programmes

any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 Principal & Other Sr. Faculty members	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="3"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	<input type="text" value="10"/> No. Faculty <input type="text" value="5"/>
Non-Teaching /Staff Students <input type="text" value="2"/>	Alumni <input type="text" value="1"/> Others <input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year? Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="N / A"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="6"/> International <input type="text"/>	National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="6"/>

(ii) Themes

- Digital Literacy for the Digital World by Dr. Nidhi Gupta on 11<sup>th</sup> August 2017
- Business Analytics conducted by Pro-Edge, Bengaluru on 22<sup>nd</sup> August 2017
- Financial Literacy Program by Mr. Joginder Singh on 20<sup>th</sup> September 2017
- Digital Marketing by Mr. Gokal Krishanan on 24<sup>th</sup> Jan. 2018
- Communication for Interpersonal Skills on 17<sup>th</sup> Feb. 2018
- Self Defence by Mr. Osho on 11<sup>th</sup> Mar. 2018

#### 2.14 Significant Activities and contributions made by IQAC:

1. IQAC Meetings held: (i) 19/07/2017, (ii) 29/12/2018, (iii) 5/07/2018

2. To support minority community, financially weaker students and Old age persons from community. The Committee for Institutional Social Responsibility (ISR) has done suitable activities to support needy and people from weaker section residing in the nearby areas. **The Institute has adopted the Village "Naya Gaon", near Bhondsi Village on Sohna Road, Gurgaon.** Various activities like plantation, Computer Operations to Village Females for Women empowerment, Self Defence training by SHO's team from Mahila Tahana, Sector 51, Gurgaon and Mr Osho from NGO Gili Mitti Foundation etc. on International Women's Day and also at other occasions

3. Principal, HODs and Senior Faculty members monitor the theory and lab sessions regularly.

4. Emphasis on ICT based instructions methodology.

5. End Semester Students' Feedback Mechanism with proper format

6. Educational Excursion:

(i) NISE (National Institute of Solar Energy) visit on 2/11/2017,

(ii) Visit to International Book Fair, Pragati Maidan, and Delhi on 10/01/2018,

(iii) Water treatment plant Visit on 17/03/2018

(iv) IMS Pro School on 17/03/2018

7. Students have been encouraged to involve in NSS and social activities. (Swachhh Bharat Abhiyan, Blood Donation Camp, Greenery Drive and Literacy programs).

8. National/International day's celebration

9. Parent Teacher meet Every Semester

S. No.	Faculty	MOOCS COURSES
1.	Mr. Kartikay Sharma Ms. Shipra Arora	Presently learning two MOOC courses on NPTEL (i) Artificial Intelligence: Knowledge Representation and Reasoning (ii) Artificial Intelligence: Constraint Satisfaction
2.	Mr. Anand Sehgal, Ms. Shipra Arora	Participated in two days Saptahaant Shikshak Prashikshan on "Introduction to Machine Learning" conducted by Indian Institute of Technology, Kharagpur on 16 <sup>th</sup> and 17 <sup>th</sup> December 2018.
3.	Ms. Sadhna Jha (BCAIV)	NPTEL course on Data Structures

<p align="center"><b>KAMRAH INSTITUTE OF INFORMATION TECHNOLOGY, GURGAON, GURGAON</b>  <b>STUDENT FEEDBACK (End- Semester), January - April, 2018</b>  <b>[LOW Quality(1), MEDIUM Quality(2), HIGH Quality(3)]</b></p>								
<p>1. The Feedback Format is based on 3-point system of quality as High, Medium and Low.  2. Eligibility: Students who have at least 40% attendance in each subject will be eligible to give the Feedback.  Class / Semester:  Total No. of Students in the Class:</p>								
S. No.	Parameters ↓	Course Code→						
		Course Title→						
		Faculty→						
1	Quality of Lectures							
2	Teacher – Student Interaction during the Class							
3	Conceptual Clarity with Practical Examples							
4	Punctuality (timely start and timely end of Lectures)							
5	Syllabus Covered (≤50% / 50%-75% / 75%≤100%)							
6	How well did you understand the Lectures							
7	Quality of Tutorial / Remedial Classes.							
8	Timely evaluation of Assignments & Class Tests.							
9	Fairness in evaluation of Assignments, and Class Tests.							
10	Level of discussion on Assignments & Class Tests							
	Comments (If any)↓	AVERAGE SCORE →						
1								
2								

