



Estd. 1990

IMS GHAZIABAD

UNIVERSITY COURSES CAMPUS

Status of 12(B) by UGC

Supporting Document: 6.5.3

Quality assurance initiatives of the institution



2023-24




Estd. 1990

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GHAZIABAD

UNIVERSITY COURSES CAMPUS
Status of 12(B) by UGC

Academic Administrative Audit (AAA) and initiation of follow up action (2023-2024)


Director
Institute of Management Studies
Adhyatmik Nagar Campus,
Ghaziabad-201015

Topic: Minutes of Meeting of External Audit	Date: February 26 th 2024, Tuesday at 10:00 am
Venue: IQAC Room	Members: <ol style="list-style-type: none"> 1. Dr. A.K Singh 2. Dr. Indrani Bhattacharjee 3. Dr. Pooja Rastogi 4. Dr. Anil Kumar Nigam 5. Dr. Surabhi Johari 6. Dr. Gagan Varshney 7. Dr. Umesh Kumar 8. Mr. Arnab Ghosh 9. Mr. Sunil Kumar Sharma 10. Ms. Sandhya Sharma 11. Mr. Girish Kumar 12. Dr. Rishi Kumar Singh 13. Dr. Priyanka Srivastava 14. Dr. Tripti Singh 15. Dr. Indira Priyadarsani 16. Ms. Akanksha Tyagi 17. Dr. Priti Bala 18. Dr. Pawan Kumar 19. Dr. Shivani Dixit 20. Dr. Shikha Jalota 21. Mr. Rahul Tyagi 22. Mr. Bharat Gahlot 23. Ms. Swati Rawat 24. Dr. Swati Sharma 25. Dr. Swati Tyagi 26. Ms. Rashmi Singh 27. Ms. Archana Gupta 28. Dr. Sandhya Sharma 29. Ms. Rashmi Vaishnav

AGENDA FOR MEETING Dated February 26th 2024.

1. Review and recommendations on various criteria
2. Discussion on academic and administrative improvements.
3. Strategic planning for enhancing research, student support, and institutional growth.

Details of the Meeting:

1 Criterion 1 Curricular Aspects

1.1.1 – Curriculum Planning and Delivery

- **Observation:**

- Bio-Science Department's Lecture Plan is in process.
- Institute Academic Calendar needs to be fetched from the Director's Office.
- Meeting minutes, notices, and result analysis are to be complied.
- **Action Items:**
 - **Responsibility:** Bio-Science Department and Director's Office.
 - **Deadline:** Immediate.

1.2.1 – Certificate/Value-Added Courses & MOOCs

- **Observation:**
 - IMS Specialization details available, but MOOCs/SWAYAM/NPTEL courses are not mentioned.
 - Data Template is missing.
 - Specialization booklet needs submission.
- **Action Items:**
 - **Responsibility:** Coordinators to gather data on MOOCs and upload it.
 - IQAC to share a standard data template with all departments.

1.2.2 – Student Enrolment in Certificate/MOOCs Courses

- **Observation:** Data regarding the number of students enrolled and completed is to be revised.
- **Action Items:**
 - **Responsibility:** Coordinators to compile and upload course completion data.

1.3.1 – Integration of Crosscutting Issues

- **Observation:**
 - No activity reported for Professional Ethics, Gender, or Human Values.
 - Data from IMS Green Club is pending.
- **Action Items:**
 - Departments to report activities/events addressing Professional Ethics, Gender, Human Values, and Sustainability.
 - IMS Green Club to submit relevant reports.

1.3.2 – Student Project Work/Field Work/Internships

- **Observation:**
 - Data template for internships and project work is missing.
 - Indexing of internship/project work details is required.
- **Action Items:**
 - IQAC to provide the missing data template.
 - Departments to ensure indexing and submission of project details.

1.4.1 – Feedback Mechanism

- **Observation:** Submission of feedback analysis for the Odd Semester is pending.
- **Action Items:**
 - Coordinators to compile feedback data from students, teachers, alumni, and employers.

- Action Taken Report (ATR) to be published on the institutional website.

