



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GITARATTAN INTERNATIONAL BUSINESS SCHOOL
Name of the head of the Institution	Dr. B. S. Hothi
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	011-27555607
Mobile no.	9711767666
Registered Email	vc@gitarattan.edu.in
Alternate Email	director@gitarattan.edu.in
Address	GITARATTAN INTERNATIONAL BUSINESS SCHOOL PSP 2A & 2B COMPLEX-II, MADHUBAN CHOWK, ROHINI
City/Town	New Delhi
State/UT	Delhi

Pincode	110085																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	private																								
Name of the IQAC co-ordinator/Director	Dr. Anup Ghosh																								
Phone no/Alternate Phone no.	01127555607																								
Mobile no.	9311267555																								
Registered Email	vc@gitarattan.edu.in																								
Alternate Email	director@gitarattan.edu.in																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://gitarattan.edu.in/accreditations/naac/aqar/																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://gitarattan.edu.in/																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.57</td> <td>2012</td> <td>21-Apr-2012</td> <td>20-Apr-2017</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.14</td> <td>2018</td> <td>31-Jul-2018</td> <td>30-Jul-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.57	2012	21-Apr-2012	20-Apr-2017	2	A	3.14	2018	31-Jul-2018	30-Jul-2023
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.57	2012	21-Apr-2012	20-Apr-2017																				
2	A	3.14	2018	31-Jul-2018	30-Jul-2023																				
6. Date of Establishment of IQAC	22-Jul-2012																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Seminar on Evolution of Personal Laws in India: Now and Then	17-Aug-2019 1	153
National Seminar on The Changing Face of HR in The Era of Analytics	17-Aug-2019 1	87
Inter National Conference on Global Information and Business Strategy	13-Dec-2019 3	107
Winter FDP on Research methodology and its tools	16-Dec-2019 9	71
National Seminar on Emerging Dynamics and Dimensions in the field of Law	18-Jan-2020 1	147
National Seminar on Global India: Opportunities and Challenges from major Asian Economies	22-Feb-2020 1	77
National e-SDP on ERP 2.0	08-Jun-2020 13	12
The GIBS Talk: Season 1	14-Jun-2020 1	1510
National Law Webinar on 'Are fair trials feasible in today	20-Jun-2020 1	539
The GIBS Talk: Season 1	21-Jun-2020 1	2134
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Gitarattan International Business School	Grant for International Conference	Guru Gobind Singh Indraprastha University	2019 3	150000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	150000
Year	2019

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

a) Maintain quality of Teaching Learning Process with improved Pedagogical approaches b) Improve Faculty participation in Research oriented activities c) Faculty participation in publication has improved with the revision of Research and Consultancy Policy introducing incentives for publication in different category of Journals d) Certificate courses on Skill Based Training has been introduced e) Consultancy work has been started by the faculty members.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Monitoring teaching learning process through robust feedback methods: The Programme level committees are strengthened to monitor the performance of the faculty members as approved in their course plan. Evaluation process should be mapped with course outcomes	All the courses have been successfully completed even during Covid19 lockdown.
Improvement in student mentoring system and there by provide support to weaker students.	Needless to mention that due to proper students mentoring system, student result has been improved
Stengthen Institutional Management Information System: The MIS system maintained by the Institute should be upgraded to web-based platform from the local server based platform.	All the erp modules have shifted to web-based platform and functioning properly

Improvement of the quality of the institutional publications: The journals of the Institute are to be ISSN numbered and submit to indexing authorities like Scopus, ICI etc.	JGIBS got eISSN and Indexing of JGIBS in ICI is at the last stage				
Motivate faculty members to apply for research grants from different sponsoring authorities: Different authorities like DST, AICTE, UGC,NAAC, ICCSR may be approached by the faculty members for research project grant.	Though oriented, but no result has been achieved				
Motivate faculty members to apply for research grants from different sponsoring authorities: Different authorities like DST, AICTE, UGC,NAAC, ICCSR may be approached by the faculty members for research project grant.	Faculty members are made aware, and the process is on				
Motivate faculty members to attend different Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes approved by UGC / AICTE.	All the faculty members attended different webinar, FDP and other courses organized by AICTE, UGC OR OTHER BODIES.				
MOU with organizations for different collaborative activities.	MOU with ICT academy took place				
Strengthen of MDP activities.	3 MDP organized successfully				
Strengthen student support system for Competitive Examination Guidance and Higher Education Guidance / coaching.	2 CET crash-coaching workshop organised				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> </thead> <tbody> <tr> <td>Institute's Management Committee</td><td>04-Oct-2020</td></tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Institute's Management Committee	04-Oct-2020
Name of Statutory Body	Meeting Date				
Institute's Management Committee	04-Oct-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	04-Mar-2020				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	18-Feb-2020				

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The institute have ERP system for academic and administrative management.</p> <p>1. ERP system carries different modules like: a. Registration of all students b. Admission fee Due process c. Teaching and learning process d. Attendance e. Class test on line f. Online student feedback system g. Library Management h. Asset management/stock management i. Leave Management j. Student/Teacher Grievance k. Promotion of students l. Time Tablem. Notes Module n. University Results o. Online Assignments p. Internal Assessment q. External assessments The information of different activities of the Institute are communicated by email, calendaring, intranet /Internet, campus directory, open positions database, human resources information system, LMS and ERP. 2. And further to that, the Institute is also maintaining its LMS on Microsoft Office365 platform. Due to pandemic condition most of the classes are running on online platform. For this purpose the institute started its MSteam and O365 synchronously.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

All the programmes taught in the Institute are affiliated to Guru Gobind Singh Indraprastha University (GGSIPU). Institute follows the syllabus as prescribed by the GGSIPU. Different value added courses, bridge courses, skill based training, and remedial classes are provided to students. The Timetable Committee headed by a senior faculty member and supervised by Director prepares the time table which efficiently deploys the unit of time for academic, co-curricular and extracurricular activities thereby ensuring a balance between the different types of engagement a student is expected to participate in. The system adopted for converting the curriculum issued by the affiliating university into 'deliverables' is through the well-made process where in each faculty prepares the course plan for the subject allocated. Institute is following outcome based teaching learning methodology; therefore the course plan is prepared in such a way that each lecture is evaluative and feedback is provided to students. Each faculty prepares course file which carry's all details regarding teacher activity, student activity, learning resources, assignments, case studies and all study material with assessment and evaluation sheets. Every faculty presents his/her course plan to Programme Level Committee

and the entire fraternity of faculty members before the commencement of Semester. The Changes, if any, suggested by PLC are discussed in a meeting with PLC members, Accreditation Committee and Director. The Institute strives for effective curriculum delivery through a process of effective planning, implementation and monitoring of entire process. The entire set of activities related to academics, co Curricular, extracurricular activities are preceded according to well planned academic calendar detailed enough to cover the available timeframe, yet flexible enough to permit changes. Faculty members take utmost care to complete the syllabus in time. Tutorials/projects, remedial classes, value added courses, skill based training, examinations all are well planned. Students are encouraged to meet faculty beyond classroom hours for doubt-clearing and curricular discussions. Extra hours are devoted for taking remedial classes after completion of internal examinations to bolster students' preparedness before university examinations. Periodic meetings of IQAC take stock of the progress of teaching learning, among other things and meetings of the Academic coordinators, programme coordinators of different programmes where progress of the delivery of curriculum are regularly monitored and necessary course corrections are initiated. Interactive teaching is promoted through students' participation in group discussions, quizzes and seminars. Guest lecturers, Professional lectures series; Eminent lecture series, Special lectures delivered by eminent personalities on topics related to the curriculum further intensify students' learning experience. The Institute is well equipped with smart class rooms, virtual class rooms, audio-visual and other ICT facilities which are extensively used by teachers in day to day teaching to make delivery of the curriculum attractive to students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Skill Based Training on marketing analytics (under module 3 of SBT)		06/01/2020	60	SBT on marketing analytics helps students to organize, synthesize and analyse large quantity of marketing data available at different spectrum.	a. Web , social media digital advertising analytics b. Application of analytics in different marketing c. Customer analytics d. Modeling a new marketing initiative e. Introduction to dynamic dashboard f. Designing marketing campaign .
Skill Based Training on Financial Analytics (under		06/01/2020	60	SBT on Financial Analytics helps students to	a. Introduction to financial function in excel b.

