YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Gitarattan International Business School
• Name of the Head of the institution	Prof. (Dr.) Vikas Nath
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01127555607
• Mobile no	9711767666
• Registered e-mail	vc@gitarattan.edu.in
• Alternate e-mail	director@gitarattan.edu.in
• Address	PSP 2A & 2B Complex II Madhuban Chowk Rohini
• City/Town	New Delhi
• State/UT	Delhi
• Pin Code	110085
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Guru Gobind Singh Indraprastha University**
• Name of the IQAC Coordinator	**Prof. (Dr.) Urvesh Chaudhery**
• Phone No.	**01127555607**
• Alternate phone No.	**01127555608**
• Mobile	**9311267555**
• IQAC e-mail address	**vc@gitarattan.edu.in**
• Alternate Email address	**naac.gibs@gitarattan.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://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 Web link:	https://gitarattan.edu.in/accreditations/naac/aqar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.57**	**2012**	**21/04/2012**	**20/04/2017**
Cycle 2	**A**	**3.14**	**2018**	**31/07/2018**	**30/07/2023**

6.Date of Establishment of IQAC	**22/07/2012**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	AICTE/AICTE_ISTE Induction-Refresher Programme/2021-22	ISTE, Delhi	2022, 4th January-10th January 2022	93000
Institutional	Impact Lecture Series	AICTE, Delhi	2021-22	12000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Worked extensively towards academic excellence and maintained quality of education of students even during online mode, which resulted into better performance.

As per academic calendar, all the planned academic activities conducted successfully in offline & online mode.

Research Work of students strengthened and they were encouraged to

undertake projects.

Level of consultancy had been improved.

The conduct of a special lecture series for all the BBA/LLB and MBA students by the resource persons based on syllabus related topic.

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

Plan of Action	Achievements/Outcomes
1. Monitoring teaching-learning process - Improvement in Course Outcome (CO) mapping process with rigorous monitoring at Program level committees (PLC).	All the faculty members have mapped their Course outcome and submitted before PLC through course file. The matter will be further streamlined in next academic session.
2. Improvement in ERP: The ERP system maintained by the Institute need to be upgraded to the latest technology supported platforms like Android, IOS etc.	The new ERP system has been implemented which is also available on mobile phone apps using android and IOS software
3. To improve the quality of the institutional publications, the institution will apply for journal indexing in UGC care list.	The institution applied for the management journal for inclusion in UGC Care list but the effort was not successful. The institution is making efforts to get management journal listed in UGC Care
4. Awareness of faculty members to participate in MOE / UGC/ AICTE guided activities.	The institution Organizes various awareness drives for the faculty members to participate in countrywide activities which are of prime importance. The Faculty members are actively participating in different conferences/ seminars / FDP's / STTP by NITTTR/ under AICTE and UGC.
5. To motivate the faculty members and students to apply for patent/ copyright/ design of their intellectual properties etc.	The institution organized Faculty Development Programs on Intellectual Property Rights (IPR) so that faculty & students understand how to design content

	for patent/ copyright/ design of their intellectual properties.
6. To motivate faculty members to apply for research grants from different sponsoring authorities like DST, AICTE & NGO's.	Faculty Development programme were organized on how to get sponsorship from different authorities & how to write research proposals to get grants.
7. The faculty members & students will be motivated to attend and get certification / FDP's from Swayam/ Neptel .	Faculty & Students have enrolled in MOOC courses and pursued different certificate programs for developing their knowledge and skill set. Some students have obtained their completion certificates too with good marks.
8. Motivate faculty members to attend different Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme approved by UGC / AICTE.	All faculty members attended Orientation and refresher program. They were acquainted with new skills, methods, and processes required to improve their performance.
9. Encourage all the faculty members to complete their Universal Human Values (UHV) trainer program of 1 week from AICTE so that they become certified trainer for teaching Human values subject.	Most of the faculty members have been trained under AICTE programme on UHV and they have successfully obtained the certificates. Two faculty members have completed the part 2 of UHV and obtained certificate for it.
10. Awareness Campaign on Environment-friendly activities, waste handling and use of renewable energy for sustainable growth & Development will be conducted for all faculty & students.	Awareness program for Faculty and students were organized on natural resource management and energy conservation, keeping environment pollution free etc.
11. To encourage faculty members to do quality & high-level research and publish / present in reputed conferences/seminars, and publish in UGC Care / Scopus	Institute consistently encourage Faculty members by giving rewards for good publication and also sponsor the fees of attending conference / seminar

indexed journals	after prior approval. Incentive for publication is also given.
12. To Involve Student and faculty members in more Extension and outreach activities, particularly Government steered activities like Ek Bharat Shrestha Bharat, Swachta Pakhwada, Atma Nirbhar Bharat etc.	Many programs on awareness of Swachh Bharat were organized by NSS unit of Institute to strengthen and enrich value system of unity amongst people of different States.
13. For high industry & academic interaction and development of students to make them job ready, MOU with Industries need to be increased..	The College has entered into a number of Memorandums of Understanding (MoU) with institutions and organizations for mutually benefit programs.
14. To increase Involvement of students in social inclusion activities through NSS.	Dedicated NSS unit encourage students and organizes active participation of students in many activities.
15. Strengthen student support system for preparation of Competitive Examination / Higher Education Guidance and coaching.	A dedicated career counselling cell organizes many trainings and coaching for CET and competitive crash courses.
16. Apply for ISO 50001:2018 as the energy management system of the institute.	Obtained the ISO 50001:2018 as the energy management system.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Institute's Management Committee	16/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	21/01/2022

15.Multidisciplinary / interdisciplinary

For all of its programmes, the institute adheres to the clearly laid out course curriculum provided by GGSIP University. This interdisciplinary course mix is offered to students as electives for specialisation in all management and legal courses.

The distinctive feature of the institute is the teaching-learning process. To achieve the stated goal, a well-balanced blend of traditional and modern approach is used to achieve student-centric process. Through workshops, panel discussions, development programmes, professional lecture series, and eminent lecture series, the college incorporates student-centric strategies to make the learning activity more engaging thereby, helping them in understanding problem-solving techniques, presentations skills, experiential learning, and participative learning.

16.Academic bank of credits (ABC):

Credits support your entry to a higher education programme. Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.Student can transfer to another university programme while keeping part or all previously earned credit points. Keeping in sync with the university & NEP guidelines the students have opened their NAD accounts and created their ABC accounts on digital platform . It will carry out tasks such as credit accumulation, credit verification, credit transfer/redemption of credits obtained by students.

17.Skill development:

The institute's specified curriculum, which includes workshops and in-depth lectures by guest specialists, focuses on different skill-enhancement programmes. Participation in skill enhancing short-term courses like "MOOCs" have also been initiated. Along with this, the students have set time slots with experts who may assist them with grooming, personality development, interview skills, presentation skills, group discussions, problem-solving ability, and analytical ability. The experts also grade the students appropriately for these services.Programmes conducted at Institution in this academic year were:

Microsoft Excel Basic (under module 1
of SBT)-MBA Sem 1

Advance Excel(under module 2 of
SBT)-MBA Sem 2
Microsoft Excel Basic (under module 1
of SBT)-MBA (IB) Sem 1
Advance Excel(under module 2 of
SBT)-MBA (IB) Sem 2
"Speaking Effectively" BBA Sem 1
"Effective Writing"BBA Sem 2
 Introduction to Marketing Essentials-
BBASem 3
Fundamentals of Business and Accounting
for Managers-BBASem 3
Human Resource Management-BBA sem 3
Introduction to Retail Management-
BBASem 4
Fundamentals in Banking and Insurance-
BBASem 4
Business Planning & Project
Management'-BBASem 4
tally-BBA Sem 5
Legal Research BALLB Sem 6th
Legal Research BBALLB Sem 6th
Legal Drafting-BALLB sem 8
Legal Drafting BBALLB sem 8

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The NEP 2020 bears testimony to the fact that the Indian Education
System needs a complete overhaul. It recognizes the distinct place
that India holds at the global stage is only because of its cultural
developments, civilisational values and rich literature in all the
fields. Therefore, all curriculum and pedagogy, from the
foundational stage onwards needs to be redesigned which is strongly
rooted in the Indian and local context and ethos in terms of
culture, traditions, heritage, customs, language, philosophy,
geography, ancient and contemporary knowledge, societal and
scientific needs, indigenous and traditional ways of learning
etc. The curriculum of this nature would ensure that education is
relatable, relevant, interesting, and effective for our students. It
will also lead to strong identity formation as the young generation
would be well versed with the rich culture and heritage of India and
can take pride in it.

Gitarattan International Business School adheres to the clearly laid
out course curriculum provided by GGSIP University and according to

the university appropriate integration of Indian knowledge system is implemented. But to make the students aware about the culture of India , at institution all the festivals and days of national importance are celebrated like Janamashtmi celebration, Christmas celeberation, republic day, independance day, nukkad natak to create awareness, several competition like best out of waste etc, have been organised.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institute adopts the Outcome Based Education system with the goal of bringing clarity among the teachers and students in terms of flexibility and freedom of learning in their ways, adoption of more than one method of learning, and completely involving students taking responsibility for their goals.

The institute created its teaching learning technique in a way that each component of education is centered upon a set of outcomes, using the OBE methodology. The OBE monitors and evaluates students' progress in relation to the predetermined standards of the programme outcomes, program-specific outcomes, and course outcomes at each stage. From time to time the institution organises internal seminars and workshops by external experts. The faculty members do continuous evaluation of students knowledge by conducting various activities, case study solving, multiple choice questions (Quiz), Minor projects, Minor examination (subjective) etc. The outcome of these evaluation methods helps in calculating the attainment of CO, PO & PSO. The institution has made the benchmark for attainment of CO equal to 60%.

The teaching & evaluation methodology followed at institution has been derived from Blooms taxanomy. Emphasis has been laid down on experiential learning by use of case studies, project work etc.

20.Distance education/online education:

Being an affiliated institute to GGSIP University we do not have a provision of distance education but during the Pandemic time online classes were conducted for the regular students on Microsoft teams and the activities like webinar, conferences , workshops, fest etc were also organised on online mode. The institute is well equiped to operate in an online manner utilising a variety of platforms, including MS-Teams and Zoom, if necessary within an hour owing to specific pandemic conditions in future too.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**232**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1683**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**249**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**488**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**104**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	104

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	894.25
4.3 Total number of computers on campus for academic purposes	476

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

GIBS followsthe mechanism for delivery and documentation of the curriculum set byGGSIPU. Programme Level Committees determine workload, allocation of work, preparation of Time Table and requirement of facultyetc. The institution follows OBE, encourage research, enhance knowledge through the enriched curriculum, conduct field trips, hands-on training related to various softwares, Seminars, Conferences, Workshops, Value Added Courses, Symposia, Student dissertation, Presentations and Projects. Teaching pedagogy includesCase study approach in Management courses & Leading Case Analysis in Law courses. ICT tools and e-resources are used for teaching.