2. Criteria 2 Teaching, Learning and Evaluation

2.1.1 – Enrolment Percentage

- **Observation:**
 - Data is available, but the old data template has been uploaded for Management and BAJMC.
 - Bio-Science data to be reviewed as per data template.
- **Action Items:**
 - **Responsibility:** All departments to update data templates in the correct format.

2.1.2 – Percentage of Seats Filled Against Reserved Categories

- **Observation:**
 - Data is available.
- **Action Items:**
 - No further action required unless notified.

2.2.1 – Student–Full Time Teacher Ratio

- **Observation:**
 - Faculty list needs to be provided by Director's office.
 - Not available at the department level.
- **Action Items:**
 - **Responsibility:** Criteria heads to prepare data once the faculty list is received.

2.3.1 – Student-Centric Methods (Experiential Learning, ICT Tools, etc.)

- **Observation:**
 - Data on workshops, guest lectures, outreach, buddy mentoring, and certifications has been provided.
 - Slow/Advanced Learner data is pending for Management, BCA, and BAJMC.
 - Mentoring format for 2023-24 needs discussion.
- **Action Items:**
 - **Responsibility:**
 - Departments to submit Slow/Advanced Learner data.
 - Criteria 2 to finalize mentoring format with IQAC input.

2.4.1 – Percentage of Full-Time Teachers Against Sanctioned Posts

- **Observation:**
 - Data preparation is pending; the faculty list needs to be provided by Director's office.
- **Action Items:**

- **Responsibility:** Criteria heads to compile data once the faculty list is available.

2.4.2 – Percentage of Full-Time Teachers with NET/SET/Ph.D.

Observation:

- Data available at the department level to be revised again.
- **Action Items:**
 - **Responsibility:** Criteria heads to prepare data.

2.5.1 – Mechanism of Internal/External Assessment and Grievance Redressal

- **Observation:**
 - Examination policy is under review and will be included once finalized.
 - Internal/External marks data is available.
- **Action Items:**
 - **Responsibility:** Criteria heads to prepare examination policy documentation.

2.6.1 – Programme Outcomes (POs) and Course Outcomes (COs)

- **Observation:**
 - Data is updated and done for all departments.
- **Action Items:**
 - No further action required.

2.6.2 – Attainment of POs and COs

- **Observation:**
 - Data needs to be updated in the revised format post OBE workshop (28-29 June 2024).
- **Action Items:**
 - **Responsibility:** Departments to update attainment data after the workshop.

2.6.3 – Pass Percentage of Students

- **Observation:**
 - Annual data will be filled once final year results are declared.
- **Action Items:**
 - **Responsibility:** Departments to compile and submit data post-results.

2.7.1 – Online Student Satisfaction Survey (SSS)

- **Observation:**
 - Annual data is available.
- **Action Items:**
 - **Responsibility:** Feedback committee to provide the required report.

3. Research, Innovation and Extension

3.1.1 – Grants Received from Government/Non-Government Agencies

- **Observation:**
 - Grant details are available, Total grant till date 730000/-
 - **Action Items:**
 - **Responsibility:** Criteria heads to consolidate grant details and update the template. Departments to ensure proper documentation.
-

3.2.1 – Ecosystem for Innovations and Knowledge Transfer

- **Observation:**
 - **IKS:** No records available.
 - **E-Cell:** Activity details are uploaded but incomplete.
 - **Research Cell:** MOM and Research Policy available.
 - **FDP, MDP, Research Records:** Student/faculty research, MDP records available.
 - **Publications and Clubs (IJBRE, IMS Today Newspaper, Magazines):**
 - Records not uploaded.
 - Kytos Magazine and HR Magazine require updates.
 - **Club Activities:** Relevant activities required, but full club files are not needed.
 - **Alumni Talk Series, Peer Enrichment Programs, Toastmasters Club:** Only partial data available for the even semester; no odd semester data.
 - **Action Items:**
 - **Responsibility:**
 - Research Cell to upload MOM and policies.
 - Clubs and departments to upload activity-specific data only.
 - Toastmasters Club coordinator to submit pending odd semester data.
-