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year 2017 -18 focussed on quality enhancement as per the suggestions given by NAAC peer team. The outcome achieved by the end of the year is given below:

Plan of Action	Achievements
1. To conduct NAAC sponsored Seminar on “ <b>Quality Enhancement and Sustenance in Higher Education</b> ”	Proposed to conduct NAAC sponsored seminar in 2018 on “ <b>Quality Enhancement and Sustenance in Higher Education</b> ”
2. To create quality awareness amongst all Stake holders associated with the Institution.	Conducted meetings with stake holders including teaching & non-teaching staff, students, parents, Management, Industrialists / employers and Alumni.
3. To identify activities and quality parameters / benchmarks for quality enhancement:	<p><b>Following activities and Quality parameters were identified for:</b></p> <p>Regular monitoring of class room Teaching and Lab sessions.</p> <ul style="list-style-type: none"> <li>• Use of OBEM in Teaching learning process which included usage of ICT, Smart Classroom, Blended learning, CLOs, PLOs, continuous assessment &amp; evaluation.</li> <li>• Industrial Interaction in terms of Industrial Visits, Guest Lectures &amp; Collaboration with industries (1 industry visit per programme per semester) were planned and achieved.</li> <li>• Career Counselling and Grooming Sessions</li> </ul>
4. To ensure good governance, leadership and management.	<ul style="list-style-type: none"> <li>• Faculty Induction Programme</li> <li>• Students’ Induction Programme</li> <li>• KIIT Fraternity Bonding Events</li> </ul>



2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The initiatives are first discussed in IQAC meetings and also included in College Governing Body meetings for wider discussions. These are also reviewed in Academic Advisory Board on yearly basis. The IQAR 2017-18 was presented in CGB & AAB held on 17<sup>th</sup> November 2018 and was consented for submission to NAAC. The highlights of AQAR will be included in the Annual Report of the college.

**Part – B**  
**Criterion – I**

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	2	NIL	2	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
<b>Total</b>	2	NIL	2	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options – Core-Elective in Final Year: **N.A.**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Two [BBA(3 years), BCA(3 years)]
Trimester	<b>N.A.</b>
Annual	N.A.

1.3 Feedback from stakeholders\* Alumni  
(On all aspects)

Parents     Employers     Students   

Mode of feedback:

Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure: Annexure I*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	16	5	5	NIL

2.2 No. of permanent faculty with Ph.D.

9
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

N.A
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		4	
Presented papers			
Resource Persons		1	

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- i. Industrial training and internship for students in eFleet Systems, Gurugram, Times Pro. India pvt. Ltd., IMS Pro School, Fingain, Benchmark, Maruti Suzuki, PNB MetLife, Sona Koyo Steering Systems Gurgaon, Reliance Jio Infocomm. Ltd. , Nestkeys Pvt. Ltd. Gurgaon
- ii. Linkage with
  - IBS, Gurgaon for varied Skill Development workshops/Invited Lectures.
  - SEBI for Financial Literacy and Planning sessions for young investors.
- iii. The individual faculty member prepared the Course plan including Course objectives, CLOs, PLOs, Class tests, Assignments for teaching and evaluation as per the syllabus of respective subjects at the beginning of every semester.
- iv. The concerned Head of the Department conducted meetings with all the faculty members and allotted subjects based on their interest and expertise.
- v. Course-coverage was monitored by HOD and reported the same to the Principal. Wherever, a deviation was observed, the Principal sought clarification from the faculty member concerned through HODs.
- vi. Special remedial class work was planned on the basis of results of previous semester and subject difficulties.
- vii. Open book tests and Internet based assignments and MCQs for Internal evaluation.
- viii. The mentoring programme and Continuous evaluation system was a regular academic process for quality improvement.
- ix. Use of innovative methods of enriching faculty by enrolment for MOOCS Courses as already mentioned in Part A.