Academic Calendar: All activities related to academics, co curricular, extracurricular activities are included in academic calendar.

Course Plan: A course plan includes course outcomes, course objectives, content topics, reference books and the expected

outcomes from the students.

The Course Plan is presented to the Programme Level Committee before the commencement of every semester where the same is reviewed and necessary changes are implemented. Periodic meetings of IQAC are scheduled to check the teaching-learning progress.

Time Table: Under the guidance of the Director, the timetable Committee prepares academic calender and time table which deploys the unit of time for all the academic, co-curricular and extracurricular activities, tutorials/projects, remedial classes, value added courses, skill based trainings, examinations etc. Every activity is planned before the beginning of the session & hence, well executed.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gitarattan.edu.in/aqar-annexure-2021-22/1.1.1

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

The institute follows Continuous Internal Evaluation (CIE) as per the syllabus of GGSIPU which includes the system of Internal Evaluation and Assessment. CIE has a weightage of25 marks in the overall score of the student per course in each program. Out of these 25 marks,5 marks are allotted for Assignment; 5 marks for Unit Tests (All UTs) and 15 marks are for Minor Exams. During Lockdown (Covid-19 Pandemic), as per guidelines of NDRF and UGC, online assignments were taken from the students. It is worth reporting that despite several problems, the submission of assignments was almost 100%. The college factors the student's attendance in all assessments, which serves as an incentive for regularity and brings academic discipline. The schedule for class tests/assignments is notified to the students in advance and, simultaneously, is uploaded on the college website & ERP as well. Students can access marks awarded to them in Unit Tests and Minor exams on ERP, once all the concerned faculty members have evaluated the tests and have uploaded the marks on ERP. Students are expected to report their exam related grievances to the exam cell within 48 hours of declaration of result on ERP.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gitarattan.edu.in/aqar-annexure-2021-22/1..1.2

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

17

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

1657

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institute has a strong belief in the importance of cross-cutting issues related to Professional Ethics, Corporate Governance, Human Resource, Environment, and Sustainability, and efforts are made to inculcate these values in students. The affiliated university has very well built these cross-cutting issues into the course curriculum of the Programme so that these practices can be put into place.As per university scheme various courses related to professional ethics, human values and environmental issues are being taught as under:-

- **BBA 106 Business Environment BBA 2nd Semester**
- **BBA 205 Business Ethics and Corporate Social Responsibility BBA 3rd Semester**
- **BBA 211 Environmental Science (NUES) BBA 3rd Semester**
- **BBALLB 213 Business Environment & Ethical Practices BBALLB 3rd Semester**

- **MS- 208 Corporate Social Responsibility, Human Values & Ethics MBA 4th Semester**
- **LLB 501 Legal Ethics and Court Crafts BA & BBA LLB 5th Semester**
- **LLB 301 Environmental Studies and Environmental Laws BA & BBA LLB 5th Semester**

Workshops, Lectures, Webinars and activities are conducted by renowned professionals from their respective field. NSS wing organizes and participates in initiatives related to CSR, societal issues, and awareness campaign for contributing towards society. The primary objective is to inculcate such values in the students. In addition to the curriculum, the experienced teachers and staff consistently display professional ethics, gender sensitivity, and human values for students to emulate. The issues of Ethics, Environment and Sustainability are consistently addressed and thoroughly debated by industry experts, researchers, and academicians at our yearly research conferences/seminars/training programs..

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

513

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows   A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gitarattan.edu.in/aqar-annexure-2021-22/1.4.2

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

543

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

60

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

In order to achieve its vision and mission, the institute recognises, values, and takes into account the different backgrounds, experiences, knowledge, needs, and skills of students. This helps to create a community that works well together. The Institution creates a stimulating environment that fosters the desire to learn, unlearn, and relearn by implementing innovative, collaborative, and learner-centered pedagogies The faculty members of the various UG and PG classes assess the students on various parameters such as absenteeism, responsiveness, attention span of students etc, to identify fast and Slow Learners.

Institute's strategy for advanced learners:

Offer specialised courses, encourage students to register for MOOCs, hold student seminars, and conduct mock interviews on current events, and other methods. There are specific classes designed for competitive exams like CAT and MAT. Along with the aforementioned efforts, there is a continuous emphasis on getting students ready for patent registration and encouraging them to participate in various competitions across varying disciplines.

Institute's strategy for slow learners:

Students receive academic and psychological counselling as well as one-on-one conversations with mentors about their concerns. Remedial classes and bridge courses are planned and implemented that lays emphasis on the fundamentals of any subject and also pinpoint difficulties. Lectures are delivered with bilingual explanations for easier understanding by students.Quick individual tests are conducted to asess the understanding of the students and simultaneously, it helps to boost their confidence.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	View File

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

Number of Students	Number of Teachers
1683	104

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The distinctiveness of the institutionis its teaching-learning process that plays a significant role in developing students knowledge. To achieve the said objective, a healthy balanced mix of traditional and modern methods is aimed for student-centric process.

The faculty members make efforts in making the learning process more interactive & interesting by adopting the below-mentioned student-centric methods.

1. Experiential learning; 2. Participatory learning; 3. Problem-solving methods; 4. Tech Talks; 5. Seminars and presentations; 6. Bridge courses

The institution emphasizes more on educating students while fostering their capacity for life long learning. Students can use it as a productive and creative platform to enhance their knowledge, attitudes, ethics, and moral values. Innovative programmes are offered by GIBS to foster students creative abilities, give them a platform to develop their problem-solving skills, and encourage collaborative learning. In addition, various clubs and societies of GIBS namely, Mind Benders, Mudra, Heritage, Frames, Lakshay etc.

play a pivotal role in enhancing students learning in various aspects in one way or the other.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[https://gitarattan-my.sharepoint.com/persona l/naac_gibs_gitarattan_edu_in/_layouts/15/on edrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fg itarattan%5Fedu%5Fin%2FDocuments%2FAQAR%2020 21%2D22%20Documents](#)

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

Communication Technology ICT tools contribute to high-quality lessons since they have the potential to increase students motivation, connect students to many information sources, support active in-class and out-class learning environments, and let instructors allocate more time for facilitation.

Each classroom has Lenovo 2.5 GHz i3 processor based computer to aid in the process along with projectors for ICT and the campus is also havinghigh-speed Wi-Fi. To improve the standard of teaching-learning at institute, the faculty makeuse of a variety of ICT-enabled tools: To manage course-related information, including learning materials, quizzes, case studies, evaluative activities, assignments, online examsetc.Microsoft Teams software and a self-sufficient ERP are utilised.The effectiveness of the teaching-learning process is increased by using PPTs; YouTube (online resources); Swayam (an open learning platform); and NPTEL (Open learning platform).

Digital library has10676free e-books in709categories which is accessible to students of all programme.

The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo Think Centre i3 processor, 500 GB HD and 4GB RAM with 300 mbps Internet Connectivity. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GB HD and 4 GB RAM with 60 nodes each connected through LAN. All these faciltitiesprovides an opportunity to the students to do hands on practice on various software tools required for their learning enhancement.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

104

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

104

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

42

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

271

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Internal Evaluation CIE : The institute follows the evaluation structure as recommended by the GGSIP University. The university follows semester system. Total weightage for external evaluation is 75 and for internal evaluation is 25. The modalities followed for awarding internal marks at undergraduate and postgraduate levels is as follows

5 marks (4 Unit Test)+ 5 marks (Assignments & Activity)+ 15 marks (Minor exam)

Frequency & Mode of conduct

4 Unit Test -conducted after completion of every UNIT of subject

Assignments & Activity - Self paced as assigned and planned during lesson plan by Course Coordinator

Minor exam after the completion of syllabus and one week before the end of semester

The institute has Centralized Internal Examination system for smooth working and transparency related to internal and external exams of students. Every year, the institute constitutes an examination committee to ensure effective implementation of all activities related to internal and external examinations and continuous evaluation of students learning.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents](#)

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Institute Level:

- **Keeping in mind the genuineness of a case related to medical/other reasons that force the students to refrain from giving exams, re-exams conducted then he/she submits application with proper documents.**
- **For sake of improvement of one's scores, a student can appear for the improvement exam.**
- **The answer sheets are shared with students to see their performance in the exam & question papers are discussed with students.**
- **If the student is not satisfied with the evaluation, the faculty will evaluate their answer sheet in front of student and tell his mistakes or convince him/her with the reason of low score obtained by the student.**
- **In case student is not satisfied with above action, the director intervenes and gets the exam copies of the concerned student checked by another course teacher.**
- **The student performance scores are displayed on the ERP notice board.**

University level:

- **If the student scores less marks than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.**
- **University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for revaluation if he/she feels that evaluation is not correct.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://gitarattan.edu.in/grievance/grievance-redressal-committee/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution is affiliated to Guru Gobind Singh Indraprastha University, so the various departments follows the objectives of the subjects (Outcome Based Education) framed by the university as given in revised syllabus of2021, the teaching pedagogy is framed in such a way that it can obtain the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) given in university syllabus. The afore said are mentioned in syllabus given to students . The PO and PSO are displayed in the staffroom / Academic Cordinator / Program Cordinator'sroom of that particular program & college website.