3.2.2 – Workshops, Seminars, Conferences

- **Observation:**
 - Data templates missing; reports incomplete.
 - **Workshops:** Records uploaded are not as per the data template.
 - **Conferences:** Only brochures uploaded; reports missing.
 - **IPR Data:** Incomplete.
- **Action Items:**
 - **Responsibility:**
 - Departments to use the provided data templates and upload relevant records with proof.
 - Conference organizers to submit pending reports

3.3.1 – Research Papers Published per Teacher

- **Observation:**
 - Data templates uploaded, but several URL links are not working.
 - Supporting documents are missing.
 - **Management, BCA, Bio-Science, BAJMC:** Publication records are incomplete or partially uploaded.
- **Action Items:**
 - **Responsibility:**
 - Criteria heads to validate and update working links.
 - Departments to upload missing publication proofs.

3.3.2 – Books, Chapters, and Conference Proceedings

- **Observation:**
 - Data template required for book publications and conference proceedings.
 - Supporting proofs missing for listed publications.
 - **Management:** No records available.
 - **BCA, Bio-Science, BAJMC:** Partial book publication records uploaded; proof incomplete.
- **Action Items:**
 - **Responsibility:**
 - Departments to provide updated templates with supporting proofs.

3.4.1 – Extension Activities and Impact

- **Observation:**
 - Activity mapping with government schemes is pending.
 - Supporting documents are uploaded in parts but incomplete.
 - **Management:** Records available.
 - **BCA, Bio-Science:** Incomplete data.
 - **BAJMC:** No records.
- **Action Items:**
 - **Responsibility:** Departments to align activities with government schemes and submit supporting reports.

3.4.2 – Awards and Recognitions for Extension Activities

- **Observation:**
 - Available, records reviewed.

- **Action Items:**
 - **Responsibility:** Departments to submit evidence of awards and recognitions for extension activities.
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3.4.3 – Extension and Outreach Programs

- **Observation:**
 - Data template required.
 - NSS/SSR data partially recorded; repetitions found.
 - **Action Items:**
 - **Responsibility:** NSS/SSR coordinators to validate and update data templates to avoid duplications.
-

3.5.1 – Functional MoUs/Linkages for Collaborations

- **Observation:**
 - Data templates are incomplete.
 - **Management:** No records available.
 - **BCA, Bio-Science, BAJMC:** MoUs recorded but templates or proof missing.
 - Activities showcasing the functioning of MoUs are incomplete.
- **Action Items:**
 - **Responsibility:** Criteria heads to upload MoU details with relevant proof and activity reports.

4. Infrastructure and Learning Resources

4.1.1 – Adequate Infrastructure and Facilities

- **Observation:**
 - ICT-enabled tools (classrooms, LMS, seminar halls), sports facilities (equipment, gym, yoga), and cultural activity data have been provided.
 - **Status:** *Done*
 - **IQAC Observation:** Data is complete and satisfactory.
 - **Action Items:**
 - Regular updates on infrastructure usage and condition to be maintained.
-

4.1.2 – Expenditure for Infrastructure Development and Augmentation

- **Observation:**
 - Relevant documents, including IT bills, inventory registers, and the balance sheet, are pending.
 - **Criteria Head Remark:** Data still pending from the Accounts Office.
 - **IQAC Observation:** *Pending data submission.*

- **Action Items:**
 - **Responsibility:** Accounts Office to expedite submission of balance sheets and IT expenditure records.
 - Follow-up meeting with Accounts Office representatives to resolve pending issues.
-

4.2.1 – Library Automation and Digital Facilities

- **Observation:**
 - Details regarding ILMS, including name, nature, version, year of automation, admin access for e-resources, and Library Development Committee reports, have been provided.
 - Subscription of e-resources, footfall data, and online access reports are available.
 - **Status:** *Done*
 - **IQAC Observation:** Data is complete and satisfactory.
 - **Action Items:**
 - Ensure periodic updates on library usage and e-resource subscriptions.
 - Maintain an annual review report of ILMS efficiency and usage.
-