module 3 of SBT)			organize, synthesize and analyse large quantity of Financial data available at different spectrum.	Build P L from scratch using excel c. Modeling in excel d. Accounting and book keeping e. Financial statement analysis f. Capital budgeting
Skill Based Training on HR analytics (under module 3 of SBT)	06/01/2020	60	SBT on HR analytics help students to organize, synthesize and analyse large quantity of marketing data available at different spectrum.	a. The business imperatives for workforce analytics and planning. b. Measure, track and analyse workforce. c. Evidence based talent management system. d. Develop metrics.
Skill Based training on, "Introduction to Marketing Essentials"	06/01/2020	60	This module provides the participants with the basic concepts of marketing. This module also explains what marketing is all about in the simplest of terms and lay the foundation to a student' pathway to excellence in the world of marketing.	a. Bases for segmenting the market b. Targeting the right customer at right time. c. Positioning the product d. Understanding marketing strategies related to marketing mix.
Skill Based Training on	06/01/2020	60	This module is	a. Managing workforce

"Human Resource Management"				specifically designed to sensitize students on issues related to workforce management.	related issues b. Helping employees to work to their maximum potential. c. Achieving the goals of an organization through the work the employees put in.
Skill Based Training on, "Fundamentals of Financial Management	06/01/2020	60		This module helps the student to understand the concept of Financial accounting, cost accounting and management accounting. It gives all basic accounting concepts, conventions and fundamentals of financial accounting standards.	a. Analysis and interpretation of financial statements. b. Techniques of financial analysis, ratio analysis and cash flow analysis. c. Budget and budgetary control d. Cost volume profit analysis, its applications. e. Alternative choice decision
Skill Based Training on Legal Research	06/01/2020	60		In this module SBT on Legal Research is offered to 6th semester BA LLB and BBA LLB students, so that students are capable to Demonstrate the skills of research in domain or	a. Planning for efficient research. b. Understanding and usage of legal Authorities. Learn about primary and secondary sources of law research. c. Using statutory law and case

			ientedsituat ional problem solving.	law Interpre tation of judgments d. Integrating Research into writing skill
Skill Based Training on Legal Drafting	06/01/2020	60	SBT on Legal drafting will students in development and preparation of legal instruments such as statutes, regulations, ordinances, contracts, wills, conveyances, indentures, trusts and leases etc	a. Develop basic unders tanding of drafting, b. Draw different types of Legal Drafts as per requirement, c. Different iate between a draft and a conveyance.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Income Tax Law and Practice-BBA 301	05/08/2019
BBA	Production & Operations Management BBA 303	05/08/2019
BBA	Services Marketing BBA 305	05/08/2019
BBA	Entrepreneurship Development BBA 307	05/08/2019
BBA	Goods & Services Tax BBA 309	05/08/2019
BBA	Summer Training Report BBA 311	05/08/2019
LLB	Labour Law-I LLB 401	05/08/2019
LLB	Tax Law LLB 403	05/08/2019
LLB	Law and Emerging Technologies LLB 405	05/08/2019
LLB	Human Rights LLB 407	05/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
MBA	Marketing	05/08/2019
MBA	Finance	05/08/2019
MBA	HRM	05/08/2019
MBA	International Business	05/08/2019
LLB	Banking and Insurance Law	05/08/2019
LLB	Telecommunication Law	05/08/2019
LLB	Women and Law	05/08/2019
LLB	Criminology	05/08/2019
LLB	International Commercial Law	06/01/2020
LLB	Election Law	06/01/2020
LLB	International Humanitarian Law	06/01/2020
LLB	Indirect Taxes	06/01/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	635	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skill Development CourseMBA3rd Semester:MSDMS 209	05/08/2019	292
Soft Skill Development CourseMBA(IB)3rd Semester MSDMIB 215	05/08/2019	45
Managerial Skill Development: BBA 211(BBA 1st semester)	05/08/2019	272
Managerial Skill Development: BBA 211(BBA 3rd semester)	05/08/2019	163
Managerial Skill Development: BBA 211(BBA 2nd semester)	06/01/2020	272
Managerial Skill Development: BBA 214(BBA 4th Semester)	06/01/2020	163
PSDA for BA LLB 1st,3rd, 5th semester	05/08/2019	173
PSDA for BBA LLB 1st,3rd, 5th 7th semester	05/08/2019	220
PSDA for BA LLB 2nd,4th , 6th semester	06/01/2020	173

PSDA for BBA LLB 2nd,4th , 6th 8th semester	06/01/2020	220
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Internship	292
MBA	Field project	292
BBA	Internship	150
BBA	Field project	150
BA LLB	Internship	57
LLB	Internship	106
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>We collect feedback and analyze for Institute's development. Feedback form/formats are designed for the different stakeholders. This include feedback from students, faculty, employer, parents and alumni. All these feedbacks are analyzed for corrective actions to complete the loop. Feedback is obtained from students through student satisfaction survey on parameters like teaching learning process, feedback on teacher's preparation for the classes, communication skills, fairness in internal evaluation, internship provided to students, field visits, teaching mentoring process, encouragement to participate in cocurricular and extracurricular activities and many more. The feedback is discussed by Programme Level Committee (PLC) which further carries discussion with Director. PLC provides the feedback to respective faculty members and concerned coordinators to fill the gap in teaching learning process and other co curricular and extracurricular activities. Feedback from faculty is taken regularly in faculty meetings with respect to teaching learning activities, enhancement of research skills, co curricular and extracurricular activities. Semester end review is conducted where feedback is submitted. Semester end review performa carrying parameters like library support, computing facilities, training aids, ERP experience, Supervisory support, admin support and infrastructure. Feedback is also taken from faculty on different policies and process. Employer feedback is obtained for students placed for summer internship. The feedback is utilized for enhancing their personality, conducting mock interviews improving communication skills and articulation of students (both verbal and written), enhancing self confidence and self esteem and building leadership qualities. Employer suggestions are invited to build strong industry institute relationship. They are also invited for guest</p>

lecturers' pre placement talks to enlighten students on their career growth and industry expectations. Feedback is also collected from the parents during their meetings with faculty members on academic performance, participation in activities, support for remedial classes, mentoring of students. Suggestions and comments are incorporated for future development. Feedback is obtained from alumni regarding various aspects relating to development of the Institute. Alumni provide suggestions on career growth of students matching recent trends in the Industry and Industry expectations in different functional areas. They are invited for interactive sessions with students to elucidate them with the latest corporate requirements.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	General	300	860	0
MBA	International Business	60	860	0
BBA	General	360	25959	274
BA LLB	General	60	56248	59
LLB	BBA LLB	60	56248	58
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	391	0	48	30	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
78	78	10	34	2	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In recent years, Mentoring System has emerged as a strong response to the plight of students at risk. GIBS is emphasizing towards enhancement of enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. GIBS offers a highly efficient Mentoring system through which a group of students are assigned to a faculty member at the commencement of the program. Mentors meet their

students and guide them with their studies and extracurricular activities. They also provide advice relating to selection of major, career guidance and personal problems. The mentors act as guides to the students during their summer and final projects. The mentoring system of GIBS ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution and performs the following functions: a. Mentors are assigned to monitor and guide students all through the course. b. Mentors coordinate with the parents regarding the progress of the students. c. Mentors also keep track of the mentees' performance during the summer internship by continuous interaction with the industry guide designated to the student by the company. d. Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest. Type of Mentoring to be done a.