2.7 Total No. of actual teaching days  
During this academic year

187 days during 2017-2018 session

2.8 Examination/ Evaluation Reforms initiated by  
The Institution (for example: Open Book Examination,  
Bar Coding, Double Valuation, Photocopy,  
Online Multiple Choice Questions)

Open book Class Assignments, MCQs,  
Peer Consultation Problem Solving,  
Discussing results in PTM

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development as member of Board of Study /Faculty/Curriculum Development workshop

N/A	N/A	N/A
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2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise

2017-18

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA(2015-18)	43	NIL	51%	2%		53%
BCA(2015-18)	21		71%			71%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The teaching learning processes were regularly monitored and evaluated by a team of senior faculty members. IQAC suggested the departments to organize blended learning, seminars, educational tours & excursions.
- Frequent Evaluation: Regular Evaluation through Class Tests, Assignments, Quizzes, Case Studies, Presentations etc.
- Feedback from stakeholders
- Observations & interactions: Encouraged use of e-classes, Blended Learning, Seminars, Educational Tours, Group Discussions, Debates, etc.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Program	NIL
HRD programs	NIL
Orientation programs	All
Faculty exchange program	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	All
Others	NIL

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	-	-	-
Technical Staff	4	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college authorities provide all necessary infrastructural support including space for carrying out research work.
- Faculty and students visited NISE(National Institute of Solar Energy)
- Provide appropriate support for research work.

#### 3.2 Details regarding major projects: N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects: N. A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals			-
Non-Peer Review Journals			
e-Journals	5		
Conference proceedings	2		

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS



3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: N. A.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published: N.A. i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from N.A.

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges: N. A. Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number					3
Sponsoring agencies					KIIT

3.12 No. of faculty served as experts, chairpersons or resource persons: 1

3.13 No. of collaborations: International  National  Any other

MOU with Delhi  
Institute of Advanced  
Studies for Academic  
Collaborations

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: Nil

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Nil

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the Academic year 17-18.

Total	International	National	State	University	Dist	College
Nil	-	-	-	-	-	-

3.18 No. of faculty from the Institution Who are Ph. D. Guides?

And students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events: University level  X  State level  X   
National level  X  International level  X

3.23 No. Of Awards won in NSS: NIL

University level  X  State level  X   
National level  X  International level  X

3.24 No. Of Awards won in NCC: N.A.

University level  X  State level  X   
National level  X  International level  X

3.25 No. of Extension activities organized: 4

University forum  College forum  4   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Adopted the Village “Naya Gaon” near Bhondsi Village on Sohna Road, Gurgaon.
- Self Defence workshop for girls
- Interaction with SHO all women police station about Gender Sensitization and law related to harassment at domestic and professional level
- PD and career counselling sessions at nearby schools
- Blood Donation Camp
- Green plantation in Naya Gaon and nearby areas including Maruti Kunj
- English, Mathematics classes at nearby Govt. Schools
- Computer literacy for under privileged Ladies & children of village Naya Gaon, Maruti Kunj and Bhondsi Villages
- Awareness programme on environmental protection and water management in nearby villages

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				3.08Acres out of a total 17 Acres
Class rooms	11			11
Tutorial Rooms	2			2
Laboratories	1			1
Seminar Halls	2			2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		NIL		
Value of the equipment purchased during the year (Rs. in Lakhs)		NIL		
Others				

#### 4.2 Computerization of administration and library

Yes (Already Computerized)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8670	3047988	NIL	NIL	8670	3047988
Reference Books	971		NIL		971	
e-Books	NIL		NIL		NIL	
Journals	12	31310	NIL		12	31310
e-Journals	2	138000	NIL		2	138000
Digital Database			NIL			
CD & Video	700		NIL		700	
Magazines	6	8500	NIL		6	8500
Others ( Project reports, Industrial visit reports)	1832		50		1882	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Smart classroom	Browsing Centres	Computer Centres	Departments	Others
Existing	180	3	<b>3 service provider (4+4+2) mbps</b>	1	180	1	2	8 printers, 2 scanners, 3 projectors
Added	-	-	-		-			
Total	180	3	-		-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

- Wi-Fi enabled campus
- Workshop for Faculty members on usage of Google tools in education and blended learning
- Online feedback from students
- Online Aptitude Test for students
- Employers Feedback through E-mail
- Whatsapp and google groups for communication with students
- Lesson Plans of Faculty on College Website for ready information to students, parents and other stakeholders.
- Institute has provided desktops, printers and internet facility to each department.