The CO, PO & PSO all are taken care byrespective faculty while framing the lesson plan contents, teaching , conducting activities in class, experiential learning , making the unit tests & minor papers. At the end of semester the CO-PO attainment is calculated by them.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution has a systematic process of collecting and evaluating data on program and course learning outcomes. The Summative assessments are conducted at the end of each unit of course.The Formative assessments are conducted on a continuous basis all through the delivery of the course to give continuous feedback to students. Course-level Assessment includes continuous assessment having a weightage of 25%. The end-term assessment of achieving the program specific outcomes is undertaken through the question papers designed to measure knowledge attainment, skill attainment, critical and analytical thinking, applications, etc. The faculty use various assessment tools like: class tests, assignments, quizzes, GDs, viva voice, exercises, role-plays, presentations, etc. to assess the course outcomes and communicateto the students for improvement. The timely corrective action is undertaken by the respective teachers. This may, sometimes, involve remedial classes for slow learners, and workshops as well. Program-specific outcomes assessments are done through a feedback conducted by the Alumni, Parents, and Employers. These inputs are incorporated into the curriculam if possible, else the Director writes to the university to incorporate required changes in next BOS meeting of University School for making neccessary improvements.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

485

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://gitarattan.edu.in/anubhuti-gibs-newsletter/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gitarattan.edu.in/aqar-annexure-2021-22/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

155000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has established Institute Innovation and

Entrepreneurship cell as per the guidelines of Ministry of Education. This cell works to foster the culture of Innovation and to encourage, inspire and nurture young students by supporting them to work with new ideas and innovation and promote them to create start-ups and entrepreneurial ventures. GIBS-IIC keeps on organising activities for awareness and skill development of the students under the guidance of IIC –MOE. The activities are categorised as Calendar Activity, MIC Driven Activity and Self Driven Activity. The whole year is being divided in to four quarters and at the end of the quarter, IIC –MOE verify the performance of the instituteand rate their performance. In the year 2020-21, IIC of the institute hasreceived 4 stars by IIC-MOE.

Objectives:

- To foster the 'culture of Innovation' in institute.
- To encourage students to take on entrepreneurship and Innovation
- To conduct activities as per IIC calendar.
- To participate in Heckathons and other events.
- Establish function ecosystem for scouting ideas and pre-incubation of ideas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

25

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute organizes various activities to help students to understand contemporary issues and challenges and how to face them appropriately. These events help in holistic development such as cognitive abilities, emotional abilities, and social skills. The students are also encouraged to develop these mandatory life skills. The student will adopt the human values through these activities and also execute in their life.

Extension activities instill the understanding of facing the challenges as well as feeling of gratitude and helping other people. The focus of the students is also drawn toward social services. It helps the students to realizing and understanding the connectivity with the society. They also realized the importance of donation by donating blood and books etc. The students learn human values and etiquette in life. Students are made aware about social issues like gender equality, women empowerment and caring attitude toward animals and inculcate in their behavior throughout the life by organizing seminars / workshops/ nukkad natak etc.The students will be able to connect the society with the help of these activities.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4031

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute has sufficient number of furnished, ventilated and spacious class rooms.

Laboratories: Institute has 5 well equipped and maintained laboratories, established as per AICTE norms.

Technology enabled learning rooms: Each class room has computer system, LCD projector, an audio system and LAN. For conferences/ seminars/ workshops, institute hasseminar halls and an auditorium; they are air conditioned with sufficient seats, computer system, LCD projectors, white boards,podium with audio system and LAN.

Teaching & Learning Activities Facilities:

1. Centrally air conditioned class rooms.

2. Environment friendly campus.

3. Separate common rooms and washrooms for girls on each floor.

4. Separate washrooms for students & faculties.

5. Fire extinguishers.

6. RO plant is installed and fountain basins at each floor.

7. Suggestion/complaint Boxes (nine)

8. Electricity Backup Generator & UPS system.

9. Reference library containing encyclopedia, newspapers, and reading rooms for students & faculties.

10. Medical Room with First-Aid facility.

11. Computers, internet/LAN connectivity, printers, photocopiers and projectors.

12. Office Automation software for administration & library.

13. Wheel-chair.

14. Quarantine room with 2- Beds and other necessary facilities.

15. Lunch room for staffs and faculties with Fridge & microwave.

16. Sanitizer stands at high access area.

17. Rain Water Harvesting System

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility

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

Sports and extra-curricular activities are integral components of the Institute's mandatory Core Courses and continuous evaluation scheme. This is done for student involvement and evaluation too. Annual functions and cultural events are held at well-equipped auditorium as a venue.

Outdoor and indoor sports and games such as Badminton, Volleyball, Basketball, Carrom, Table Tennis and Chess are all available including cultural activities facilities.

Students participate in intra-college and inter-college games and sports events annually. Students get specific training and prepares well for competitions such as the National Youth Parliament and other cultural and sporting events held outside institute.

Institute has won honors and awards in both individual and group events at various competitions. The Institute celebrates National Independence Day and Republic Day by raising the national flag and organizing cultural activities. Students organize and perform cultural program with the help of Faculty coordinator. The Institute hosts national and international conferences. Faculty members assist and prepare students for cultural activities. Participants in cultural activities receive financial assistance in the form of clothing, transportation, and other expenses. The institution financially supports those students who are chosen to represent the college at university, state, and national events by providing TA/DA.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility/other-facilities/

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

42

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

89424588

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Library has 50,718 volumes/ books, out of which total number Titles

are 6412 for Management is 3536, for Law it is 1733 and for BBA it is 1433. Library is fully automated, daily footfall data is maintained electronically, the ERP system of the library keeps record of issue and return & also maintains lost book record. To increase the interest of students for spending quality time in library, the teaching methodology involves library oriented assignments/projects and involves journal reading and data gathering from latest available editions. Library also has facility to take printouts and Photostat for complete utilization of the learning sources.

The students can check out books on ERP conduct their research, find a quite environment to study and they may enjoy glancing at journals or flip through magazine. Students also have facilities of internet, e-Journal and e-book at library through which they can extend their search. In the DELNET E-books collection there are10676free e-books under709categories.

The library has made efforts in recent years to accommodate the increased demand for electronic resources while also preserving the highest level of academic integrity in its publications. This includes combining print and electronic resources, creating institutional repositories, digitising rare books/documents, and subscribing to some of the greatest e-resources such as plagiarism software, among other things. Aside from these, the library has access to INFLIBNET databases through e-ShodhSindhu.

File Description	Documents
Upload any additional information	[View File]
Paste link for Additional Information	https://gitarattan.edu.in/facility/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.01

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85.51

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo Think Centre i3 processor, 500 GB HD and 4GB RAM with 300 mbps Internet Connectivity. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GB HD and 4 GB RAM with 60 nodes each connected through LAN. Each

classroom has Lenovo 2.5 GHz i3 processor based computer to aid in the process of teaching. Two servers IBM, Xeon are installed in the campus to cater to the IT infrastructure of the Institute. Wi-Fi and high speed internet connectivity through dedicated leased line is equipped to cater to the ever challenging needs of technical excellence in all areas of computer technology and business management. Firewall for security of systems is through open source.The entire campus has internet connectivity through LAN with a speed 50 mbps and 300 mbps. There are 476 well configurated systems. The College's personal computers (PCs) are all connected to network printers and scanners. So, the computing facility is well dedicated. Internet access is available on all Personal Computers. For promoting research among faculties the institute also has Research Lab.

Maintenance and upgrades are carried out periodically on a regular basis by experts on the basis of IT Policy of the institute. giBS also has an agreement with Microsoft i.e; Microsoft campus connect agreement under which, upto 1 lakh users can utilize Microsoft software for education purpose under campus connect agreement.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://gitarattan.edu.in/facility/computing-facilities/

4.3.2 - Number of Computers

476

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1325

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Methods and procedures (SOP's) for maintaining and using physical, academic, and support facilities such computer lab, and classrooms are well defined.

1. **Laboratories (labs & computer centre): Institute has 5 laboratories (including the computer center).**
2. **Library: At the end of the academic year, stock verification is done. The librarian prepares report on the usage of books by students & faculties.**
3. **Sport equipment: It is distributed to students as per the event schedule. The staff in-charge keeps track of how often the sport facilities are used**
4. **Class rooms are allocated with the requisite ICT equipments. It is used as per the Time table.**
5. **IT infrastructure: The institute has PCs, required software, and peripherals.**

6. **Electrical, Drinking Water Coolers, Lifts, and Other Facilities:** The Institute has employed technicians (electricians and plumbers) to maintain them.
7. **CCTV, security etc.:** A network and system administration staff has been appointed to maintain internet access and a CCTV security system.
8. Sanitizer stand is regularly maintained by filling the sanitizer bottles on daily basis.
9. Medical room facilities are available with 2 beds with first aid facilities.
10. The institute has installed fire extinguisher unit 4 KG capacity on each floor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

427

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

430

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	<u>https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

141

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

141

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

140

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)

during the year

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

31

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are represented and engaged in a variety of ways and each class has a CLASS REPRESENTATIVE SYSTEM at the class level and the following clubs are present in the institution:

Mudra Club: The GIBS dance and music society is represented by Mudra club.

Abhinay Club: The Dramatics Society of GIBS is known as Abhinay.

Lakshya Club: GIBS developed LAKSHYA, the sports club of GIBS.

Expressions Club: The foundation of the Expressions Club is an effort to encouragevarious sorts of art work.

Frames Club: Frames Club is a photographic community for beginnersas well as enthusiasts..

Mindbenders Club: The institute Management Club is known as "MINDBENDERS."

NSS: The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports.

The Institute Innovation Cell (IIC): IIC promotes the Institute's spirit of innovation and entrepreneurship.

Heritage Club: "Heritage – The Cultural Society of GIBS" is a voluntary youth organisation that promotes Indian culture.

Courtroom: The Law Society gives students a more realistic picture of the legal profession.

Legal Aid Cell: Legal Aid Clinic has been established under District Legal Services Authority which has been constituted under Legal Services Authorities Act, 1987.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/clubs-societies/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

26

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni network of instituteis quite active and dynamic. This Alumni association has 4163 members. Through the Alma-connect

portal, the system has been strengthened further. There are 881 members connected on Alma-connect portal. Alumni are passionate about their alma mater and work tirelessly to develop their successors. Alma-connect portal helps in providing a platform for ex-students, as well as present students in connecting with industry experts, who were once a part of Gitarattan family.

Alma-connect helps in discovering individuals associated with the institute by bifurcating them into categories like 'professional in consulting', 'finance and accounts professionals', 'sales/business professionals', 'analyst and data science professionals', 'HR and admin professionals' and 'teaching and training professionals'.

Alumni contributions include regular attendance at the PD Workshop, arranging mentoring workshops, assisting with start-up activities, and giving internships and placement assistance. Another occasion where all the alumni gathered with their friends to relive their old campus life is the annual Alumni Meet. The institute organises ALS (Alumni Lecture Series) where our alumni address their juniors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Institutional Vision:

The vision of the institute is to prepare outstanding professionals in business management and other disciplines, who can provide

- intellectual-emotional-psychological leadership;

- design-develop-implement systems & processes; and
- Research-innovate-compete at national & international level.

Institutional Mission:

- To provide an integrated learning experience stressing basic skill development, academic excellence, employable skill preparation and intellectual rigor;
- To promote integrated personality development of students;
- To encourage research and excellence in all activities of teaching fraternity;
- To promote continuous improvement in processes and systems through innovative ideas and technologies, and
- To nurture culture of fairness, equity and partnership.