Professional Guidance – regarding professional goals, selection of career, higher education. b. Career advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth. c. Course work specific – regarding attendance and performance. d. Lab specific – regarding Do's and Don'ts in the lab. Benefits of a Mentoring System: a. Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. b. Individual recognition and encouragement. c. Psychosocial support at the time of need. d. Routine advice on balancing of academic and professional responsibilities. e. Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments. f. Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development. g. Students get an insider's perspective on navigating career in the right channel. h. Students get an exposure to diverse academic and professional perspectives, and experiences in various fields. i. The mentees get a direct access to powerful resources within major or profession. j. The mentors lay the foundation for the students to reach greater heights in their professional lives Thereby contributing to lasting personal and professional relationship. The Academic Committee of the Institute discusses the mentoring related issues at least twice in a semester and revises or upgrade the system if necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1356	78	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
78	71	7	7	27

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
MBA	039	3	03/01/2020	24/06/2020
MBA	143	3	31/12/2019	24/06/2020
BBA	017	1	17/12/2019	01/07/2020

BBA	017	3	18/12/2019	01/07/2020
BBA	017	5	19/12/2019	01/07/2020
LLB	035	1	14/12/2019	12/06/2020
LLB	035	3	16/12/2019	12/06/2020
LLB	035	5	17/12/2019	12/06/2020
LLB	035	7	16/12/2019	12/06/2020
BA LLB	038	1	14/12/2019	12/06/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE): The Institute being an affiliated institution of GGSIP University, follows the evaluation norms as formulated by the university. The university has adopted major reforms in evaluation by introducing credit based grading system. The institute has adopted the method of assessing the academic performance of the students on a continuous basis throughout semesters. The whole procedure is disseminated amongst all the students through students information manual and the same is also been placed on the institute website. Process of continuous assessment in theory subjects: The institute organizes, two internal midterm exams one after 6th week and another after 12th week to verify the learning of the students. The first one is in online mode and the second one in pen paper mode. Coverage for the examinations is of 2 units and 4 units respectively. The concerned faculty members set the question papers following the Course Outcomes (CO) of the course. After examination and evaluation is over, every faculty members showed the papers to the students, discussed the issues and settled all the queries of the students before it has been displayed. This transparent mechanism ultimately brought down grievances related to continuous evaluation process to zero. At the end of the semester, the internal marks, which are to be sent to the University for Award of internal marks, are displayed covering these CIE marks and marks for attendance. Process of continuous assessment in practical subjects: For practical based courses, regular laboratory classes are conducted by the faculty members and classroom practical copies are checked during the classes itself. At the end of the units, internal practical examinations are conducted to understand the preparation of the students in the respective course. The marks for all the parameters are displayed on classroom notice board to maintain transparency. In the even semester, due to Covid -19 pandemic, the Government declared country-wide lockdown and students were restrained not to come to the institute. During this locked down period, these CIEs were taken on online mode through GOOGLE form. All the papers were evaluated by the faculty members and returned back the response sheets to the students with observation to maintain the system's transparency. Further, the students who could not appear in the examination on the scheduled dates were given a chance to appear on a rescheduled date. The final internal marks were displayed at the institute's website with password protected and students were sent emails about their password. The whole system completed as per academic calendar and proper marks were submitted before the affiliating University in due time.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

GGSIP University published Academic Calendar for every academic year well in advance and according to the same, the institute prepares its academic calendar in every semester. In every semester, GIBS prepares and publishes its academic calendar for the institute. Similarly, department wise activity schedule are

also prepared for smooth functioning. This ensures that the curriculum is enriched through related activities like regular lectures, guest lectures, personality development workshops, ELS, PLS, seminars, conference, jurist day, MDP, FDP, SDP and industry interaction etc. The academic calendar also corroborates examination schedule, visit schedule, holiday schedule etc. All the extracurricular activities like sports and games, club activities, NSS activities, cultural programmes are also included in this academic calendar. The academic calendar is displayed on the institute website and also shares with the head of the departments, faculty members and amongst the students so as to ensure proper execution of all the activities mentioned in the calendar. Due to pandemic lockdown, the institute could not follow all its activities rigidly as notified in the academic calendar for even semester since 13-3-20. All the class lectures were conducted through online method and revision classes were also conducted as a remedial measure. Examinations were taken in online mode as per the calendar. But the activities where physical presences of the students are required, could not be organized due to Government embargo. Further some additional activities were conducted through webinar mode and students' participation in those programmes were very high.

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 in website of the institution (to provide the weblink)

<http://gitarattan.edu.in/wp-content/uploads/2019/10/PO.PSO.CO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
039	MBA	General	291	291	100
143	MBA	INTERNATIONAL BUSINESS	45	45	100
017	BBA	General	150	150	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://gitarattan.edu.in/agar-annexure-2019-20/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	3	Guru Gobind Singh Indraprastha University, Delhi	150000	0
Industry sponsored	266	M/S Arsh Marketing	200000	200000

Projects		Services		
Industry sponsored Projects	266	M/S SG Global	200000	200000
Industry sponsored Projects	260	M/S Plaza Times	200000	200000
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Personality Mapping Test	BBA	22/08/2019
Workshop on Research Skills Using Search Tools - Manupatra	LAW	07/02/2020
Workshop on Managing Sustaining Emotions, Motivations and Energy at Work	MBA	21/08/2019
Entrepreneurship Development Program	BBA	19/02/2020
Entrepreneurship Day	MBA and BBA	25/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
04	01	01

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
MBA	0
BBA	0
LAW	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	11	0
National	Law	4	0
International	Management	16	0
International	Law	6	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Law	1
Management	10
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
The Impact of Training Needs on the Success of Strategic Leadership	Prof. B.S. Hothi	Test Engin eering and Management	2020	0	Gitarattan Internatio nal Business School	0
An Evaluative Study on O rganizatio nal Culture and its Impact on Strategic Leadership in it and ITES Industries in Delhi NCR	Prof. B.S. Hothi	Internatio nal Journal of Advanced Science and Technology	2020	0	Gitarattan Internatio nal Business School	0
Approach to the Indian Judiciary in interpr eting" Pro stitution and other provisions	Ms. Chippy G. Krishnan	INTERNATIO NAL JOURNAL OF MULTIDISCI PLINARY ED UCATIONAL RESEARCH	2020	0	Gitarattan Internatio nal Business School	0

of the Immoral Traffic Prevention Act,1956"						
An Inventory model for Coordinating Ordering, Pricing and Advertisement Policy foran Advance Sales System	Mr.Shuja Ahmed	Yugoslav Journal of Operations Research(S COPUS Indexed)ISSN-2334-6043	2020	0	Gitarattan International Business School	0
Job Seekers Intention to use LinkedIn as a Social Recruitment website: A perception Study	Ms.Seema Wadhawan	International Journal of Innovative Technology and Exploring Engineering (IJITEE) ISSN 2278-3075, Vol 9 issue 8 - SCOPUS	2020	0	Gitarattan International Business School	0

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	88	40	0
Presented papers	9	5	0	0
Resource persons	0	2	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	GIBS NSS Unit	4	138
Greening GIBS	GIBS NSS Unit	4	75
NSS Orientation Day	GIBS NSS Unit	4	600
Gandhi Jayanti Celebration	GIBS NSS Unit	4	1350
Donation Drive	GIBS NSS Unit	5	321
Eye Check up Camp	GIBS NSS Unit	4	184
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Recognition	Lions Club of India	110
National B-School Survey	Award	Times of India	1356
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issues	ICC GIBS	Eminent Lecture Series on Gender Sensitization and Women Issues for BBA Semester II	6	298
Environment Awareness Programme	DOE Delhi Government	Workshop on Growth Development of Environment Management System for BBA Semester III	4	174
Gender Issues	ICC GIBS	Eminent Lecture Series on Gender Sensitization Women Issues for BBA Semester I (Morning Shift)	6	179
Gender Issues	ICC GIBS	Eminent Lecture	6	102

		Series on Gender Sensitization Women Issues for BBA Semester I (Evening Shift)		
Environment Awareness Programme	DOE Delhi Government	Workshop on Environmental Issues and Challenges for BBA Semester III	4	176
Save a Life Programme	GIBS NSS Unit	Donation Drive	5	30
Environment Awareness Programme	GIBS NSS Unit	Greening GIBS	4	75
Know your fundamental duties campaign	ICC GIBS	Constitution Day	40	300
Health Awareness Programme	GIBS NSS Unit and Lions Club Delhi	Blood Donation Eye Check Up Camp	4	120
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	13	Rohini Educational Society, Delhi, India and Uniglobe College, Kathmandu, Nepal	4
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry	Summer Internship	ACE WEALTH MANAGERS	01/06/2019	31/07/2019	2
Industry	Summer Internship	ADITYA BIRLA SUNLIFE	01/06/2019	31/07/2019	1
Industry	Summer Internship	AE TELELINKS	01/06/2019	31/07/2019	4
Industry	Summer	AGILITY	01/06/2019	31/07/2019	2