4.6 Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	58, 89,915/-
iii) Equipments	NIL
iv) Others	NIL
<b>Total:</b>	<b>58, 89,915/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Intimation & Acquaintance about various students' support services during Induction/Orientation and Interaction Programme
- Keeping the parents informed about the various facilities for their wards during PTM
- Display boards are regularly updated about the achievements of the students in various internal as well as external activities and also about upcoming events.
- Awareness about totally Anti-ragging Campus through display boards at all prominent locations within the campus.
- Women Cell, Discipline & Anti-ragging Committee, Sports & Cultural Committee, Academic Committee etc.

#### 5.2 Efforts made by the institution for tracking the progression

- Regular feedback from students
- Suggestion boxes at various locations
- Feedback/suggestions from parents, alumni as well as employers
- Student life cycle and alumni record updating
- Continuous evaluation through class tests, assignments, presentations etc
- Whatsapp and google groups for circulation of important circular and relevant information.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
218	N.A.	N.A.	N.A.

(b) No. of students outside the state

(c) No. of international students

(d)

No	%
38	17.43

Men	No	%
Women	180	82.57

2016-17						2017-18					
General	SC	ST	OBC	Physically challenged	Total	General	SC	ST	OBC	Physically challenged	Total
55	5	0	21	0	81	28	0	0	16	0	44

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Support of books for competitive exams.
- Screening tests of banks and PSUs from library.
2. GDs are arranged.
3. Mock interviews
4. Skill development programme
5. Question Bank
6. MCQs and Aptitude test
7. Various online tests
8. Mentor – Mentee Contacts
9. Placements
10. Medical Aid
11. Workshops on Beyond the Syllabus, and Academics
12. Internships,
13. Cultural Event & Debates
14. Industrial Visits

No. of students beneficiaries

5.5 No. of students qualified in these examinations

SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>	<input type="text" value="-"/>	
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

## 5.6 Details of student counselling and career guidance

- Orientation programmes
- GD & PI and soft skills and resume writing workshops
- Personal Counselling
- Career Counselling
- Mock Interviews
- MCQs and Aptitude Tests in accordance to Industry entry level screening test

No. of students benefitted Approx. 60%

### 5.7(i) Details of campus placement (2017-18)

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	56	33	23

## 5.8 Details of gender sensitization programmes

- Women's Day celebration
- Self Defence workshop by Mr. Osho & SHO Team from Mahila Thana
- Conducted career counselling and Personality grooming sessions in nearby schools and gender sensitization was an integral part of these sessions.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level 2 National level NI International level Nil

### No. of students participated in cultural events

State/ University level 5 National level NIL International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level 2 Gold National level NIL International level Nil

Cultural: State/ University level  National level  International level



### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		3,57,850/-
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="NIL"/>	National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>
Exhibition:	State/ University level	<input type="text" value="NIL"/>	National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

### 5.12 No. of social initiatives undertaken by the students

- Green plantation
- SwachhHaryana and Swachh Bharat Abhiyan
- Blood Donation Camp
- Water Management and Environmental protection programmes

### 5.13 Major grievances of students (if any) redressed:

- Skill development sessions for making them industry ready.
- Career guidance and counselling sessions for further pursuits both academic and professional.
- Additional Industrial visits and invited guest lectures on current trends in the industry.
- Improved Wi-Fi facility in the campus.
- Centralized facility for potable water.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**VISION:** To be an institute which is the first choice of students and employers and to develop the students as humane professionals with capability to face the evolving futuristic challenges with the best competence and skills.

**MISSION:** To progressively achieve higher levels of educational quality standards by adopting latest learning/teaching processes which are embedded in the support system? And to maintain an environment which fosters holistic development and strengthens the morale and ethics of learners.