4.3.1 – Updates to IT Facilities and Internet Bandwidth

- **Observation:**
 - Updation of IT facilities, including Wi-Fi bandwidth renewal and contracts, is pending due to the unavailability of the balance sheet.
 - **Criteria Head Remark:** Awaiting balance sheet data.
 - **IQAC Observation:** Balance sheet submission is required.
 - **Action Items:**
 - **Responsibility:** Accounts Office to provide the balance sheet with updated IT expenditure details.
 - IT department to validate and confirm current internet bandwidth and Wi-Fi status.
-

4.3.2 – Student-Computer Ratio

- **Observation:**
 - Data for the latest completed academic year is incomplete; purchase bills for computers are awaited from the Accounts Office.
 - **Criteria Head Remark:** Awaiting bills.
 - **IQAC Observation:** Data remains pending.
- **Action Items:**
 - **Responsibility:** Accounts Office to submit the purchase bills for computers.
 - IT department to compile an updated student-computer ratio report

4.4.1 – Percentage Expenditure on Maintenance of Facilities

- **Observation:**
 - Expenditure data (excluding salary components) for maintenance of physical and academic facilities is still pending.
 - **Criteria Head Remark:** Data pending from the Accounts Office.
 - **IQAC Observation:** Balance sheets and expenditure records are required.
- **Action Items:**
 - **Responsibility:** Accounts Office to prioritize submission of expenditure data.
 - Criteria Head to follow up with Accounts Office for timely completion.

5. Student Support and Progression

5.1.1 – Scholarships and Freeships

- **Observations:**
 - Government Scholarship: Data collected and uploaded by **Criteria Head 5**.
 - Non-Government Scholarship: *Data not available* for many departments.
 - BCA: Scholarship details uploaded but data template missing.
 - Bio-Science: Scholarship details uploaded but template missing.
 - BAJMC: No scholarship record uploaded; data template required.
- **IQAC Comments:**
 - Uniform *data templates* must be followed for all departments.
 - Data collection from relevant stakeholders (Registrar, departments) to be prioritized.
- **Action Items:**
 - **Responsibility:** Criteria Heads to collect and upload missing scholarship data.
 - Departments to ensure accurate scholarship records are provided.

5.1.2 – Capacity Development and Skill Enhancement Activities

- **Observations:**
 - Activities recorded: 19 (proofs to be uploaded activity-wise).
 - Common activities: Departments requested to **avoid duplication** in records.
 - **Specific Departments:**
 - BCA: Soft Skills (15), Life Skills (7), Language Skills (3), Awareness of Trends (NIL).
 - Bio-Science: Activities not recorded.
 - BAJMC: Unprocessed data uploaded.
- **IQAC Comments:**
 - Strategy to showcase common activities across departments without duplication to be finalized by **IQAC, Criteria 5 Heads, and CDC**.
 - Each department must maintain records for their respective activities.

- **Action Items:**
 - **Responsibility:** Departments to upload activity proofs and complete templates.
 - Bio-Science to submit missing data on skill enhancement activities.
-

5.1.3 – Competitive Examination Guidance and Career Counseling

- **Observations:**
 - Data uploaded but found **irrelevant** to the question.
 - Total number of beneficiaries is missing.
 - **IQAC Comments:**
 - Accurate numbers of students benefitting from competitive exams and career counseling sessions are required.
 - **Action Items:**
 - **Responsibility:** Departments to collate correct beneficiary data.
 - Criteria Heads to review and validate submitted data.
-

5.1.4 – Student Grievance Redressal Mechanism

- **Observations:**
 - Data collected and secured by **Criteria 5 Heads**.
 - Department-wise Status:
 - BCA: Grievance records of the **even semester** uploaded; no odd semester data. Proof of zero-tolerance awareness programs missing.
 - Bio-Science: No record submitted.
 - BAJMC: Grievance redressal records uploaded; awareness program proofs missing.
 - **IQAC Comments:**
 - Ensure records for **both semesters** are uploaded.
 - Proofs of awareness programs and undertakings are mandatory.
 - **Action Items:**
 - **Responsibility:** All departments to submit pending grievance records and awareness proofs.
-

5.2.1 – Placement and Higher Education Progression

- **Observations:**
 - Placement and higher education details uploaded, but **data templates** are missing:
 - BCA: 184 placements, 4 higher education.
 - Bio-Science: 41 placements, 1 higher education.
 - BAJMC: 15 placements, NIL higher education.
 - Other Departments: Similar template issues.
- **IQAC Comments:**