	Internship	LOGISTICS			
Industry	Summer Internship	AIRPORT AUTHORITY OF INDIA	01/06/2019	31/07/2019	1
Industry	Summer Internship	AIRTEL	01/06/2019	31/07/2019	5
Industry	Summer Internship	ALTUM	01/06/2019	31/07/2019	2
Industry	Summer Internship	AMBUJA CEMENT	01/06/2019	31/07/2019	1
Industry	Summer Internship	ANAND POLYMERS	01/06/2019	31/07/2019	1
Industry	Summer Internship	ARION CREATIONS	01/06/2019	31/07/2019	1
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Uniglobe College, Nepal.	13/12/2019	To build successful partnerships and achieve quality education through student and faculty exchange programmes.	16
Arsh Marketing Services	01/11/2019	For providing consultancy in HR	5
SG Global	01/11/2019	For providing consultancy in marketing and operations	6
Plaza Times	05/10/2019	For providing consultancy in marketing in operations	4
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
110000000	87300000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing

Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Enterprise Resource Planning Package for Library (customised by M/s IFW)	Fully	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	38090	11886499	2126	872574	40216	12759073
Reference Books	5541	1262351	225	71505	5766	1333856
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Sarika Keswani	FINANCIAL MANAGEMENT (L)	LMS of GIBS	01/01/2020
D. K. Choudhury	Project MANAGEMENT	LMS of GIBS	01/01/2020
Tanmay Pant	Digital Marketing	LMS of GIBS	01/01/2020
Sonia Munjal	International Business Management	LMS of GIBS	01/01/2020
Rajesh Arora	Business Policy Strategy	LMS of GIBS	01/01/2020
Anjali Gupta	Sales and Distribution Management	LMS of GIBS	01/01/2020
Uma Gulati	MARKETING MANAGEMENT (L)	LMS of GIBS	01/01/2020
Shivangi Sharma	LAW OF CONTRACTII	LMS of GIBS	01/01/2020

Amanpreet Kaur	INVESTMENT AND COMPETITION LAW	LMS of GIBS	01/01/2020
Chippy G Krishnan	INTERNATIONAL LAW	LMS of GIBS	01/01/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	392	120	392	0	120	10	5	42	137
Added	0	0	0	0	0	0	0	0	0
Total	392	120	392	0	120	10	5	42	137

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Recording Facility	https://www.facebook.com/gitarattanibs/videos/1975330662726218/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2800000	2775514	6300000	6550714

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The infrastructure pertaining to physical, academic and support facilities in the Institute are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and nonteaching staff. Staff members are deputed to ensure maintenance of the campus. There are various committees to ensure proper maintenance and upkeep. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the Institute. Procedures and policies for maintaining and utilizing physical, academic and support facilities: 1. Resource Planning: (a) The requirement of builtup area allied fittings and fixtures, library, computing resources, faculty are worked out as per the norms laid down by the statutory body/university/Delhi Govt and provided for. (b) All the norms laid down by various local bodies and agencies for firefighting services, facilities for differently abled people, structural soundness etc are adhered to. (c) Conservancy and security services are provided by the specialized outsourced agencies. 2. Resource Allocation: Governing Body of the Society allocates the funds for capital and revenue expenditure. 3. Institutional Mechanism for Resource Maintenance: (a) Any problem noticed by

faculty, staff or student is reported at the reception through ERP system which is then passed on to concerned person for rectification. (b) The electrical issues problems are maintained by the Society's electrician. All plumbing and building issues are maintained through outsource staff. (c) Routine maintenance, repairs and replacement of computing resources and training aids is carried out by the technicians on daily basis, when reported by the faculty/staff/student. (d) Routine cleaning and upkeep of the building is done by the house keeping staff. (e) All major fittings and fixtures, such as lifts, ACs, RO water system, CCTV system, telecom system, UPS, are maintained on AMC basis. 4. Maintenance of Essential Services: (a) All computers, servers and switches are powered by stabilized power supply through online UPS. (b) Standby power supply is provided through DG set of 125 KVA. (c) Municipal water supply is backed by ground water. (d) Entire building is fully covered by fire fighting facilities. The campus maintenance is monitored through surveillance Cameras. 5. Utilization of Classroom Training Aids: Each class equipped with LCD projector and computer is connected with the central server and ERP system. ERP system supports online real time attendance of students. The central server houses study material to be used by the faculty members for the class. 6. Academic Record keeping Library Management: All records of students in respect of attendance, performance etc are maintained on ERP. All operations of library are computerized using ERP customized for the Institute and Bar Code system. 7. Web Based Resources: Institute is a member of Office 365 online system, which acts email server for all faculty, staff and students under the domain @gitarattan.edu.in. The Share Point server of Office 365 acts as web server to share and disseminate information. Note Book application on Office 365 acts as discussion forum and share platform between students and individual teachers.

<http://gitarattan.edu.in/wp-content/uploads/2020/10/Infrastructure-Pertaining-to-Physical-Academic-and-Support-Facilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship Fund of State Government	209	2319450
Financial Support from Other Sources			
a) National	Nil	4	197010
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	01/08/2019	162	IIPC, GIBS
Soft Skills Development	01/08/2019	1356	Institute
Remedial Coaching	01/08/2019	76	Institute
Bridge Courses	01/08/2019	280	Institute
Personal Counselling	01/08/2019	337	Institute

Language Lab	01/08/2019	1356	Institute
Yoga and Meditation	01/08/2019	175	Institute
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	0	337	0	234
2019	Personal counselling	150	0	80	0
2020	CET Crash Course-Batch 1	74	0	74	0
2020	CET Crash Course-Batch 2	122	0	122	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
358	358	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Abhidi Solution	15	2	Asha Oiktners	8	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	MBA	Management	IIT, Delhi	Phd
2020	150	BBA	Management	Different	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
CAT	80
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Republic Day	State Level-Cultural Event	728
Independence Day Celebration	State Level-Cultural Event	530
Abhinandan :The Fresher's Party	State Level-Cultural Event	839
Teacher's Day	State Level-Cultural Event	629
Sports Day 2: Cricket and Badminton	State Level-Sports Event	120
Sports Day 1: Chess, Table Tennis, Snooker and Carrom	State Level-Sports Event	135
Cultural Day 3: Intra College Activity: Elocution, Best out of waste, Treasure Hunt, Rap War, Fashion Mania	state level cultural event	767
Cultural Day 2: Intra College Activity: Face painting, Minute to win, Street Play, Dumb charades, standup comedy Group dance.	state level cultural event	811
Zenith 2020: Inter college Annual Fest	National level cultural event	2112
Cultural Day 1: Intra College Activity: Solo Singing, Rangoli, Solo Dance, Instrumental music, LAN gaming and Cooking without flame.	state level cultural event	722
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Treasure Hunt	National	0	1	41419101717	Dhruv Gupta

2020	Treasure Hunt	National	0	1	41319101717	Abhishek Panwar
2020	Fashion Mania	National	0	1	40780003918	Jaya Singh
2020	Twist n Turn	National	0	1	10919103918	Sharanya Nair
2019	Case Folio	National	0	1	02419114318	Shikha Sharma
2019	Case Folio	National	0	1	02619114318	Srijin Thomas Daniel
2019	Case Folio	National	0	1	40119114318	Himani Panwar
2019	Moot Court Competition	National	0	1	03419103518	Sajal Dutt
2019	Moot Court Competition	National	0	1	40519103518	Akanksha Gandhi