#### 6.2 Does the Institution has a management Information System

Yes the institution has an MIS including the following:

- Attendance monitoring system
- Exam marks uploading
- Library management system
- Feedback management system

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

- Topics beyond syllabus through smart classes, videos, you-tube etc.
- Interaction with industry experts and incorporation of their suggestions for enrichment of curriculum like workshops or mock interview, Group Discussions, more use of case study methods etc.

### 6.3.2 Teaching and learning

- Use of SMART classrooms and LCD projectors and regular monitoring of classes by senior faculty members to review the teaching/learning process.
- Organizing invited lectures, workshops and industrial visits.

### 6.3.3 Examination and Evaluation

- Continuous evaluation using assignments, quiz, class test, group discussions, presentation, case studies, sessional exams and end semester exams.

### 6.3.4 Research and Development

- Faculty members and students are encouraged to publish and present their papers in referred journals.
- Faculty members and students attend, participate and present research papers in conferences and seminars organized by KIIT as well as other institutions of Higher learning.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Laboratories and Library are updated regularly.
- 24 x 7 Internet, Wi-Fi, CCTV surveillance services.
- J-Gate for management and social sciences and Delnet databases are available.

### 6.3.6 Human Resource Management

The human resource of the college is professionally managed. There is a proper recruitment, selection and induction policy for faculty and staff. For the management of the students' affair, the college has students' welfare committee and grievance redressal cell.

### 6.3.7 Faculty and Staff recruitment

- Faculty and staff are recruited as per MDU norms/rules.

### 6.3.8 Industry Interaction / Collaboration

- Students undertake internship programmes as per MDU curriculum
- The students are taken for industrial visits every academic year in various organizations like Parle G, Network bulls, NDTV, NISE, MCG, Maruti Suzuki, Water treatment plant mahendrawara, Smart city expo Delhi etc.
- Organize training programme for faculty development for Financial Planning by SEBI resource persons every year.
- Industry experts as members of the various institutional boards

### 6.3.9 Admission data of Students

New admissions in 2017 -18 sessions as per MDU norms

### 6.4 Welfare Schemes:

Teaching	EPF, ESI Scheme and Free Transport to Staff
Non teaching	
Students	Yes

### 6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Management
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes (N.A.) Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

- Providing guidance to the current students for the higher education and employment opportunities
- Provide support for Internship & Final Placement
- Updating the current trends in the job markets
- To help the college in bringing more companies and industries for campus placements.
- Updating Current Trends in Job Market
- As few members of the alumni are entrepreneurs, they play an important roles in motivating the students to become entrepreneurs

6.12 Activities and support from the Parent – Teacher Association

Regular meetings with Parents to provide them feedback about the academic progress, attendance and contribution to other activities.

6.13 Development programmes for support staff

The institute organizes Computer Awareness and Computer Literacy Programme for non-teaching employees every year.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Campus declared no smoking zone.
- Campus declared plastic free zone.
- Rain Water-Harvesting - Underground drainage & water storage facility created & maintained.
- Efforts for Carbon Neutrality – Tree plantation through ECO- Club.
- Parking facility
- Drainage and Sewage facility
- Regular testing of drinking water
- Solar energy panels

## Criterion – VII

### 7. Innovations and Best Practices:

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details).

The institution has been encouraging students and faculty for introducing innovations for enhancement of quality of teaching learning. Some of the activities introduced/continued are given below.

- a) Use of ICT in teaching learning process such as PPTs, Smart class rooms, Blended learning, you-tube for video lectures.
- b) Assignments through Google drive and whatsapp.
- c) Digitization of library
- d) Monitoring, feedback and Remedial actions :
  - Mentor – Mentee are made for all the students,
  - Grievances are addressed regularly ,
  - corrective action on feedback from students, parents is taken,
  - Sessions on PDP, grooming, communication skills.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

