

Online Annual Quality Assurance Report (AQAR)

NAAC Institutional Quality Sustenance and Development Survey

Year of Report: 2012-13

2.

1. Kindly provide the details of the institution

Name of Institution: INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

Year of Establishment of the Institution: 1991

Address Line 1: Plot No. 25 & 26, Institutional Area

Address Line 2: Sector – 4, Kharghar

City/Town: Navi Mumbai

State: Maharashtra

Postal Code: 410210

Email Address: ganesh.raja@itm.edu

2. NAAC Accreditation/Reaccreditation Details

Year of Accreditation/Reaccreditation: 2008

Current Grade: A

CGPA: 3.12

3. Institutional Status

Autonomous College

4. Contact Person Details

Name of Head of Institution: Dr. Ganesh Raja

Contact Phone: 09022656595

Email: ganesh.raja@itm.edu

Website URL: www.itm.edu

Name of IQAC Co-ordinator: Dr. C. S. Adhikari

Email: csadhikari@itm.edu

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.com etc.) 0

Post Graduate (MA/M.Sc/M.Com etc.) 7

Research Programmes (M.Phil/P.hD) 0

Certificate Programmes 2

Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/
Medicine/Pharmacy/Paramedical/Nursing etc.) 0

Other Value added programmes 18

Any other programme offered (Specify) 0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year 0

New programmes designed 1

Programmes under revision 7

Interdepartmental collaborative programmes 6

Inter institutional collaborative programmes 2

Number of review committee recommendations implemented (Total) 17

Number of NAAC peer team recommendations implemented 7

Number of UGC/any other expert committee recommendations implemented 10

Number of review committee recommendation under implementation 4

Number of NAAC peer team recommendations under implementation 2

Number of UGC/any other expert committee recommendations under implementation 4

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes 72

Total faculty on rolls 72

Faculty added during the year 11

Faculty positions vacant 0

Faculty left during the year 11

Total number of visiting faculty 75

Total number of guest faculty 60

8. Qualification of Faculty

PhD and Above 10

MPhil 2

Masters 69

Any other (Specify) 3 (CA)

9. Faculty qualification improvement

PhD awarded to existing faculty 1

MPhil awarded to existing faculty 0

Any other degree awarded to existing faculty 0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (Total sanctioned) 25

Administrative staff (Actual strength) 25

Added during the year of reporting 0

Left during the year 2

Number of posts vacant 0

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength) 9

Technical Support Staff (Actual strength) 9

Added during the year 1

Left during the year 0

Number of posts vacant 0

4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

DD MM YYYY

Year of Establishment of IQAC 24 / 04 / 2006

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members 15

Number of Alumni in IQAC 1

Number of Students in IQAC 2

Number of Faculty in IQAC 11

Number of Administrative Staff in IQAC 1

Number of Technical Staff in IQAC 1

Number of Management Representatives 5

Number of External experts in IQAC 2

Number of any other stakeholder and community representatives 1

14. IQAC Meetings

Number of IQAC meetings held during the year 2

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed 7

Number of value added programmes proposed 14
Number of skill oriented programmes proposed 4
Number of faculty competency and development programmes proposed 8
Number of other staff development programmes proposed 2
Number of student mentoring programmes proposed 7
Number of co-curricular activities proposed 15
Number of interdepartmental cooperative schemes proposed 6
Number of community extension programmes proposed 11
Any other programmes proposed (Specify) 0

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented 6
Number of value added programmes implemented 14
Number of skill oriented programmes implemented 4
Number of faculty competency and development programmes implemented 8
Number of other staff development programmes implemented 2
Number of student mentoring programmes implemented 5
Number of co-curricular activities implemented 15
Number of interdepartmental cooperative programs implemented 6
Number of community extension programmes implemented 11
Any other programmes suggested that are implemented (Specify) 0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/conferences/workshops organized by IQAC within the institution 2
Number of participants from the institution 61
Number of participants from outside 252
Number of external experts invited 3
Number of external conferences/seminars/workshops on institutional quality attended 5

Number of events conducted with IQACs of other institutions as collaborative programmes 1

19. Did IQAC receive any funding from UGC during the year?

Yes

✓ No

20. If the response to Qn. 19 is Yes, please provide the amount received from UGC (Input 0- if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC 0