- Departments must use the standardized data template for placements and higher education details.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to share standardized templates.
 - Departments to resubmit details using the correct format.
-

5.2.2 – Students Qualifying in State/National/International Examinations

- **Observations:**
 - Details uploaded but outdated templates used.
 - Bio-Science and BAJMC have not submitted any records.
 - **IQAC Comments:**
 - Data templates must be updated.
 - Ongoing process: Departments need to follow up with students continuously for examination outcomes.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to circulate updated templates.
 - Departments to update records periodically.
-

5.3.1 – Awards/Medals for Sports and Cultural Performance

- **Observations:**
 - Data yet to be completed.
 - No records submitted; data templates required.
 - **IQAC Comments:**
 - Departments must ensure records of awards and medals at university/state/national/international levels are maintained.
 - **Action Items:**
 - **Responsibility:** Departments to submit data using prescribed templates.
-

5.3.2 – Sports and Cultural Participation

- **Observations:**
 - Data yet to be completed.
 - Records of participation in activities under IQAC, CRC, CDC, Clubs, Toastmaster, and similar platforms are missing.
 - **IQAC Comments:**
 - Participation data for all cultural and sports programs must be consolidated and uploaded.
 - **Action Items:**
 - **Responsibility:** Departments to compile and submit activity participation records.
-

5.4.1 – Alumni Association and Contribution

- **Observations:**
 - Data collected and secured by Criteria Heads but not uploaded.
 - No records at the department level.
- **IQAC Comments:**
 - Alumni Association details and contribution records must be uploaded centrally.
- **Action Items:**
 - **Responsibility:** Criteria Heads to upload alumni data collected for audit purposes.

6. Governance, Leadership and Management

6.1.1 – Governance and Leadership aligned with Vision and Mission

- **Observations:**
 - Relevant files (Management Committee, Academic Council, Election Commission, Club Files) are “*In Progress*”.
 - NA at the department level; Criteria Heads need to gather details from academic and non-academic facilities.
 - **IQAC Comments:**
 - Institutional governance practices related to **NEP implementation, decentralization, and short/long-term perspective plans** must be documented clearly.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to finalize and compile governance details.
 - Departments to provide relevant club files or reports where applicable.
-

6.2.1 – Effective Deployment of Institutional Perspective Plan

- **Observations:**
 - Files required: Specialization Files, Deployment Plan, Service Rule Book, Organogram – “*In Progress*”.
 - NA at the department level.
 - **IQAC Comments:**
 - Proper documentation of administrative setup, policies, and procedures must be finalized.
 - *Organogram* and *Service Rules* are key components to demonstrate efficiency.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to collect and upload the necessary documents.
 - IQAC to provide input where needed.
-

6.2.2 – Implementation of E-Governance

- **Observations:**

- Key areas for e-governance (Administration, Finance, Student Support, Examinations) – Files are “*In Progress*”.
 - Relevant committees (IQAC MOM, Hostel Committee, NSS, Anti-Ragging, Women Cell, SC/ST Cell) need to be updated.
 - **IQAC Comments:**
 - Ensure comprehensive documentation for all committees and e-governance implementation areas.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to upload pending files with inputs from various committees.
-

6.3.1 – Performance Appraisal System and Welfare Measures

- **Observations:**
 - Required Files: E-Governance Policy, Welfare Measures (Medical Insurance, Service Rules, Appraisal/Promotion Details) – “*In Progress*”.
 - NA at the department level.
 - **IQAC Comments:**
 - A *data template* for welfare measures and appraisal details needs to be prepared.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to gather required data from HR and finalize templates.
-

6.3.2 – Financial Support for Teachers to Attend Conferences/Workshops

- **Observations:**
 - Data partially fetched from **Accounts** and **Research Cell**.
 - NA at the department level.
 - **IQAC Comments:**
 - Financial records from the past five years must be consolidated and presented in an audited format.
 - **Action Items:**
 - **Responsibility:** Accounts and Research Cell to provide complete financial data.
-

6.3.3 – Participation in FDPs, MDPs, and Training Programs

- **Observations:**
 - Data uploaded but lacks **indexing** and **data templates**.
 - Department-specific issues:
 - BCA, BAJMC: Certificates uploaded without indexing.
 - Bio-Science: Certificates missing.
- **IQAC Comments:**
 - A clear indexing system must be implemented for certificates and participation records.