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- a. Students' Representation: (1) To foster leadership skills amongst students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a systematic and responsible manner a system of "Class Representative (CR)" is in place. Each class elects two CRs one boy and one girl. The Class Representatives act as interface between the class and the management, Director and faculty members and maintain communication lines.
- b. Various cultural clubs have been formed in the college and are managed by student representatives under the guidance of faculty coordinators. All the clubs have a President and a Vice President. Their role focuses on developing networking skills, coordination skills along with communication skills with external students and organisations. It includes activities like organising regular committee meetings and delegating tasks to committee members, liaising with the presidents of other societies and external organizations/group, representing college at various events, finding sponsorships and applying for funding, encouraging and promoting inter-society and inter-university friendships, support and collaboration.
- c. • Students' Feedback/Representation:
A systematic mechanism has been developed to receive feedback and representation from the students, viz. (a) Formal written feedback at the end of each semester. (b) Personal written feedback through the mechanism of organisation structure, i.e., through Class Coordinator, Programme Coordinator, Academic Coordinator, Director and Management. (c) Through Suggestion Box. (d) Through Grievance Handling Mechanism.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5.4.3 – Alumni contribution during the year (in Rupees) :

2236000

5.4.4 – Meetings/activities organized by Alumni Association :

1. ALUMNI LECTURE SERIES- 5th OCTOBER, 2019 2. ALUMNI LECTURE SERIES - 28th SEPTEMBER, 2019 3. ALUMNI LECTURE SERIES - 15th FEBRUARY, 2020 4. ALUMNI MEET - 29th FEBRUARY, 2020

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The Institution has background of decentralized governance system with well defined interrelationships. The various standing and adhoc committees are formed to conduct curricular, co-curricular and extracurricular activities during the academic year. Institute delegates passable authority to these committees to work towards institutional activities. Various sub committees involving representatives of all stakeholders of the institute work under the supervision of IQAC for the benefit of students and faculty members. 2. Participative Management: Institute is always keen on continuous dialogue and interactions with stakeholders. Faculty participation is encouraged for improvement of effectiveness and efficiency of the institutional teaching learning process. Faculty's suggestion on various grounds is discussed with Programme Coordinators, Academic Coordinators and is conveyed to management through Director. Daily meetings in the first hour of the institute among academic coordinators, programme coordinators with directors are pathway to discuss the suggestions and problems of faculty, staff and students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	a) Institute has resourceful centric Industry Institute Partnership cell (IIPC).It brings corporate leaders and students on a common platform so that students are exposed to multiple opportunities in the professional world. b) They do so by arranging Pre-Placement Talks, Special Seminars, Guest Lectures Summer Internship Fair and Industrial Visits.Capability Enhancement Soft Skill Development Courses. c) Institute has spawned a large database of companies with whom the IIPC interacts regularly. d) With strong legacy of highly placed alumni, IIPC takes support of alumni and invite them for alumni lecture series. e) Entrepreneurship day and summer training fair is organised by IIPC to

	bring corporate people and students on common platform. f) Faculty members are encouraged to take consultancy projects.
Human Resource Management	<p>a) Many efforts are carried by management to train and retain the faculty members. b) Encouragement to faculty members and other Staff members through best faculty award, appreciation certificates, increments and promotions by management. c) Annual assessment of performance of all the employees is undertaken and accordingly increments are given to them. d) To motivate the faculty, incentive schemes introduced for publication of Research Papers. e) Faculty members are energized to acquire PhD degree in their chosen areas. They are given study leave or leave on particular days to attend course work to carry on their PhD smoothly. f) Faculty is encouraged to attend FDPs, seminars, workshops and conferences at the Institute and outside. They are provided with academic enhancement leave and grant for the same. g) Faculty members are assigned leadership positions in variety of activities conducted by the Institute and Committees Constituted. h) Decentralization and Participative approach helps them to show case their abilities and professionalism. i) Staff Development Programmes are conducted to enhance the skills of administrative staff. j) Faculty is provided with a summer as well as winter break. k) Welfare schemes for faculty and staff. l) Building strong interpersonal relationship with celebrations of Teacher's Day, Community Lunch, Gift Sharing and lunch on Deepawali, New Year's Lunch, and birthday celebrations of teaching and non teaching staff.</p>
Curriculum Development	<p>a. The institute is affiliated to GGSIPU therefore follows the syllabus prescribed by the University for all Programmes. b. However curricular gaps are identified by the faculty members considering the industry trend, requirements and recent developments. c. Faculty members designed the course plan on outcome based learning where in clear course objectives and course outcomes are defined. d. Each faculty member designs the course plan considering the gaps and clearly</p>

defining the student activity, teacher activity, learning method, learning resources along with assessment methods. e. The curricular gaps are filled through value added life skill courses, Skill based Training programmes, Eminent lecture series, Professional lecture series, Guest lectures, bridge courses, seminars, workshops, Managerial skill development activities, moot court practices, professional skill development activities(law), jurist day(law). f. All course plans are verified by Programme Level Committee and suggestions from IQAC are incorporated. g. After thorough revision it is implemented and continuous monitoring is done by Programme Coordinators and Academic Coordinators.

Library, ICT and Physical
Infrastructure / Instrumentation

a. Institute has Air conditioned classrooms, library, computer labs, and lunch rooms. b. Well managed ERP system for academic and administrative management. ERP system carries different modules like: Registration of all students, Admission fee, Teaching and learning process, Attendance, Class test-online, Online student feedback system, Library, Asset management/stock management, Leave Management, Student/Teacher Grievance, Admin. Notes Module, University Results, Online Assignments, Internal Assessment. c. All classrooms are equipped with multimedia projection system and LAN. d. All computer labs have browsing facility with availability of different software's. e. Computerized library with internet facility, ERP System, Bar Code IssueReceipt , Internet Facility, OPAC Facility , Online Subscription ,Open Source , E books-In CD Form , DELNET (Management), DELNET (Law),Manupatra, f. Faculty members have been provided a computer with internet facility and printer.

Research and Development

a) Faculty Development Programmes(FDP's) are conducted by the Institute to enhance familiarity of faculty members with new research tools and techniques. b) Opportunity to faculty members to act as resource person in Faculty development programmes. c) Management Development Programs are conducted in different functional areas like finance,

Marketing and HR. d) Faculty is encouraged to attend FDP's, Workshops, Seminars and Conferences. Support is provided to faculty in form of Academic Enhancement leave and Grant. e) Mentor mentee scheme going on successfully in all functional areas of Management programme and also in Law programme f) Encouraging Research and Consultancy policy with incentives for publication in different category of journals. g) Revised Parameters of Annual Confidential Report resulted in faculty's orientation towards research and consultancy. h) Research outcomes linked with Annual appraisal. i) Framework for best teacher award. j) The faculty members are also actively involved in guiding students in their research project dissertation, training the students on specific tools and statistical technique to be used for project. k) "Anusandhan, the Research Repository" an annual publication of GIBS with ISSN No, the intellectual capital created by the students and the faculty of the Institute, where research project is converted into research paper.

Teaching and Learning

a. A well designed course plan requires well designed teaching learning process. Therefore all faculty members present their course plan before the programme level committee and entire fraternity of faculty members before the commencement of semester. Suggestions are incorporated by the faculty members and revised course plan is submitted. b. Different learning methods are used with clearly defined student activity, teacher activity, learning resources and assessment methods. c. Curriculum is augmented by integrating experiential learning (Summer Internship, Presentation Demonstration practical in computer labs), participative learning (Students Seminar, Entrepreneurship Business Plan Development, Industry Analysis, Co curricular Activities , Extracurricular Activities, exposure through Seminars ,Workshops, Problem Solving methodology and simulation. d. Skill Based Training Programmes are conducted to enhance the skills of students in different domains like marketing analytics, financial analytics, HR analytics, basic excel, advance excel for PG students and

introduction to marketing essentials, Human Resource Management, Fundamentals of Financial Management etc. e. Different activities under managerial skill development modules are conducted to enhance the overall personality of student. f. Excellent library resources are available for students along with book bank facility. g. ICT enabled classrooms with multimedia projection system. h. To ensure the effectiveness of the teaching methodology mentioned, monitoring is carried by Academic coordinators and Programmes coordinators on daily and weekly basis. i. Any gaps identified by programme coordinator/academic coordinators in conduct of class are filled in simultaneously. j. Regular meetings are conducted with students through network of the Director, Academic Coordinators, Programme Coordinators, Class Coordinators and Faculty Members. k. Semester reviews are carried out to ensure the effectiveness of teaching and learning process throughout the semester.