Amount Received from any other source including the college management 40000

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Feedback from select course representatives and student course coordinators
- Introduction of Centralized Assessment Process (CAP)
- Introduction of online Faculty feedback through Moodle
- Business Simulation training
- Workshop on "How to write Research Paper"
- Workshop on "Advanced Excel"
- Academic Convergence Meet 2013

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty 1

Number of faculty members involved in curriculum restructuring/revision/syllabus development 50

Number of programmes in which evaluation processes reformation taken up and implemented 6

Number of active teaching days during the current academic year 161

Average percentage of attendance of students 75

Percentage of classes engaged by guest faculty and temporary teachers 40

Number of self financed programmes offered 7

Number of aided programmes offered 0

Number of programmes discontinued during the year 0

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student feedback is taken 100

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year 0

Number of minor research projects undertaken during the year 13

Number of major ongoing projects 0

Number of minor ongoing projects 5

Number of major projects completed 0

Number of minor projects completed 13

Number of major project proposals submitted for external funding 0

Number of minor project proposals submitted for external funding 2

Number of research publications in peer reviewed journals 4

Number of research publications in international peer reviewed journals 4

Number of research publications in national peer reviewed journals 0

Number of research papers accepted for publication in international peer reviewed journals 4

Number of research papers accepted for publication in national peer reviewed journals 0

Average of impact factor of publications reported 5 (4.67)

Number of books published 3

Number of edited books published 2

Number of books (single authored) published 0

Number of books (co authored) published 1

Numbers of conferences attended by faculty 43

Number of international conferences attended 15

Number of national conferences attended 28

Number of papers presented in conferences 23

Number of papers presented in international conferences 19

Number of papers presented in national conferences 4

Number of conferences organized by the institution 7

Number of faculty acted as experts resource persons 20

Number of faculty acted as experts resource persons international 5

Number of faculty acted as experts resource persons national 15

Number of collaborations with international institutions 12

Number of collaborations with national institutions 25

Number of linkages created during the year 58

Total budget for research for current year as a percentage of total institution budget 2

Amount of external research funding received in the year 1,79,000

Number of patents received in the year 0

Number of patents applied for in the year 0

Number of research awards/recognitions received by faculty and research fellows of the institute in the year 14

Number of PhDs awarded during the year 1

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities 26

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned) 540

Actual enrollment during the year 473

Student dropout percentage during the year 0

Success percentage in the final examination across the courses 98

Number of academic distinctions in the final examination and percentage 20

Number of students who got admitted to institutions of national importance 0

Number of students admitted to institutions abroad 3

Number of students qualified in UGC NET/SET 0

Number of students qualified GATE/CAT/other examination (Specify) 473

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn.28

Number of students participated 0

30. Does student counselling and guidance service exist?

Yes

31. Student participation, if answer to Qn.30 is yes

Number of students participated 473

32. Career Guidance

Number of career guidance programmes organized 70

Percentage of students participated in career guidance programmes 100

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 33

Number of students participated in campus selection programmes 461

Number of students selected for placement during the year 461

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn 35

Number of programmes organized 1

37. Student activities

Number of Students participated in external cultural events 74

Number of prizes won by students in external cultural events 0

Number of cultural events conducted by the institute for the students 5

Number of students participated in international sports and games events 0

Number of students participated in national level sports and games events 0

Number of students participated in state level sports and games events 30

Number of students participated in university level sports and games events 0

Number of prizes won by students in international sports and games events 0

Number of prizes won by students in national level sports and games events 0

Number of prizes won by students in state level sports and games events 0

Number of prizes won by students in university level sports and games events 0

Number of sports and games events conducted by the institute for the students 31

38. Composition of Students

Percentage of Scheduled Caste 0

Percentage of Scheduled Tribe 0

Percentage of other backward communities 0

Percentage of Women students 39

Percentage of physically challenged 0

Percentage of rural students 0

Percentage of urban students 0

39. Scholarships and Financial Support

Number of students availing financial support from the institution 1

Amount disbursed as financial support from the institution 3,07,000

Number of students awarded scholarship from the institution 6

Number of students received notable national/international achievements/recognition 30

40. Student initiatives

Number of community upliftment programmes initiated by students 12

Number of literary programmes initiated by students 4

Number of social action initiatives based on science/environment initiated by students 4

Number of student research initiatives 4

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall development activities is created?