The governance of the institution is reflective:

Director, Principal (Law), Academic Coordinator, Program Coordinators, faculty class coordinators , faculty members, cell and club coordinators, IQAC , IIC , non-teaching and supporting staff, class representative, alumni, and management committee comprises the Institute's empowered team. Management delegates authority to the Director and Principal (Law), who then shared it with the Institute's various levels of functionaries. Academic Coordinator, programme coordinators, faculty members, and committee coordinators all play a significant role in formulating and implementing institutional policies and regulations. The Director administers the academic processes and assures that the Institute's policies and action plans are working properly.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/about-us/vision-mission/vision/#:~:text=Values-,Vision%20of%20the%20Institute,compete%20at%20national%20%26%20international%20level
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a history of decentralized and collaborative governance with well-defined processes, systems, and interconnections. The extensive delegation of authority to the Heads

of the various Departments in the college is one example of this practice. Ideas for academic goals, organizational advancement, and improved campus life are solicited from all stakeholders in order to promote the College's efficient operation.

During the academic year, Academic Coordinator participate in the process by:

- supervising his or her department's members' teaching plans
- empowering to make changes to the routine and assign teaching assignments and evaluation duties
- often taking the initiative in organizing seminars, workshops, career counseling sessions, corrective measures, interdepartmental or inter-college exercises, departmental excursions, and study tours
- Collaborating with his/her departmental colleagues, plan, prepare, and publish the departmental magazine or working paper.
- Overseeing the paper-setting, moderation, evaluation, and mark submission of all internal department examinations, as well as the admission and promotion criteria for students in consultation with his or her department etc.

Moreover, different committees are formed to oversee academic, curricular, co-curricular, and extracurricular activities. The Institutional IQAC members meet with respective faculty members in charge on a regular basis.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/about-us/leadership/management-committee/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan for 2022-2023:

- To apply for Grantsfrom both government and non-government sources.
- Vertical expansion to accommodate more classrooms, laboratories, auditoriums, and staffrooms, among other things.
- Increased use of innovative methods to expand the scope and

profile of the teaching-learning experience.
- To do Collaboration with various industries & Institutes
- Introduction of some more professional value-added and skill development courses

Implementation of 2021-2022:

- 18 professional value-added and skill development courses were introduced
- Faculty / Staff Development Programs were held to improve the teaching and non-teaching staff's skills and expertise.
- Digitization of notes, assignment, attendance was done using ERP Software.
- Plag Checker X software installed in library which would help faculty members and students to check plagiarism
- Encourage all faculty members to pursuePhD.
- Improvise Students' employability skills thru PDW(Personality Development Workshops) , ALS (Alumni Lecture Series) , PLS (Professional Lecture Series).
- Faculty members were encouraged to write papers in UGC-approved or ABDC national and international journals.
- Regular interaction with alumni who assist to get employable in corporates thru ALS.
- Corporate Social Responsibility (CSR) activities were carried out through NSS.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is in charge of the organization's management systems, as well as their implementation and ongoing improvement. The academic and administrative functions of the Institute are reviewed by the academic advisory council. Chairman is in charge of

infrastructure development. The Vice Chairman considers proposals for awards, certificates, and scholarships, among other things. The Institute's academic success, administrative processes, and co-curricular and extension activities are all reviewed and evaluated by the Director.

Administrative Set Up:

The Principal (Law) is responsible for the administration, academics, co-curricular activities, and extracurricular activities of the Law programmes. The Institute's IQAC is working on creating a quality system to improve the Institute's academic and administrative performance. HoDs and PCs are directly responsible for all the Institute's departmental academic programmes at the department level.

Service Rules, Procedures, Recruitment and Promotion Policies:

The Administrative and Service Manual is available in the institution, is presented to all employees. Conditions of service, roles and responsibilities, discharge of duties, promotions, increments, types of leave, code of conduct, incentive for attending FDP, incentive for academic performance, and incentives for research and consultancy are all explained to faculty members.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms, including the Anti-Sexual Harassment Cell with its Internal Complaints Committee, the Anti-Ragging Cell, a Grievance Redressal Cell with prominently placed complaints boxes, and full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://gitarattan.edu.in/about-us/leadership/management-committee/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and   A. All of the above

Accounts Student Admission and Support
Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Institute is having a strong and meticulously planned HR policy which is being followed with due diligence. Leave availed by the all the employees, being a Teaching staff or non- teaching staff, is regularly recorded in our EPR system. On the other hand, non-teaching staff is also eligible to get all the leave benefits. Apart from these, they can also avail special leave when the academic session is not in progress.

Institute has granted all Gazette leaves, any emergency leave, etc. as and when declared by the State or Central Government. Therefore, HR policy remains flexible and is being followed according to the requirement. In addition, the HR policy is also vetted by the Management regularly so as to prevent dissatisfaction amongst the employees which may in turn lead to academic distress.

The Institute also provides recreation facilities like hygienic lunch room with refrigerator and microwave oven, canteen that provides various fresh and healthy cuisines. To save employees and students from water borne diseases, the institute has also fitted an ROplant and to encourage research and development,all the facility are provided adequately. During the pandemic time of COVID all the precautions initiated by the government were strictly followed.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

118

File Description	Documents
IQAC report summary	<u>View File</u>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institute is following a performance appraisal for teaching and non-teaching staff, which is recorded in the form of self-appraisal, student appraisal and superior appraisal through Annual Confidential Report (ACR), The objective is to find the potential performer of the organization and felicitate him/her during the teacher's day which will in turn motivate others to follow. Institute feels by

carrying out such appraisal the employee will get motivated and it will help create positive vibes along with healthy competition among employees. Institute not only amply rewards its employee by giving yearly increment but also provides promotion on merit basis of performance. The employees who are unable to achieve any contribution or any faculty getting low feed backs are counseled at the first stage and subsequently give the job assignment according to his/her caliber after providing ample training. By doing this employee gets motivated.. The teaching staff or non- teaching staffs are appreciated by giving appreciation letter and research reward to the faculty members.

The major outcome of such performance appraisal is to foster team spirit among the employees.The organization gets a chance to understand the needs and wants of the employee and their talent and requirement to the organization.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute maintains a proper set of books of accounts which are audited yearly and regularly by a certified Chartered Accountant. Books of accounts are audited in the name of Rohini Education society. The tax returns are also filed under the same assessee name. No objection has been raised by the tax department, regarding this matter, till date. Payments or any expenses incurred by the Institute are properly recorded, verified and audited. All the income received is deposited in the bank and reconciled on monthly basis. Institute carries both internal and external audit system each and every year. Till financial year 2021-2022, no audit objection has been raised. The Institute adheres to all the government rules and the management ensures that all the paymentsare made on timely basis with duly authorized signatory. In case any

objection is raised by the auditor,it is immediately met with all the necessary documents within a definite period. However, until date no such complaint is filed.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institute mobilizes its funds from fee collection made from students and uses it cautiously and carefully for productive Research and Development, workshops, conferences, seminar, faculty development programs, keeping in mind the requirement of the stakeholders. Apart from this funds are allocated for staff development program, training program, industrial academic interaction to provide quality and contemporary education.

The funds so mobilized are utilized for the development and maintenance of infrastructure of the Institute. The management applies budgetary control to use the funds systematically. To develop education, management utilizes the fund received for the

expansion of library and computer lab.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The intellectual capital of the institute has contributed to research and development and consultancy in the new area of its specializations. A separate policy was framed in the year 2018 to promote the same. The journey began in the year 2018-19 by acquiring two consultancies and continued in 2021-22 when three consultancies were acquired and successfully completed. This has created widespread aspirations amongst the fraternity of the institute. In addition, it has aided to improved faculty participation in research and development activities. Mentor and mentee relationship is established and running successfully in all the functional areas of management and law.

Faculty is encouraged to attend FDP's workshops, seminars and conferences. Support is provided to faculty in form of Academic enhancement leave and grant. Faculty Development Programmes (FDP's) are conducted by the Institute to enhance familiarity of faculty members with new research tools and techniques. Opportunity to faculty members to act as resource person in Faculty development programmes and Management Development programme is provided. Research and consultancy policy with incentives for publication in different category of journals is a big motivational tool.. The faculty members are also actively involved in guiding students in their research project dissertation.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020%2D22%20Documents
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Maintaining the quality standards of education is a prime motive of the institute. This is achieved by forming the IQAC Committee which acts as a check and balance for reviewing the teaching learning process on the basis of summative and formative systems with continuous comprehensive evaluations. At the beginning of a session, a thorough academic calendar is prepared covering all the activities that are to be delivered in each session. This calendar is notified and circulated among all the faculty members and non-teaching staff of the institute. Thereon, a committee supervises the activities. The learning process is commenced with the preparation of a course plan by the faculty members and on the designated date, the presentation is conducted by the Program Coordinator. If any gap is discovered, the same is informed to the faculty member for rectification. To assess the students' performance, a continuous comprehensive evaluation process is carried out in two parts. The first comprises of an Internal Assessment which includes a unit test assessment, minor examinations, class participation, attendance, co-curricular activity participation, NSS activity, workshops, seminars, conference attendance. The second part is composed of an external examination which is conducted by the University.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020%2D22%20Documents
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute recognizes equal participation of all irrespective of one's gender orientation in all its endeavors. Institute took several initiatives to promote gender equity.The institute has provided female students with all the resources that put them at an equal footing with the boys. The institute is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. The institute has a dedicated women Cell under IIC and an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. Various seminars, programs and activities are organised to popularize the idea of gender sensitization and empowerment. The institute display posters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and

ragging. An Internal Complaint Committee has been taking special care about the female students and trying to support in terms of instilling confidence among them while they face any type of problems within the campus or outside the campus.

One seat is reserved exclusively for women in the Students Council. Every committee has one female representative to take up women issues. Round the clock security with women security guards is provided specially in areas frequented by women students like academic block, CCTV cameras to monitor the movement are installed in campus.

File Description	Documents
Annual gender sensitization action plan	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202020 21%2D22%20Documents

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The Institue has multiple mechanisms for handling the degradable and non-degradable Waste to become almost zero waste disposing campus.

These are: Solid, Liquid and Bio-medical waste management, E-waste management, Waste recycling system

1. Solid waste Management

It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards of MCD. Wastes like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling.

2. Liquid waste Management

Proper sewage system is present in all the washrooms of the institute, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The institute's liquid wastes are safely channeled into the sewage tank.