Examination and Evaluation

a) The external examination is conducted by affiliating university. The institute conducts the two internal examination, one in online mode and other written three hour test based on university pattern for PG students. b) For UG students, unit test and three hours test on university pattern is conducted. c) The examination committee takes care of internal examinations for PG UG students. d) The course faculty takes care to set the questions in the pattern of the University examination and also to check the attainment of the Course Outcome. e) Answer sheets are shown to students for each subject. f) Summative Evaluation is conducted for summer internship projects and research projects. g) Summative Evaluation is also carried out for various activity based value added courses and for participation. h) Assessment of each Formative Assessment is conducted at the end of each activity planned in course plan. i) Marks of all activities are displayed on notice boards.

Admission of Students

a) Admissions are carried by the GGSIPU. b) The counselling is conducted by the university and students are allotted to the Institute as per their

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Institute has well structured controlled MIS module. Different areas of operation like, teaching and learning process, record of various co curricular activities, faculty subject allocation, lecture records, attendance, examination, assessment of activities, student feedback system ,time table, Library, maintaining results of different batches, promotion of students, maintenance of grievance redressal mechanism, project allocations , faculty guide allocations , placement records and summer internship records are maintained through well defined MIS module of the Institute. Website of The Institute is regularly updated.
Administration	Computerized maintenance of Student Data, General Administration, Admissions, Fees, etc. is done by the office staff. The Institute's administrative MIS modules helps in keeping service records of all the employees maintaining service rule books, promotion records, increment records seniority etc. and their total emoluments. Leave management, assets/stock management is also done through the same module. It also helps in notice display for students and other stakeholders.
Finance and Accounts	The institute has Finance and Accounts department whose functions are well defined. The institute uses e governance mechanism and proper accounting practices are followed for making record of each financial transaction. This helps in keeping records of receipt of funds, staff salary and all types of purchases and payment of various utility bills and taxes. Office and accounts section is fully computerized.
Student Admission and Support	The admission process is centralized and carried by GGSIPU. Institute plays no role in admission process. But if student requires any information related to the institute or university, a helping counter is opened with dedicated staff to solve their queries.

Examination	Institute has constituted the examination committee to plan, implement, coordinate and control the examination. Institute has well defined module for collecting the data related to marks of continuous evaluation. Notices related to examination, date sheet, collection of question papers from faculty, uploading of marks is all done through well designed mechanism.
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6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.Priyanka Jain	National Seminar	0	1000
2019	Dr.Ashneet Kaur	National Conference, FIIB	0	1000
2019	Ms.Seema Wadhawan	National Conference, FIIB	0	1000
2019	Dr.Uma Gulati	International Conference-IIM Rohtak	0	5000
2019	Ms.Manisha Kaushal Arora	International Conference-IIM Rohtak	0	3000
2019	Ms.Sarika Keswani	International Conference-IIM Rohtak	0	3000
2020	Dr.Pooja Chaturvedi Sharma	National Conference, Jamia Millia Islamia University	0	4000
2020	Ms.Neha Arora Chawla	National Conference, Jamia Millia Islamia University	0	4000
2020	Ms.Manisha Kaushal Arora	Workshop, Aurbindo College, DU	0	400
2020	Ms.Neha Arora Chawla	Workshop, Aurbindo College, DU	0	400
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	Winter FDP on Research methodology and its tools		16/12/2019	24/12/2019	71	0
2020	Staff Development Programme.MS -Excel-(Basic)	Staff Development Programme.MS -Excel-(Basic)	22/06/2020	25/06/2020	0	10
2020	National e-FDP on Preparedness towards Post Pandemic: Teaching, Learning and Research		06/07/2020	18/07/2020	78	0
2020	Staff Development Programme.MS -Excel-(Advance)	Staff Development Programme.MS -Excel-(Advance)	20/07/2020	23/07/2020	0	10
2019	Staff Development Programme. New ERP system2.0	Staff Development Programme. New ERP system2.0	08/06/2020	20/06/2020	0	10

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
MDP - APPLIED FINANCIAL ECONOMETRICS USING E-VIEWS	1	20/05/2020	22/05/2020	3
FDP - STRUCTURAL EQUATION MODELLING (SEM) FOR RESEARCHERS	1	18/05/2020	20/05/2020	3

FDP - ADVANCED PANEL DATA ANALYSIS	1	08/06/2020	12/06/2020	5
FDP - ADVANCE RESEARCH METHODS	1	08/06/2020	12/06/2020	5
FDP - BUILDING AN OPTIMAL PORTFOLIO IN THE POST COVID 19 WORLD	1	21/05/2020	28/05/2020	8
FDP - ARTIFICIAL INTELLIGENCE	1	15/06/2020	19/06/2020	5
INTERNATIONAL CONFERENCE - ENSURING A SUSTAINABLE FUTURE	1	06/03/2020	07/03/2020	2
PRE-CONFERENCE WORKSHOP	1	04/02/2020	04/02/2020	1
INTERNATIONAL CONFERENCE - SUSTAINABILITY GOVERNANCE RESPONSIBILITY	1	01/11/2019	01/11/2019	1
INTERNATIONAL CONFERENCE - ENSURING A SUSTAINABLE FUTURE	1	06/03/2020	07/03/2020	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
78	78	17	17

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Child Care Leave, Maternity Leave, CL, Earned leave, Vacation Leave, Academic Enhancement Leave, study leave, University Examination Leave, Personal Accident Insurance for every Faculty Staff. Exclusive Lunch Room with refrigerator and	Maternity Leave, CL, Earned leave, Vacation Leave, Insurance Personal Accident. Exclusive Lunch Room with refrigerator and microwave oven. Canteen facilities.	Insurance Personal Accident, Contribution to State Scholarship Fund, Scholarship to meritorious students, Contribution of fees of II Shift Courses towards Trust created by GOVT of NCT of Delhi for Scholarships to Economically Weaker Students, facilities for

microwave oven, Canteen facilities. Free computing, printing and photocopying facilities.

differently abled students, airconditioned classrooms, potable (RO) water, and medical aid

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The concurrent and yearly audit of the Institute is conducted by the certified chartered accountant every year. b. As per the rules, the controlling Society, namely Rohini Educational Society, files income tax return of the Institute along with audited accounts on the due date. c. Observations, if any by the Income Tax department are resolved by filing replies. Till the financial year 2019-20 there are no audit objections. d. State Fee Regulatory Committee constituted by the Govt of NCT of Delhi peruses Institute's audited accounts while fixing the fee for various programmes

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

141200000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Guru Gobind Singh Indraprastha University (GGSIPU)	Yes	IQAC
Administrative	Yes	Govt of NCT of Delhi and GGSIP University, State Fee Regulatory Committee (SFRC)	Yes	Governing body of society

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is no formal parent teacher association but regular communication with the parents are done to inform them about their ward's academic performance, results, attendance and other related issues. Records are maintained on the basis of profession/occupation of parents so that they can be invited as guest speakers. The institute seeks their help for summer internship of students wherever feasible. Parents are invited for cultural and academic events like felicitation day.