✓ Yes

No

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored?

✓ Yes

No

43. Whether benchmarking is created for institutional quality management efforts?

✓ Yes

No

44. If the answer to Question 43 is Yes, please list the benchmarking in various

areas of development in bullet format

- Academic delivery mechanism.
- Faculty Feedback through Moodle.
- Rigorous 5 months Industry Internship
- Enhancing employability of students through specific measures.
- Bringing some contemporariness on course curriculum.
- Incorporating Personality Profiling and career options.

45. Is a Management Information System (MIS) in place?

✓ Yes

No

46. If answer to question 45 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

2. Student admission

3. Students records

4. Evaluation and examination procedures

5. Research administration

6. Others

(Either the respective details corresponding to the serial numbers)

1. Department wise budgeting and overall institutional budgeting.
2. Centralized admission process through various parameters.
3. Students details their background, attendance etc maintained.
4. Evaluation and examination records are streamlined and maintained.
5. Department wise Research administration is done through MIS.
6. Technology adaptation through Moodle.

47. Existence of learning resource management

	Yes	No
e-database in library	✓	
ICT and Smart class room	✓	
e-learning sources (e-Books, e-Journals)	✓	

Production of teaching modules ✓

Interactive learning facilities ✓

48. Internal resource mobilization: Kindly provide the amount contributed

Research 2,26,085

Consultancy and training 2,27,500

Student contribution 72,250

Alumni contribution 0

Well wishers 2,13,100

49. Infrastructure and welfare spending: Please specify the amount

Amount spend for infrastructure development 1,75,36,495

Amount spend for student welfare 2,33,945

Amount spent for staff welfare 4,52,615

50. Is delegation of authority practiced

✓ Yes

No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	✓	

Students	✓	
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Staff	✓	
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52. Grievances received from faculty and resolved (Entire a number; 0 for nil)

Number of grievances received 10

Number of grievances resolved 8

53. Number of grievances received from students and resolved (enter a number; 0 for nil)

Number of grievances received 24

Number of grievances resolved 19

54. Number of grievances received from other staff members and resolved (Entire a number; 0 for nil)

Number of grievances received 12

Number of grievances resolved 10

55. Has the institution conducted any SWOT analysis during the year

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Strong engagement with corporates through institutional arrangements such as 5 months IIP (Industry Internship Project), Career Management and Training, Insight Sessions etc.
- Robust NGO-CSI model and interface, and excellent industry feedback.
- Robust in house Market Research Vertical “Survey Cube” showing positive traction through sustained Market Research for corporates.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Insufficient proactive engagement of faculty members in IIP (Industry Internship Project)
- Failure of Registration of Alumni Association.
- Inadequate sports infrastructure.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Creating a registered Alumni Association.
- Launch of an International Journal in the domain of CSR and Sustainability.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- Need for international Accreditation.
- Proactively running industry embedded Joint Certification Program (JCP) across all specializations.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

Adherence to academic systems and procedures as recommended by AICTE has helped us to achieve the following:

- AIU - PGDM Program is approved by AIU (Association of Indian Universities) for equivalence to MBA.
- NBA - PGDM Program is accredited by NBA (National Board of Accreditation).
- Graded 'A' at Pan - India level by Crisil.
- Beginning of short – term courses in response to the need of community.
- Gainful traction in building student soft/ vocational skills by the introduction of Insight Sessions and Career Management and Training interventions. The institute has dedicated over 200 contact hours for these interventions, aimed at improving the overall personality and making an informed Career choice.

62. How do you perceive the role of NAAC in the quality development of your Institution (Suggestions in bullet format to be given below)

- Continuous quality enhancement by monitoring the progress of various committees.
- Adopting structured approach to achieve various objectives of the institute.
- Documentation and institutionalization of best practices of the institute.
- Internal Auditing of various programmes helped improved academic outcomes.
- Maiden 5 months Industry Internship successfully completed.
- Insight Sessions and Career Management and Training program also successfully completed.
- Digital Marketing Course introduced and completed.
- Advanced Excel and VBA programming Course introduced and completed.
- Thomas Assessment - Personality Profiling and Career options for students completed.