Activity planned	Action taken
Up gradation of knowledgebase of faculty and students	<p>Workshop on Digital Literacy for the Digital World by Dr.Nidhi Gupta, 11/8/2017.</p> <p>Invited lecture on GD and PI 14/9/2017</p> <p>Using Ms-Office in professional environment.</p> <p>Workshop on effective Communication by Juliana, professional from South Africa.</p> <p>Invited talk Ethical Hacking by ProEdge technologies 22/8/2017.</p> <p>Visit to National Institute Of Solar Energy 2/11/2017.</p> <p>Visit to International Book Fair 12/1/2018.</p> <p>Digital Marketing Workshop by Mr.Gokul Krishnan, Bridge point and skill Network 24/1/18.</p> <p>Financial Literacy Program by Mr.Joginder Singh, Preceptor India, 20/9/2017.</p> <p>International Yoga Day Celebrations on 21/6/2018</p>
Intra and Inter Institutional peer Competence	<p>Academic, technical and professional skill showcasing event</p> <ul style="list-style-type: none"> <li>• Zakti- Annual Function 6 &amp; 7 April,2018</li> <li>• Winter Fiesta-24 Jan.,2018</li> </ul>



7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)  
***\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

**1. Multifaceted Grooming**

- i) Providing study leave for pursuing Ph.D.
- ii) Provide academic leave to faculty and students to attend various seminars, workshops, symposium etc.
- iii) Organized Industrial visits for the students.
- iv) Conducted PTM regularly in both semesters.
- v) Various invited talks were arranged for the students given by eminent academicians and industry experts.
- vi) Feedback from various stakeholders
- vii) seminars/workshops on inter-disciplinary fields.
- viii) Student internship in Standard Chartered Bank, Hyundai, Network Bulls, PNB Met life etc.

**2. Title of the Practice–Extension Activityforcontribution to Society/ Nation:**

- i) Computer Literacy for rural women
- ii) Blood Donation Camp was organized in KIIT
- iii) Career Counselling session conducted at various schools in Gurugram.
- iv) Various activities like Swachh Bharat Abhiyan, Beti Bachao March etc. are conducted.
- v) Empowered rural population by arranging special computer classes.
- vi) Self- defence workshop by SHO & her Police Team of Women Police Station, Sector 51 and Geeli Meeti foundation
- vii) Celebrated birthday and paying tribute to various freedom fighters and educationist in the premises of KIIT.
- viii) Tree plantation drive in within KIIT Campus, Naya Gaon & Bhondsi Village
- ix) Remedial classes were taken time to time for the weak students of 11<sup>th</sup> and 12<sup>th</sup> in government schools (nearby KIIT)
- x) Volunteers of students of KIIT creates awareness amongst students and faculty and outside the intitution for not using polythene/plastic bags to make environment clean and green,

7.4 Contribution to environmental awareness / protection

- Created awareness of environmental hazards to keep the environment clean green and pollution free.
- Regular campaigns to prevent use of polythene and polythene products in the college campus
- Eco – club has organised tree plantation

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

SWOT analysis conducted.

1. On the basis of which Management had taken several measures for improving the situation of admissions. The admission Committee conducted regular meeting and used various new strategies for admissions.

2. To improve quality of education,

(i) Seminars, Guest Lectures were organized by eminent academicians, Prof. D.P. Agrawal, Former UPSC Chairman, Industrialists. Lectures were also organized

(ii) Industrial Visits, as mentioned before, were organized Doctors on Health issues and precautions, and Advocate to make students aware of various laws of Govt. of India.

(iii) Annual function "Zakti" and "Winter Fiesta" provided opportunities to show their talent in organizing events, and participate in various Competitions,

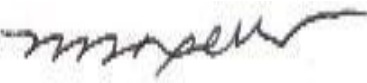
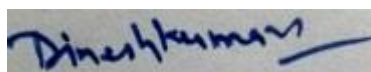
### **8. Plans of institution for next year**

IQAC planned to:

- Conduct a NAAC sponsored seminar on '**Emerging Trends in Teaching, Learning and Evaluation: Equipping the Learners with Global Competence**' February /March, 2019.
- Reorient our teaching learning assessment processes to outcome based education approach.
- Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours;
- Strengthen students' support activities, particularly the grievance redressal and counselling cells, and undertake more outreach programmes.

Name Dr. Dinesh K. Dhillon

Name Prof. H. S. Saxena



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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