6.5.3 – Development programmes for support staff (at least three)

1. Staff Development Programme in New ERP system 2.0 2.. Staff Development

6.5.4 – Post Accreditation initiative(s) (mention at least three)

a) Started UG Programme BBA(second shift) from Academic Session 2019-20. b) Improvement in teaching learning process. All faculty members have been trained to develop course plan according to course objective and outcomes and map their plan with performance. Higher level teaching learning activities were incorporated in course plan. c) "Mentor Mentee Scheme for Promoting Research" designed to enhance the research proficiency among the management and law faculty. d) Research Consultancy given more weightage in annual confidential report e) Introduction of Skill Based Training Certificate course for Management and Law Programmes with objective of enhancing employability and entrepreneurship. Total Eight courses successfully started. f) Management Development Programme started on different functional areas like finance, marketing and HR. g) International Collaboration (MOU) done

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National Seminar on Evolution of Personal Laws in India: Now and Then	17/08/2019	17/08/2019	17/08/2019	153
2019	National Seminar on The Changing Face of HR in The Era of Analytics	17/08/2019	17/08/2019	17/08/2019	87
2019	Inter National Conference on Global Information and Business Strategy	13/12/2019	13/12/2019	15/12/2019	107
2019	Winter FDP on Research methodology and its tools	16/12/2019	16/12/2019	24/12/2019	71
2020	National Seminar on Emerging Dynamics and	18/01/2020	18/01/2020	18/01/2020	147

	Dimensions in the field of Law				
2020	National Seminar on Global India: Opportunities and Challenges from major Asian Economies	22/02/2020	22/02/2020	22/02/2020	77
2020	National e-SDP on ERP 2.0	08/06/2020	08/06/2020	20/06/2020	12
2020	The GIBS Talk: Season 1 " Required Changes in Technical Education"	14/06/2020	14/06/2020	14/06/2020	1510
2020	National Law Webinar on Are fair trials feasible in today's world of Social Media: Its influence on Judiciary	20/06/2020	20/06/2020	20/06/2020	539
2020	The GIBS Talk: Season 1Strength Within Success Throughout".	21/06/2020	21/06/2020	21/06/2020	2134
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Eminent Lecture Series on Gender Sensitization and Women Issues for BBA	23/01/2020	23/01/2020	132	172

Semester II				
Eminent Lecture Series on Gender Sensitization & Women Issues for BBA Semester I (Morning Shift)	04/09/2019	04/09/2019	84	101
Eminent Lecture Series on Gender Sensitization & Women Issues for BBA Semester I (Evening Shift)	06/09/2019	06/09/2019	46	62

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. 0.02 Percentage of power requirement of the Institution met by the renewable energy sources. 2. Solid Waste Management: The institute is instrumental in following Segregation of Waste at Source as per the policy of SDMC. All the wastes are segregated into different categories by the well-trained housekeeping staffs. Different categories of wastes are then, disposed of as per the South Delhi Municipal Corporation rules. For Biodegradable waste regular collector from SDMC came to college, collected it from specially coloured bin and deposited to SDMC collection centre. However, major solid waste of an educational Institute is generated in the form of papers wrappers and limited amount of glass, plastic metallic parts. Mask, gloves and other supporting materials have been provided to the staffs. Metallic waste is collected in store and disposed of periodically through vendors. 3. Specific coloured bins are made available for dry, wet and dangerous wastes at all the floors of the institution and proper instruction of use of bins are displayed at all prominent places of the institute. 4. E-waste: SDMC identified vendors collected all computer wastage such as mouse, keyboards, cartridges etc periodically. 5. Due to pandemic lockdown, the institute was closed for almost 3 months and wastage generation was almost zero. 6. The campus is plastic free and use of plastic/ thermakol cups, plates etc are now totally banned. 7. Two rain water harvesting structures are created as per the specifications of the local body and are functional at the Institute. These are periodically maintained. 8. Within the limited open area, greenery is aesthetically developed. 9. As a policy, most of florescent tube lights and CFL are replaced by LED Lamps. 10. Most of the students are gradually using eco-friendly bikes or cycles to maintain environment pollution level low. 11. As per Directives of Government, all the AC plants were kept suspended to stop spreading of dreaded corona virus since March-2020. 12. The whole building used to be sanitised with proper disinfectants everyday. 13. World-class desanitation instruments were set-up at every prominent location of the institute. 14. All the persons were provided mask before entering into the campus. Without mask, none is allowed to enter into the campus. 15. Maintenance of Arogya Setu app has been made mandatory for all the staff, faculty member and students.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0

Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	26/11/2019	1	Know your fundamental duties campaign	To take pledge based on preamble of constitution and fundamental duties followed by live telecast of the parliamentary session	284
2019	1	1	21/10/2019	1	Blood Donation	Service with The society	138
2019	1	1	21/10/2019	1	Eye Check-Up Camp	Service with The society	184
2020	1	1	09/01/2020	10	Donation Drive	Service with The society	321

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students' Information Manual	01/08/2019	All the new students are provided with Students

Information Manual on the orientation day. This manual includes following: 1. VISION OF THE INSTITUTE 2. MISSION OF THE INSTITUTE 3. QUALITY POLICY OF THE INSTITUTE 4. VALUE ORIENTATION OF THE INSTITUTE The document was also uploaded in the Institute website for well dissemination amongst all the stake holders of the system.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	14/08/2019	14/08/2019	530
Republic Day Celebration	25/01/2020	25/01/2020	728
Teachers Day Celebration	05/09/2019	05/09/2019	629
Janmasthanmi Celebration	23/08/2019	23/08/2019	545
Diwali Celebration	26/10/2019	26/10/2019	344
Constitution Day Celebration	26/11/2019	26/11/2019	284
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of renewable energy sources to meet the requirement of the institute.
2. Waste Management : Proper segregation at source and disposed of according to SDMC guideline.
3. Wide awareness drive about use of different coloured bins for dry, wet and dangerous wastes at the institution.
4. The campus is plastic free and use of plastic/ thermakol cups, plates etc are now totally banned.
5. Minimisation of use of paper by digitisation in office work.
6. World class sanitisation process to make it virus free.
7. Proper rain water harvesting structures and their proper maintenance.
8. Within the limited open area greenery is aesthetically developed.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: CASE 1 1. Title of the Best Practice SKILL BASED TRAINING ON LEGAL DRAFTING 2. Objectives Legal Education demands knowledge as well skill inside the graduates to be successful in profession. Articulation is the skill which is essential for every graduate for drafting every legal document in

codified manner. The objectives of the Skill Based Training (SBT) on Legal Drafting are to: (a) Enable the participants to imbibe the basic concepts in legal research culminating into the learning of doctrinal and non-doctrinal or empirical methods of research. (b) Enable students to make learning immediately applicable in law profession (c) Allow the learners to access, process and then express the information they have absorbed rather than merely writing it down. (d) Demonstrate the skills of research in domain oriented situational problem-solving, and (e) Able to evaluate the skill they are gaining. 3. The Context

Applications of Legal Education will take shape only when a law graduate can synthesise his/her knowledge of law in a language form. Legal Drafting is the

crystallization and expression in definitive form for their legal right, privilege, function, duty, or status. It is the development and preparation of legal instruments such as statutes, regulations, ordinances, contracts, wills,

conveyances, indentures, trusts and leases etc. A proper understanding of drafting cannot be realised unless the nexus between the law, the facts and the language is fully understood and accepted. Drafting of legal documents requires the skills of a draftsman, the knowledge of facts and law so as to put facts in

a systematized sequence to give a correct presentation of legal status, privileges, rights and duties of the parties, and obligations arising out of mutual understanding or prevalent customs or usages or social norms or business conventions, as the case may be, terms and conditions, breaches and remedies etc. in a self-contained and self-explanatory form without any patent or latent ambiguity or doubtful connotation. With this background, SBT on Legal Drafting

has been offered to the 8th Semester students pursuing BA LLB and BBA LLB programmes at Centre for Legal Studies, Gitarattan International Business School.. 4. The Practice All the 8th semester students, pursuing BA-LLB or BBA-

LLB programme will attend the course. After successful completion of this course, students will be able : ? To develop basic understanding of drafting, ? To draw different types of Legal Drafts as per requirement, ? To differentiate between a draft and a conveyance. 5. Evidence of Success The students will be

assessed through 6 assignments and 1 evaluation process participation. The assignments will be released at the end every unit and carry 4 marks each. The students will also be given a task of evaluation of any two peer's final

assignment according to Assignment Grading Rubrics . At the end of this module, a student will receive grade based Skill Certificate. The gradation system is as follows: ? Grade A : Scoring 80 and above ? Grade B : Scoring 60 to 79 ?

Grade C : Scoring 40 to 59 ? Grade D : Below 40. Students obtaining Grade A, B C will only receive Skill Certificate at the end of the course. 6. Problems

Encountered and Resources Required The problems encountered during conduct of the SBT are listed below: (a) The biggest problem in the implementation came from the competence levels of faculty. (b) Consistent efforts are required to turn around the mindset of faculty towards the cause and standardisation of

process in getting the training done. (c) Minimal financial resource is required to run the course. The cost is involved only in equipping the master trainer. 7. Notes (a) The entire SBT course on Legal Drafting developed the

quality of the Law students to a height and they are participating in different national level moot court competitions . (b) The legal experts praised a lot after going through the syllabus, delivery and evaluation process. (b) The SBT

certificate considers to be a value add in the student's CV. BEST PRACTICE: CASE 2 1. Title of the Best Practice SHIFTING THE TEACHING LEARNING IN VIRTUAL

MODE 2. Objectives The COVID pandemic lockdown declared by the Government in the midst of the even semester while the academic calendar was on full swing.