3. Biomedical Waste Management

Biomedical waste in the institute is quite less. Safe disposal of the waste is adopted to reduce adverse effect on human, animal health and aesthetics. Waste like cotton gauze, bandage, textiles are disposed along with degradable waste.

4. E-waste Management

Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization.

5. Waste Recycle System

Paper waste is sold out for its recycling in paper industry. They make useful product like pen , pen stand, notepad etc.for our institutional usage

6. Hazardous Chemicals and Radioactive Waste Management

Campus is free from any kind of radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The faculty and staff in the institute comprise of members from

varied regional and linguistic origins and reflect a microcosm of unique diversity that India is known for, the world over. The percentage of teachers from Delhi and other states is almost equal to those from other states, making it a truly multicultural diversified institute.The institute believes in unity in diversity that's why all students respect different religions, languages, and cultures. The institute faculty and students greet and wish each other at different festivals and students are introduced to all cultures, to have amicable relations, and to maintain religious, social and communal harmony.

To represent our Indian culture, on the eve of our institute annual gathering, the institute organizes traditional competitions. In these competitions, the students wear different attires representing different states, religions and cultures. Through this activity students get acquainted with the different cultures of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the institute.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]
Any other relevant information	No File Uploaded

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

The graduates of the Institute are groomed to be law abiding citizens and trained to strive towards the protection of the country, imbibing citizenship values and promoting adherence to constitutional values. This requires awareness of the constitutional morality and understanding of the spirit behind the objectives of social and economic justice, equality, liberty and fraternity.

NSS activities promotes caring for the underprivileged and contributing to the welfare of the downtrodden. The institute has adopted Ekta Camp Village, Organizes Blood Donation Camps on regular basis. hold Swacchhta Pakhwada every year. Human Values and Ethics has been made a mandatory subject by university, at institution its is taught with a mission to shape the academic community into responsible and trustworthy citizens by making them think independently and show compassion to fellow beings and nature.

Research & Publication Ethics is introduced for the students of the University as mandated by University Grants Commission.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Any other relevant information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Republic Day Celebration- Students and teachers perform patriotic

events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and lunch.

Independence Day celebration- Students and teachers perform patriotic events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and lunch.

Teachers Day Celebration- Institute has a unique culture of appreciating the efforts of teachers by awarding them best faculty awards.

Diwali Get together- There is Diwali Pooja performed in the campus at the occasion of Diwali. The faculty members, staff and management of the institute assemble for pooja.

Holi Get together- Holi party is an attraction for faculty and staff where they enjoy thoroughly along with lunch and sweets. Staff and faculty greet each other by putting gulaal on each other.

International Yoga day- It is also celebrated in the institute where students and teachers practice Yogas to relieve stress and sadness.

Women's Day: Dedicatedly, GIBS organizes Women's Day on 8th March every year for the female students and female staff members in the institute.

National Voters Day: National Voters Day is celebrated every year on 25th January to spread awareness about the necessity of voting.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Value added certificate programmes for enhancing employability and entrepreneurial ability

Objectives:

To transform students into competent management professionals

The context:

The Management education is intended to bridge gap between academics and industry.

The practice:

The institute offers value added certification programmes for employability enhancement.

Evidence of Success:

The value added programs leads to enhancement of soft skills and personality development of students.

Problem encountered and resource required:

The problems faced are-time constraint due to semester pattern, availability of resource persons etc.

Other Information:

The students are given certificates after successful completion of programs which adds value to their resume enhancing their employability.

Best Practice 2: INSTITUTE INNOVATION CELL

Objectives:

To encourage a mindset of continuous learning, creative thinking and increased innovation.

The context:

To enhance the research and innovation quotient in the Institute

The practice:

The atmosphere of innovation and creativity is proposed to be improved by a multipronged approach including facilities up gradation, establishment of cells to monitor.

Evidence of Success

The Institute has received four star ratings towards contribution of Innovation cell

Problem encountered and resource required:

Building a research oriented and creative mindset requires a constant efforts for attitude transformation in student community.

File Description	Documents
Best practices in the Institutional website	https://gitarattan.edu.in/accreditations/naac/aqar/
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

An Atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. GIBS is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Director, Senior Faculty Members and Examination Coordinator prepares the academic calendar institutell in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan and map it to the outcomes as per the Outcome Based Education perspective, and make it available to the students. So many efforts are being made for the past few years to change the Teaching - Learning environment into activity based learning.

Mentoring system: Every Faculty member is allotted 15-20 students to

whom one acts as a Mentor.

The counselor identifies the academic and personal problems of his/her ward.

The wards are encouraged to participate both in curricular and extra- curricular activities.

Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions.

Feedback System -Students give feedback about the faculty at the end of each session or semester.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

GIBS followsthe mechanism for delivery and documentation of the curriculum set byGGSIPU. Programme Level Committees determine workload, allocation of work, preparation of Time Table and requirement of facultyetc. The institution follows OBE, encourage research, enhance knowledge through the enriched curriculum, conduct field trips, hands-on training related to various softwares, Seminars, Conferences, Workshops, Value Added Courses, Symposia, Student dissertation, Presentations and Projects. Teaching pedagogy includesCase study approach in Management courses & Leading Case Analysis in Law courses. ICT tools and e-resources are used for teaching.

Academic Calendar: All activities related to academics, co curricular, extracurricular activities are included in academic calendar.

Course Plan: A course plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students.

The Course Plan is presented to the Programme Level Committee before the commencement of every semester where the same is reviewed and necessary changes are implemented. Periodic meetings of IQAC are scheduled to check the teaching-learning progress.

Time Table: Under the guidance of the Director, the timetable Committee prepares academic calender and time table which deploys the unit of time for all the academic, co-curricular and extracurricular activities, tutorials/projects, remedial classes, value added courses, skill based trainings, examinations etc. Every activity is planned before the beginning of the session & hence, well executed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gitarattan.edu.in/aqar-annexure-2021-22/1.1.1

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

The institute follows Continuous Internal Evaluation (CIE) as per the syllabus of GGSIPU which includes the system of Internal Evaluation and Assessment. CIE has a weightage of25 marks in the overall score of the student per course in each program. Out of these 25 marks,5 marks are allotted for Assignment; 5 marks for Unit Tests (All UTs) and 15 marks are for Minor Exams. During Lockdown (Covid-19 Pandemic), as per guidelines of NDRF and UGC, online assignments were taken from the students. It is worth reporting that despite several problems, the submission of assignments was almost 100%. The college factors the student's attendance in all assessments, which serves as an incentive for regularity and brings academic discipline. The schedule for class tests/assignments is notified to the students in advance and, simultaneously, is uploaded on the college website & ERP as well. Students can access marks awarded to them in Unit Tests and Minor exams on ERP, once all the concerned faculty members have evaluated the tests and have uploaded the marks on ERP. Students are expected to report their exam related grievances to the exam cell within 48 hours of declaration of result on ERP.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gitarattan.edu.in/aqar-annexure-2021-22/1..1.2

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for	**B. Any 3 of the above**

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

17

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

number of students during the year

1657

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institute has a strong belief in the importance of cross-cutting issues related to Professional Ethics, Corporate Governance, Human Resource, Environment, and Sustainability, and efforts are made to inculcate these values in students. The affiliated university has very well built these cross-cutting issues into the course curriculum of the Programme so that these practices can be put into place.As per university scheme various courses related to professional ethics, human values and environmental issues are being taught as under:-

- BBA 106 Business Environment BBA 2nd Semester
- BBA 205 Business Ethics and Corporate Social Responsibility BBA 3rd Semester
- BBA 211 Environmental Science (NUES) BBA 3rd Semester
- BBALLB 213 Business Environment & Ethical Practices BBALLB 3rd Semester
- MS- 208 Corporate Social Responsibility, Human Values & Ethics MBA 4th Semester
- LLB 501 Legal Ethics and Court Crafts BA & BBA LLB 5th Semester
- LLB 301 Environmental Studies and Environmental Laws BA & BBA LLB 5th Semester

Workshops, Lectures, Webinars and activities are conducted by renowned professionals from their respective field. NSS wing organizes and participates in initiatives related to CSR, societal issues, and awareness campaign for contributing towards society. The primary objective is to inculcate such values in the students. In addition to the curriculum, the experienced teachers and staff consistently display professional ethics, gender sensitivity, and human values for students to emulate. The issues

of Ethics, Environment and Sustainability are consistently addressed and thoroughly debated by industry experts, researchers, and academicians at our yearly research conferences/seminars/training programs..

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

513

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gitarattan.edu.in/aqar-annexure-2021-22/1.4.2

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

543

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

60

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

In order to achieve its vision and mission, the institute recognises, values, and takes into account the different backgrounds, experiences, knowledge, needs, and skills of students. This helps to create a community that works well together. The Institution creates a stimulating environment that fosters the desire to learn, unlearn, and relearn by implementing innovative, collaborative, and learner-centered pedagogies The faculty members of the various UG and PG classes assess the students on various parameters such as absenteeism, responsiveness, attention span of students etc, to identify fast and Slow Learners.

Institute's strategy for advanced learners:

Offer specialised courses, encourage students to register for MOOCs, hold student seminars, and conduct mock interviews on current events, and other methods. There are specific classes designed for competitive exams like CAT and MAT. Along with the aforementioned efforts, there is a continuous emphasis on getting students ready for patent registration and encouraging them to participate in various competitions across varying disciplines.

Institute's strategy for slow learners:

Students receive academic and psychological counselling as well as one-on-one conversations with mentors about their concerns. Remedial classes and bridge courses are planned and implemented that lays emphasis on the fundamentals of any subject and also pinpoint difficulties. Lectures are delivered with bilingual explanations for easier understanding by students.Quick individual tests are conducted to asess the understanding of the students and simultaneously, it helps to boost their confidence.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

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

Number of Students	Number of Teachers
1683	104

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The distinctiveness of the institutionis its teaching-learning process that plays a significant role in developing students knowledge. To achieve the said objective, a healthy balanced mix of traditional and modern methods is aimed for student-centric process.

The faculty members make efforts in making the learning process more interactive & interesting by adopting the below-mentioned student-centric methods.

1. Experiential learning; 2. Participatory learning; 3. Problem-solving methods; 4. Tech Talks; 5. Seminars and presentations; 6. Bridge courses

The institution emphasizes more on educating students while fostering their capacity for life long learning. Students can use it as a productive and creative platform to enhance their knowledge, attitudes, ethics, and moral values. Innovative programmes are offered by GIBS to foster students creative abilities, give them a platform to develop their problem-solving skills, and encourage collaborative learning. In addition, various clubs and societies of GIBS namely, Mind Benders, Mudra, Heritage, Frames, Lakshay etc. play a pivotal role in enhancing students learning in various aspects in one way or the other.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents](#)

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

Communication Technology ICT tools contribute to high-quality lessons since they have the potential to increase students motivation, connect students to many information sources, support active in-class and out-class learning environments, and let instructors allocate more time for facilitation.