To run the show, the strategic decision maker of the institute framed a guideline and the whole teaching learning procedure had been shifted on virtual platform. The objectives of this virtual mode teaching learning are to: (a) The lesson plan should be delivered to the students without any interruption, (b)

All the academic activities scheduled, can be completed with minimal disturbances, (c) All the students can take part in the process, (d) Proper

evaluation can be done as per University requirements 3. The Context The whole world faced COVID-19 pandemic and the Government had to declare nation-wide lockdown to stop spreading this pandemic. The education world confronted its worst phase since March-2019 as the institutes were forcefully closed and the students were restrained to come down to institute to get their knowledge and skill development process complete. Being a leading quality institution, Gitarattan International Business School needed to run the show in an alternate mode. 4. The Practice The strategic management group of the institute developed its mitigation plan within 2 days and the Programme Administating Committee members chalked out the action plan through virtual meetings. Available resources were assessed and IT framework was modified as per the need. As the faculty members were also confined in their respective homes, the best available resources were tested and the classes were started within 7 days on Zoom platform. New time table schedule had been developed and students were made aware of this new system of learning. Faculty members were trained by the senior faculty members about how to take classes, how to make students engaged and participative, different flip class room technologies etc. All the classes were continued and regular feedback were taken by the academic supervisors from the faculty members and from the students through online meeting. After successful delivery of the courses, the next challenge was the evaluation. Again, the strategic group and programme administering committee, framed the process of online examination. The same was developed on Google-Form. Date sheet declared and students were given a mock examination training to familiarize them with this new examination process. Due to threadbare discussions at all stake holders level, almost 100 students successfully appeared in the online examination. The question pattern was descriptive as well multiple choice. The faculty members evaluated the papers and result declared in record time. Reexamination were also held for a very nominal cases where students faced technical glitches and could not submit their paper. In the next phase all practical examinations were conducted on virtual mode. Students appeared on Zoom platform at their schedule time before a panel and viva voce were taken. 5. Evidence of Success The students were assessed and the result of the internal examination declared to all the students through Institute's website via password protected documents. Zero grievance were recorded from the students in online students' grievance portal. All the records were submitted to the affiliating University at due time. As per the decision of the University, the result of the continuing batches were declared based upon internal marks submitted by the Institutions and 100 students were promoted to next semester. 6. Problems Encountered and Resources Required The problems encountered during conduct of the virtual classes and examination are listed below: (a) The biggest problem in the planning and implementation came from the resources available at different stake holders part. (b) Different person has different level of systems and networks. Integration of all these systems and networks were one of the major challenges. (c) Due to sudden thrust on limited virtual platform available at the country, the network quality were not consistent. (d) Rumors on using zoom platform and security threat attached to it also created problems to implement the process. Though with the help of Government directive, the matter had ultimately been resolved. (e) Financial involvement from the institute side was very less as the total system ran on stakeholder's own system and network. The institute had to monitor and assemble all data on its ERP server. 7. Notes (a) The entire process of online classroom delivery and evaluation were possible as all the faculty members were highly trained on flip class room technologies through robust faculty development series as conducted by the institute all the year long. (b) The devotion level of all the stake holders were too high to take the COVID pandemic challenge positively and successfully delivered all the planned activities in well orchestral manner.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Teaching Learning is an important parameter for Institutional Excellence and which is a necessity for every HEI. To strengthen the quality of teaching learning, GIBS identifies the gap in delivering this parameter. It has been identified that the institute system should be prepared for flip class room technology on virtual platform. All the student support should be made available in virtual platform also. Faculty members with less experience should be properly developed to handle the combo teaching learning methods. With these identified gaps, the institute developed its faculty members to take online classes with equal quality as of offline classes and successfully achieve the course outcomes from maximum numbers of students. Special training has been provided to the faculty members how to break monotony of the classes and make the students participative. To ease out the tension developed amongst the stakeholders about future of education in post-pandemic time, the institute organised series of talk shows where Academic stalwarts of the country like AICTE Chairman, NBA Chairman, Vice Chancellor of affiliating University has delivered their viewpoints with suggestive measures. Different Justices of Honourable High Courts and Honourable Supreme Court of India addressed the law students about future day's legal system and constitutional activities through webinars. To develop the students for MBA admission, free online coaching have been organised for all such MBA aspirants. The students were enlightened with different club activities to break their life monotony and made them cheerful. Students were trained through online classes and all the teachers applied different interactive techniques to make the students learned. Students were presented their assignments before the classmates under the guidance of specially trained faculty members. All the IT related problems were solved by the experienced IT team. As a result, the institute's teaching learning process has not stopped for a single day during this COVID-19 lockdown period. Further, proper online evaluation system was utilised and all the students were evaluated through a robust online examination process. At the end of the semester, the institute completed all its teaching learning process successfully and submitted the internal marks to the affiliating university in due time. Based on which, the university declared the result of the students and the current batch promoted to the next semester. While the other institutes waited for the instructions of the authority, Gitarattan International Business School framed all its internal policies, activated the mitigation plan just in time and successfully implemented its regular teaching learning process in alternate methods. The institute also submitted its advice to the affiliating university and many of those suggestions were accepted and converted into University guideline. The institute, during lockdown, prepared its infrastructure corona ready and spread wide awareness amongst its stakeholders for future day preparation.

Provide the weblink of the institution

<http://www.gitarattan.edu.in>

8.Future Plans of Actions for Next Academic Year

1. 1. Monitoring teaching learning process through robust feedback methods: The Programme level committees should be strengthened to monitor the academic performance and feedback mechanism need to be improved. 2. Strengthen

Institutional Learning Management System: The LMS system maintained to be upgraded on Microsoft Office-365 platform by the Institute and will be integrated with institute ERP system as far as possible. 3. To make the grievance redressal mechanism effective and to maintain proper discipline of the students, Board of Discipline is required to be set. 4. Improvement of the quality of the institutional publications: The journal of Global Information and Business strategy has received e-ISSN . As a next step this journal need to be indexed with different indexing authorities like ICI, UGC Care etc. Further it has been planned that the GIBS Law Journal should receive e-ISSN in this academic year. It has also been planned to publish a number of edited e-books by the faculty members on different topics with ISBN number. 5. Faculty members are to made aware to participate in different award giving competitions or activities organised by different renowned bodies. 6. Motivate faculty members to apply for research grants from different sponsoring authorities: Different authorities like DST, AICTE, UGC, NAAC, ICCSR may be approached by the faculty members for research project grant. 7. Motivate faculty members to apply for IPR for their intellectual works including publications: Encourage the faculty members to apply for copyright of their intellectual properties or patent. 8. Motivate faculty members to develop e-Contents to upload in MOOCs / Swayam etc: There are good number of course materials developed by the faculty members and put in the LMS of the institute. Some of the course materials may be applied for SWAYAM platform uploading. For this faculty members should be trained. 9. Motivate faculty members to attend different Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes approved by UGC / AICTE. 10. Workshop on Conservation of Energy and Gender Issues should be conducted with Parents group and local residents. 11. Start one Incubation centre: To help the budding student entrepreneurs' startup process, one incubation centre should be developed. 12. Maintain high level of research and involve students to take part in e-conference / seminars / webinars. 13. Tie-up with University/Institutes / organizations for different collaborative ventures at National and International level. 14. Involvement of students in social inclusion activities. 15. Start in-house industrial training. 16. Strengthen student support system for Competitive Examination Guidance and Higher Education Guidance / coaching. 17. Alumni Activities should be strengthened: Start different alumni activities make a constant connectivity between alumnus and its alma mater. 18. Start a online certificate course on Human Values and ethics. 19. Tie up with Skill council/s to get SBT certificate recognized. 20. Improve industry connection with faculty members : The faculty members may be encouraged to get connected with industry houses and participate in their decision making process .