Each classroom has Lenovo 2.5 GHz i3 processor based computer to aid in the process along with projectors for ICT and the campus is also havinghigh-speed Wi-Fi. To improve the standard of teaching-learning at institute, the faculty makeuse of a variety of ICT-enabled tools: To manage course-related information, including learning materials, quizzes, case studies, evaluative activities, assignments, online examsetc.Microsoft Teams software and a self-sufficient ERP are utilised.The effectiveness of the teaching-learning process is increased by using PPTs; YouTube (online resources); Swayam (an open learning platform); and NPTEL (Open learning platform).

Digital library has10676free e-books in709categories which is accessible to students of all programme.

The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo Think Centre i3 processor, 500 GB HD and 4GB RAM with 300 mbps Internet Connectivity. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GB HD and 4 GB RAM with 60 nodes each connected through LAN. All these faciltitiesprovides an opportunity to the students to do hands on practice on various software tools required for their learning enhancement.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

104

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

104

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

42

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

271

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Internal Evaluation CIE : The institute follows the evaluation structure as recommended by the GGSIP University. The university follows semester system. Total weightage for external evaluation is 75 and for internal evaluation is 25. The modalities followed for awarding internal marks at undergraduate and postgraduate levels is as follows

5 marks (4 Unit Test)+ 5 marks (Assignments & Activity)+ 15 marks (Minor exam)

Frequency & Mode of conduct

4 Unit Test -conducted after completion of every UNIT of subject

Assignments & Activity - Self paced as assigned and planned during lesson plan by Course Coordinator

Minor exam after the completion of syllabus and one week before the end of semester

The institute has Centralized Internal Examination system for smooth working and transparency related to internal and external exams of students. Every year, the institute constitutes an examination committee to ensure effective implementation of all activities related to internal and external examinations and continuous evaluation of students learning.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Institute Level:

- Keeping in mind the genuineness of a case related to medical/other reasons that force the students to refrain

from giving exams, re-exams conducted then he/she submits application with proper documents.

- For sake of improvement of one's scores, a student can appear for the improvement exam.
- The answer sheets are shared with students to see their performance in the exam & question papers are discussed with students.
- If the student is not satisfied with the evaluation, the faculty will evaluate their answer sheet in front of student and tell his mistakes or convince him/her with the reason of low score obtained by the student.
- In case student is not satisfied with above action, the director intervenes and gets the exam copies of the concerned student checked by another course teacher.
- The student performance scores are displayed on the ERP notice board.

University level:

- If the student scores less marks than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for revaluation if he/she feels that evaluation is not correct.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gitarattan.edu.in/grievance/grievance-redressal-committee/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution is affiliated to Guru Gobind Singh Indraprastha University, so the various departments follows the objectives of the subjects (Outcome Based Education) framed by the university as given in revised syllabus of2021, the teaching pedagogy is framed in such a way that it can obtain the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) given in university syllabus. The afore said are mentioned in

syllabus given to students . The PO and PSO are displayed in the staffroom / Academic Cordinator / Program Cordinator'sroom of that particular program & college website.

The CO, PO & PSO all are taken care byrespective faculty while framing the lesson plan contents, teaching , conducting activities in class, experiential learning , making the unit tests & minor papers. At the end of semester the CO-PO attainment is calculated by them.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution has a systematic process of collecting and evaluating data on program and course learning outcomes. The Summative assessments are conducted at the end of each unit of course.The Formative assessments are conducted on a continuous basis all through the delivery of the course to give continuous feedback to students. Course-level Assessment includes continuous assessment having a weightage of 25%. The end-term assessment of achieving the program specific outcomes is undertaken through the question papers designed to measure knowledge attainment, skill attainment, critical and analytical thinking, applications, etc. The faculty use various assessment tools like: class tests, assignments, quizzes, GDs, viva voice, exercises, role-plays, presentations, etc. to assess the course outcomes and communicateto the students for improvement. The timely corrective action is undertaken by the respective teachers. This may, sometimes, involve remedial classes for slow learners, and workshops as well. Program-specific outcomes assessments are done through a feedback conducted by the Alumni, Parents, and Employers. These inputs are incorporated into the curriculam if

possible, else the Director writes to the university to incorporate required changes in next BOS meeting of University School for making neccessary improvements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

485

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://gitarattan.edu.in/anubhuti-gibs-newsletter/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gitarattan.edu.in/aqar-annexure-2021-22/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

155000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has established Institute Innovation and Entrepreneurship cell as per the guidelines of Ministry of Education. This cell works to foster the culture of Innovation and to encourage, inspire and nurture young students by supporting them to work with new ideas and innovation and promote them to create start-ups and entrepreneurial ventures. GIBS-IIC keeps on organising activities for awareness and skill development of the students under the guidance of IIC -MOE. The activities are categorised as Calendar Activity, MIC Driven Activity and Self Driven Activity. The whole year is being divided in to four quarters and at the end of the quarter, IIC -MOE verify the performance of the instituteand rate their performance. In the year 2020-21, IIC of the institute hasreceived 4 stars by IIC-MOE.

Objectives:

- To foster the 'culture of Innovation' in institute.
- To encourage students to take on entrepreneurship and Innovation
- To conduct activities as per IIC calendar.
- To participate in Heckathons and other events.
- Establish function ecosystem for scouting ideas and pre-incubation of ideas.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

25

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

25

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute organizes various activities to help students to understand contemporary issues and challenges and how to face them appropriately. These events help in holistic development such as cognitive abilities, emotional abilities, and social skills. The students are also encouraged to develop these mandatory life skills. The student will adopt the human values through these activities and also execute in their life.

Extension activities instill the understanding of facing the challenges as well as feeling of gratitude and helping other people. The focus of the students is also drawn toward social services. It helps the students to realizing and understanding the connectivity with the society. They also realized the importance of donation by donating blood and books etc. The students learn human values and etiquette in life. Students are made aware about social issues like gender equality, women empowerment and caring attitude toward animals and inculcate in their behavior throughout the life by organizing seminars / workshops/ nukkad natak etc.The students will be able to connect the society with the help of these activities.

File Description	Documents
Paste link for additional information	[https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents](#)
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4031

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES
4.1 - Physical Facilities
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Institute has sufficient number of furnished, ventilated and spacious class rooms.

Laboratories: Institute has 5 well equipped and maintained laboratories, established as per AICTE norms.

Technology enabled learning rooms: Each class room has computer system, LCD projector, an audio system and LAN. For conferences/ seminars/ workshops, institute hasseminar halls and an auditorium; they are air conditioned with sufficient seats, computer system, LCD projectors, white boards,podium with audio system and LAN.

Teaching & Learning Activities Facilities:

1. Centrally air conditioned class rooms.

2. Environment friendly campus.

3. Separate common rooms and washrooms for girls on each floor.

4. Separate washrooms for students & faculties.

5. Fire extinguishers.

6. RO plant is installed and fountain basins at each floor.

7. Suggestion/complaint Boxes (nine)

8. Electricity Backup Generator & UPS system.

9. Reference library containing encyclopedia, newspapers, and reading rooms for students & faculties.

10. Medical Room with First-Aid facility.

11. Computers, internet/LAN connectivity, printers, photocopiers and projectors.

12. Office Automation software for administration & library.

13. Wheel-chair.

14. Quarantine room with 2- Beds and other necessary facilities.

15. Lunch room for staffs and faculties with Fridge & microwave.

16. Sanitizer stands at high access area.

17. Rain Water Harvesting System

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility

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

Sports and extra-curricular activities are integral components of the Institute's mandatory Core Courses and continuous evaluation scheme. This is done for student involvement and evaluation too. Annual functions and cultural events are held at well-equipped auditorium as a venue.

Outdoor and indoor sports and games such as Badminton, Volleyball, Basketball, Carrom, Table Tennis and Chess are all available including cultural activities facilities.

Students participate in intra-college and inter-college games and sports events annually. Students get specific training and prepares well for competitions such as the National Youth Parliament and other cultural and sporting events held outside institute.

Institute has won honors and awards in both individual and group events at various competitions. The Institute celebrates National Independence Day and Republic Day by raising the national flag and organizing cultural activities. Students organize and perform cultural program with the help of Faculty coordinator. The Institute hosts national and international conferences. Faculty members assist and prepare students for cultural activities. Participants in cultural activities receive financial assistance in the form of clothing, transportation, and other expenses. The institution financially supports those students who are chosen to

represent the college at university, state, and national events by providing TA/DA.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility/other-facilities/

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

42

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan.edu.in/facility/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

89424588

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Library has 50,718 volumes/ books, out of which total number Titles are 6412 for Management is 3536, for Law it is 1733 and for BBA it is 1433. Library is fully automated, daily footfall data is maintained electronically, the ERP system of the library keeps record of issue and return & also maintains lost book record. To increase the interest of students for spending quality time in library, the teaching methodology involves library oriented assignments/projects and involves journal reading and data gathering from latest available editions. Library also has facility to take printouts and Photostat for complete utilization of the learning sources.

The students can check out books on ERP conduct their research, find a quite environment to study and they may enjoy glancing at journals or flip through magazine. Students also have facilities of internet, e-Journal and e-book at library through which they can extend their search. In the DELNET E-books collection there are10676free e-books under709categories.

The library has made efforts in recent years to accommodate the increased demand for electronic resources while also preserving the highest level of academic integrity in its publications. This includes combining print and electronic resources, creating institutional repositories, digitising rare books/documents, and subscribing to some of the greatest e-resources such as plagiarism software, among other things. Aside from these, the library has access to INFLIBNET databases through e-ShodhSindhu.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gitarattan.edu.in/facility/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.01

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85.51

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo Think Centre i3 processor, 500 GB HD and 4GB RAM with 300 mbps Internet Connectivity. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GB HD and 4 GB RAM with 60 nodes each connected

through LAN. Each classroom has Lenovo 2.5 GHz i3 processor based computer to aid in the process of teaching. Two servers IBM, Xeon are installed in the campus to cater to the IT infrastructure of the Institute. Wi-Fi and high speed internet connectivity through dedicated leased line is equipped to cater to the ever challenging needs of technical excellence in all areas of computer technology and business management. Firewall for security of systems is through open source.The entire campus has internet connectivity through LAN with a speed 50 mbps and 300 mbps. There are 476 well configured systems. The College's personal computers (PCs) are all connected to network printers and scanners. So, the computing facility is well dedicated. Internet access is available on all Personal Computers. For promoting research among faculties the institute also has Research Lab.

Maintenance and upgrades are carried out periodically on a regular basis by experts on the basis of IT Policy of the institute. giBS also has an agreement with Microsoft i.e; Microsoft campus connect agreement under which, upto 1 lakh users can utilize Microsoft software for education purpose under campus connect agreement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gitarattan.edu.in/facility/computing-facilities/

4.3.2 - Number of Computers

476

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1325

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Methods and procedures (SOP's) for maintaining and using physical, academic, and support facilities such computer lab, and classrooms are well defined.

1. **Laboratories (labs & computer centre): Institute has 5 laboratories (including the computer center).**
2. **Library: At the end of the academic year, stock verification is done. The librarian prepares report on the usage of books by students & faculties.**
3. **Sport equipment: It is distributed to students as per the event schedule. The staff in-charge keeps track of how often the sport facilities are used**
4. **Class rooms are allocated with the requisite ICT equipments. It is used as per the Time table.**
5. **IT infrastructure: The institute has PCs, required software, and peripherals.**

6. **Electrical, Drinking Water Coolers, Lifts, and Other Facilities:** The Institute has employed technicians (electricians and plumbers) to maintain them.
7. **CCTV, security etc.:** A network and system administration staff has been appointed to maintain internet access and a CCTV security system.
8. **Sanitizer stand is regularly maintained by filling the sanitizer bottles on daily basis.**
9. **Medical room facilities are available with 2 beds with first aid facilities.**
10. **The institute has installed fire extinguisher unit 4 KG capacity on each floor.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

427

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

430

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

141

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

141

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

140

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

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

31

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students are represented and engaged in a variety of ways and each class has a CLASS REPRESENTATIVE SYSTEM at the class level and the following clubs are present in the institution:

Mudra Club: The GIBS dance and music society is represented by Mudra club.

Abhinay Club: The Dramatics Society of GIBS is known as Abhinay.

Lakshya Club: GIBS developed LAKSHYA, the sports club of GIBS.

Expressions Club: The foundation of the Expressions Club is an effort to encouragevarious sorts of art work.

Frames Club: Frames Club is a photographic community for beginnersas well as enthusiasts..

Mindbenders Club: The institute Management Club is known as "MINDBENDERS."

NSS: The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports.

The Institute Innovation Cell (IIC): IIC promotes the Institute's spirit of innovation and entrepreneurship.

Heritage Club: "Heritage – The Cultural Society of GIBS" is a voluntary youth organisation that promotes Indian culture.

Courtroom: The Law Society gives students a more realistic picture of the legal profession.

Legal Aid Cell: Legal Aid Clinic has been established under District Legal Services Authority which has been constituted under Legal Services Authorities Act, 1987.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/clubs-societies/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

26

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni network of instituteis quite active and dynamic. This Alumni association has 4163 members. Through the Alma-connect

portal, the system has been strengthened further. There are 881 members connected on Alma-connect portal. Alumni are passionate about their alma mater and work tirelessly to develop their successors. Alma-connect portal helps in providing a platform for ex-students, as well as present students in connecting with industry experts, who were once a part of Gitarattan family.

Alma-connect helps in discovering individuals associated with the institute by bifurcating them into categories like 'professional in consulting', 'finance and accounts professionals', 'sales/business professionals', 'analyst and data science professionals', 'HR and admin professionals' and 'teaching and training professionals'.

Alumni contributions include regular attendance at the PD Workshop, arranging mentoring workshops, assisting with start-up activities, and giving internships and placement assistance. Another occasion where all the alumni gathered with their friends to relive their old campus life is the annual Alumni Meet. The institute organises ALS (Alumni Lecture Series) where our alumni address their juniors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ? 5Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Institutional Vision:

The vision of the institute is to prepare outstanding professionals in business management and other disciplines, who

can provide

- intellectual-emotional-psychological leadership;
- design-develop-implement systems & processes; and
- Research-innovate-compete at national & international level.

Institutional Mission:

- To provide an integrated learning experience stressing basic skill development, academic excellence, employable skill preparation and intellectual rigor;
- To promote integrated personality development of students;
- To encourage research and excellence in all activities of teaching fraternity;
- To promote continuous improvement in processes and systems through innovative ideas and technologies, and
- To nurture culture of fairness, equity and partnership.

The governance of the institution is reflective:

Director, Principal (Law), Academic Coordinator, Program Coordinators, faculty class coordinators , faculty members, cell and club coordinators, IQAC , IIC , non-teaching and supporting staff, class representative, alumni, and management committee comprises the Institute's empowered team. Management delegates authority to the Director and Principal (Law), who then shared it with the Institute's various levels of functionaries. Academic Coordinator, programme coordinators, faculty members, and committee coordinators all play a significant role in formulating and implementing institutional policies and regulations. The Director administers the academic processes and assures that the Institute's policies and action plans are working properly.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/about-us/vision-mission/vision/#:~:text=Values-,Vision%20of%20the%20Institute,compete%20at%20national%20%26%20international%20level
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a history of decentralized and collaborative governance with well-defined processes, systems, and interconnections. The extensive delegation of authority to the Heads of the various Departments in the college is one example of this practice. Ideas for academic goals, organizational advancement, and improved campus life are solicited from all stakeholders in order to promote the College's efficient operation.

During the academic year, Academic Coordinator participate in the process by:

- supervising his or her department's members' teaching plans
- empowering to make changes to the routine and assign teaching assignments and evaluation duties
- often taking the initiative in organizing seminars, workshops, career counseling sessions, corrective measures, interdepartmental or inter-college exercises, departmental excursions, and study tours
- Collaborating with his/her departmental colleagues, plan, prepare, and publish the departmental magazine or working paper.
- Overseeing the paper-setting, moderation, evaluation, and mark submission of all internal department examinations, as well as the admission and promotion criteria for students in consultation with his or her department etc.

Moreover, different committees are formed to oversee academic, curricular, co-curricular, and extracurricular activities. The Institutional IQAC members meet with respective faculty members in charge on a regular basis.

File Description	Documents
Paste link for additional information	https://gitarattan.edu.in/about-us/leadership/management-committee/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan for 2022-2023:

- To apply for Grantsfrom both government and non-government sources.
- Vertical expansion to accommodate more classrooms, laboratories, auditoriums, and staffrooms, among other things.
- Increased use of innovative methods to expand the scope and profile of the teaching-learning experience.
- To do Collaboration with various industries & Institutes
- Introduction of some more professional value-added and skill development courses

Implementation of 2021-2022:

- 18 professional value-added and skill development courses were introduced
- Faculty / Staff Development Programs were held to improve the teaching and non-teaching staff's skills and expertise.
- Digitization of notes, assignment, attendance was done using ERP Software.
- Plag Checker X software installed in library which would help faculty members and students to check plagiarism
- Encourage all faculty members to pursuePhD.
- Improvise Students' employability skills thru PDW(Personality Development Workshops) , ALS (Alumni Lecture Series) , PLS (Professional Lecture Series).
- Faculty members were encouraged to write papers in UGC-approved or ABDC national and international journals.
- Regular interaction with alumni who assist to get employable in corporates thru ALS.
- Corporate Social Responsibility (CSR) activities were carried out through NSS.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is in charge of the organization's management systems, as well as their implementation and ongoing improvement. The academic and administrative functions of the Institute are reviewed by the academic advisory council. Chairman is in charge of infrastructure development. The Vice Chairman considers proposals for awards, certificates, and scholarships, among other things. The Institute's academic success, administrative processes, and co-curricular and extension activities are all reviewed and evaluated by the Director.

Administrative Set Up:

The Principal (Law) is responsible for the administration, academics, co-curricular activities, and extracurricular activities of the Law programmes. The Institute's IQAC is working on creating a quality system to improve the Institute's academic and administrative performance. HoDs and PCs are directly responsible for all the Institute's departmental academic programmes at the department level.

Service Rules, Procedures, Recruitment and Promotion Policies:

The Administrative and Service Manual is available in the institution, is presented to all employees. Conditions of service, roles and responsibilities, discharge of duties, promotions, increments, types of leave, code of conduct, incentive for attending FDP, incentive for academic performance, and incentives for research and consultancy are all explained to faculty members.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms, including the Anti-Sexual Harassment Cell with its Internal Complaints Committee, the Anti-Ragging Cell, a Grievance Redressal Cell with prominently placed complaints boxes, and full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://gitarattan.edu.in/about-us/leadership/management-committee/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Institute is having a strong and meticulously planned HR policy which is being followed with due diligence. Leave availed by the all the employees, being a Teaching staff or non- teaching staff, is regularly recorded in our EPR system. On the other hand, non-teaching staff is also eligible to get all the leave benefits. Apart from these, they can also avail special leave when the academic session is not in progress.

Institute has granted all Gazette leaves, any emergency leave, etc. as and when declared by the State or Central Government. Therefore, HR policy remains flexible and is being followed according to the requirement. In addition, the HR policy is also vetted by the Management regularly so as to prevent dissatisfaction amongst the employees which may in turn lead to academic distress.

The Institute also provides recreation facilities like hygienic lunch room with refrigerator and microwave oven, canteen that provides various fresh and healthy cuisines. To save employees and students from water borne diseases, the institute has also fitted an ROplant and to encourage research and development,all the facility are provided adequately. During the pandemic time of COVID all the precautions initiated by the government were strictly followed.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

118

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institute is following a performance appraisal for teaching and non-teaching staff, which is recorded in the form of self-appraisal, student appraisal and superior appraisal through Annual Confidential Report (ACR), The objective is to find the

potential performer of the organization and felicitate him/her during the teacher's day which will in turn motivate others to follow. Institute feels by carrying out such appraisal the employee will get motivated and it will help create positive vibes along with healthy competition among employees. Institute not only amply rewards its employee by giving yearly increment but also provides promotion on merit basis of performance. The employees who are unable to achieve any contribution or any faculty getting low feed backs are counseled at the first stage and subsequently give the job assignment according to his/her caliber after providing ample training. By doing this employee gets motivated.. The teaching staff or non- teaching staffs are appreciated by giving appreciation letter and research reward to the faculty members.

The major outcome of such performance appraisal is to foster team spirit among the employees.The organization gets a chance to understand the needs and wants of the employee and their talent and requirement to the organization.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institute maintains a proper set of books of accounts which are audited yearly and regularly by a certified Chartered Accountant. Books of accounts are audited in the name of Rohini Education society. The tax returns are also filed under the same assessee name. No objection has been raised by the tax department, regarding this matter, till date. Payments or any expenses incurred by the Institute are properly recorded, verified and audited. All the income received is deposited in the bank and reconciled on monthly basis. Institute carries both internal and external audit system each and every year. Till financial year

2021-2022, no audit objection has been raised. The Institute adheres to all the government rules and the management ensures that all the paymentsare made on timely basis with duly authorized signatory. In case any objection is raised by the auditor,it is immediately met with all the necessary documents within a definite period. However, until date no such complaint is filed.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institute mobilizes its funds from fee collection made from students and uses it cautiously and carefully for productive Research and Development, workshops, conferences, seminar, faculty development programs, keeping in mind the requirement of the stakeholders. Apart from this funds are allocated for staff development program, training program, industrial academic interaction to provide quality and contemporary education.

The funds so mobilized are utilized for the development and maintenance of infrastructure of the Institute. The management applies budgetary control to use the funds systematically. To develop education, management utilizes the fund received for the expansion of library and computer lab.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The intellectual capital of the institute has contributed to research and development and consultancy in the new area of its specializations. A separate policy was framed in the year 2018 to promote the same. The journey began in the year 2018-19 by acquiring two consultancies and continued in 2021-22 when three consultancies were acquired and successfully completed. This has created widespread aspirations amongst the fraternity of the institute. In addition, it has aided to improved faculty participation in research and development activities. Mentor and mentee relationship is established and running successfully in all the functional areas of management and law.

Faculty is encouraged to attend FDP's workshops, seminars and conferences. Support is provided to faculty in form of Academic enhancement leave and grant. Faculty Development Programmes (FDP's) are conducted by the Institute to enhance familiarity of faculty members with new research tools and techniques. Opportunity to faculty members to act as resource person in Faculty development programmes and Management Development programme is provided. Research and consultancy policy with incentives for publication in different category of journals is a big motivational tool.. The faculty members are also actively involved in guiding students in their research project dissertation.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Maintaining the quality standards of education is a prime motive of the institute. This is achieved by forming the IQAC Committee which acts as a check and balance for reviewing the teaching learning process on the basis of summative and formative systems with continuous comprehensive evaluations. At the beginning of a session, a thorough academic calendar is prepared covering all the activities that are to be delivered in each session. This calendar is notified and circulated among all the faculty members and non-teaching staff of the institute. Thereon, a committee supervises the activities. The learning process is commenced with the preparation of a course plan by the faculty members and on the designated date, the presentation is conducted by the Program Coordinator. If any gap is discovered, the same is informed to the faculty member for rectification. To assess the students' performance, a continuous comprehensive evaluation process is carried out in two parts. The first comprises of an Internal Assessment which includes a unit test assessment, minor examinations, class participation, attendance, co-curricular activity participation, NSS activity, workshops, seminars, conference attendance. The second part is composed of an external examination which is conducted by the University.

File Description	Documents
Paste link for additional information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute recognizes equal participation of all irrespective of one's gender orientation in all its endeavors. Institute took

several initiatives to promote gender equity.The institute has provided female students with all the resources that put them at an equal footing with the boys. The institute is committed to educating and following the idea of gender sensitization among the students as their prime duty and part of constitutional obligation. The institute has a dedicated women Cell under IIC and an anti-ragging cell to create awareness among the students to assert their rights and to educate them about women empowerment. Various seminars, programs and activities are organised to popularize the idea of gender sensitization and empowerment. The institute display posters and other circulars from the government consisting of warnings and information about stringent measures against women harassment and ragging. An Internal Complaint Committee has been taking special care about the female students and trying to support in terms of instilling confidence among them while they face any type of problems within the campus or outside the campus.

One seat is reserved exclusively for women in the Students Council. Every committee has one female representative to take up women issues. Round the clock security with women security guards is provided specially in areas frequented by women students like academic block, CCTV cameras to monitor the movement are installed in campus.

File Description	Documents
Annual gender sensitization action plan	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

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

The Institue has multiple mechanisms for handling the degradable and non-degradable Waste to become almost zero waste disposing campus. These are: Solid, Liquid and Bio-medical waste management, E-waste management, Waste recycling system

1. Solid waste Management

It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards of MCD. Wastes like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling.

2. Liquid waste Management

Proper sewage system is present in all the washrooms of the institute, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The institute's liquid wastes are safely channeled into the sewage tank.

3. Biomedical Waste Management

Biomedical waste in the institute is quite less. Safe disposal of the waste is adopted to reduce adverse effect on human, animal health and aesthetics. Waste like cotton gauze, bandage, textiles are disposed along with degradable waste.

4. E-waste Management

Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization.

5. Waste Recycle System

Paper waste is sold out for its recycling in paper industry. They

make useful product like pen , pen stand, notepad etc.for our institutional usage

6. Hazardous Chemicals and Radioactive Waste Management

Campus is free from any kind of radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The faculty and staff in the institute comprise of members from varied regional and linguistic origins and reflect a microcosm of unique diversity that India is known for, the world over. The percentage of teachers from Delhi and other states is almost equal to those from other states, making it a truly multicultural diversified institute.The institute believes in unity in diversity that's why all students respect different religions, languages, and cultures. The institute faculty and students greet and wish each other at different festivals and students are introduced to all cultures, to have amicable relations, and to maintain religious, social and communal harmony.

To represent our Indian culture, on the eve of our institute annual gathering, the institute organizes traditional competitions. In these competitions, the students wear different attires representing different states, religions and cultures. Through this activity students get acquainted with the different cultures of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the institute.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The graduates of the Institute are groomed to be law abiding citizens and trained to strive towards the protection of the country, imbibing citizenship values and promoting adherence to constitutional values. This requires awareness of the constitutional morality and understanding of the spirit behind the objectives of social and economic justice, equality, liberty and fraternity.

NSS activities promotes caring for the underprivileged and contributing to the welfare of the downtrodden. The institute has adopted Ekta Camp Village, Organizes Blood Donation Camps on regular basis. hold Swacchhta Pakhwada every year. Human Values and Ethics has been made a mandatory subject by university, at institution its is taught with a mission to shape the academic community into responsible and trustworthy citizens by making them think independently and show compassion to fellow beings and nature. Research & Publication Ethics is introduced for the students of the University as mandated by University Grants Commission.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents
Any other relevant information	https://gitarattan-my.sharepoint.com/personal/naac_gibs_gitarattan_edu_in/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnaac%5Fgibs%5Fgitarattan%5Fedu%5Fin%2FDocuments%2FAQAR%202021%2D22%20Documents

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Republic Day Celebration- Students and teachers perform patriotic events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and lunch.

Independence Day celebration- Students and teachers perform patriotic events to raise awareness of constitutional rights and historical achievements. This is followed by sweets distribution and lunch.

Teachers Day Celebration- Institute has a unique culture of appreciating the efforts of teachers by awarding them best faculty awards.

Diwali Get together- There is Diwali Pooja performed in the campus at the occasion of Diwali. The faculty members, staff and management of the institute assemble for pooja.

Holi Get together- Holi party is an attraction for faculty and

staff where they enjoy thoroughly along with lunch and sweets.
Staff and faculty greet each other by putting gulaal on each
other.

International Yoga day- It is also celebrated in the institute
where students and teachers practice Yogas to relieve stress and
sadness.

Women's Day: Dedicatedly, GIBS organizes Women's Day on 8th March
every year for the female students and female staff members in
the institute.

National Voters Day: National Voters Day is celebrated every year
on 25th January to spread awareness about the necessity of
voting.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC
format provided in the Manual.

Best Practice 1: Value added certificate programmes for enhancing
employability and entrepreneurial ability

Objectives:

To transform students into competent management professionals

The context:

The Management education is intended to bridge gap between
academics and industry.

The practice:

The institute offers value added certification programmes for employability enhancement.

Evidence of Success:

The value added programs leads to enhancement of soft skills and personality development of students.

Problem encountered and resource required:

The problems faced are-time constraint due to semester pattern, availability of resource persons etc.

Other Information:

The students are given certificates after successful completion of programs which adds value to their resume enhancing their employability.

Best Practice 2: INSTITUTE INNOVATION CELL

Objectives:

To encourage a mindset of continuous learning, creative thinking and increased innovation.

The context:

To enhance the research and innovation quotient in the Institute

The practice:

The atmosphere of innovation and creativity is proposed to be improved by a multipronged approach including facilities up gradation, establishment of cells to monitor.

Evidence of Success

The Institute has received four star ratings towards contribution of Innovation cell

Problem encountered and resource required:

Building a research oriented and creative mindset requires a constant efforts for attitude transformation in student community.

File Description	Documents
Best practices in the Institutional website	https://gitarattan.edu.in/accreditations/naac/aqar/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

An Atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. GIBS is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Director, Senior Faculty Members and Examination Coordinator prepares the academic calendar institutell in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan and map it to the outcomes as per the Outcome Based Education perspective, and make it available to the students. So many efforts are being made for the past few years to change the Teaching – Learning environment into activity based learning.

Mentoring system: Every Faculty member is allotted 15-20 students to whom one acts as a Mentor.

The counselor identifies the academic and personal problems of his/her ward.

The wards are encouraged to participate both in curricular and extra- curricular activities.

Each department arranges guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions.

Feedback System –Students give feedback about the faculty at the end of each session or semester.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- **Planning & Preparation of Next Year's Event Calendar**
- **Planning & Preparation of International Conference**
- **Entrepreneurship eco system needs to be strengthen by active participation in ARIIA, NISP & KAPILA**
- **Planning & Preparation of Academic Calendar**
- **Planning & Preparation of Academic Planner**
- **Restructuring the committees for next session.**
- **Allotment of AC/PC/CC & Describing their Roles & Responsibilities**
- **Creating a Buzz and identifying Publication partners for upcoming International Conference.**
- **Initiating 2nd cycle of publication for JGIBS & GIBS Law Journal & Process Initiation for getting them listed in UGC Care List.**
- **Issuance of E-IISN & publication of Anusandhan Current Issue**
- **Publication of GIBS annual Digest and News Letter**
- **Solar Panel Installation**
- **Creation of Research Lab**
- **Creation of Space for Library Book Keeping**
- **Identification and allotment of rooms for Clubs & Society Activities**
- **Up gradation of Common rooms (Girls & Boys)**
- **100% Upkeep of the Data centre for last 3 years**
- **Planning and preparation of faculty growth activities related to Consultancy, Research Projects grants, IPR and Awards & Recognition etc.**