- Missing certificates must be collected and uploaded.
 - **Action Items:**
 - **Responsibility:** Departments to ensure indexing of certificates and submission of templates.
 - Bio-Science to provide pending participation records.
-

6.4.1 – Strategies for Mobilization and Utilization of Resources

- **Observations:**
 - Required Files: Auditor Contracts (Internal/External), Audit Reports (2023-24) – “*In Progress*”.
 - NA at the department level.
 - **IQAC Comments:**
 - Regular financial audits must be documented, and mobilization strategies clearly showcased.
 - **Action Items:**
 - **Responsibility:** Criteria Heads to collaborate with Accounts Department and Auditors for timely submission.
-

6.5.1 – IQAC’s Contribution to Quality Assurance

- **Observations:**
 - Files needed: IQAC Constitution, Objectives, MOMs, HR Policy, IQAC Report.
 - Status:
 - IQAC Constitution and HR Policy uploaded.
 - IQAC MOMs and Reports are **pending**.
 - NA at department level.
 - **IQAC Comments:**
 - IQAC meetings and action plans must be documented regularly.
 - **Action Items:**
 - **Responsibility:** IQAC to finalize and upload pending meeting minutes and reports.
-

6.5.2 – Quality Assurance Initiatives

- **Observations:**
 - Data awaited from IQAC.
 - Uploaded Files: ISO 9001:2015 & 50001:2018 Certification, GHRDC & Times Ranking, NAAC Certification, 12B Status.
 - Departmental records are **NA**.
- **IQAC Comments:**
 - Ensure updates for participation in rankings (e.g., NIRF) and feedback analysis documentation.

- **Action Items:**
 - **Responsibility:** IQAC to consolidate rankings, certifications, and feedback action reports.

7. Institutional Vale and Best Practices

7.1.1 – Gender Audit and Promotion of Gender Equity

- **Observations:**
 - Files Required: Safety and Security measures, Common Rooms, Transportation Facilities.
 - Status: Incomplete documentation; detailed gender audit records are pending.
- **IQAC Comments:**
 - Measures such as common rooms, safety initiatives, and gender equity awareness programs must be showcased.
 - Transportation facilities supporting gender safety should be documented with photographic evidence.
- **Action Items:**
 - **Responsibility:** Facilities and Gender Committee to consolidate data.
 - Evidence for safety audits and infrastructure (e.g., CCTV, security systems) must be uploaded.

7.1.2 – Facilities and Initiatives for Sustainability

- **Observations:**
 - Facilities and initiatives for the following:
 1. **Alternate sources of energy** – Data missing.
 2. **Degradable and non-degradable waste management** – Partial records uploaded.
 3. **Water conservation** – Records pending.
 4. **Green campus initiatives** – Incomplete details.
 5. **Disabled-friendly environment** – No comprehensive documentation.
- **IQAC Comments:**
 - All initiatives and facilities must be documented with relevant proof (e.g., photos, reports, policies).
 - Water conservation systems and alternate energy sources like solar panels need verification documents.
 - Disabled-friendly infrastructure must include ramps, lifts, and signage.
- **Action Items:**
 - **Responsibility:** Facilities Management, Green Campus Committee, and Administration to coordinate.
 - Provide records of energy audits, waste management systems, and campus initiatives.

7.1.3 – Quality Audits on Environment and Energy

- **Observations:**
 - Quality Audits:
 1. **Green Audit/Environment Audit** – Pending documentation.
 2. **Energy Audit** – Incomplete; files awaited.
 3. **Clean and Green Campus Initiatives** – Limited proof available.
 4. **Beyond Campus Environmental Activities** – Data not submitted.
 - **IQAC Comments:**
 - Upload third-party audit reports for **environmental and energy audits**.
 - Initiatives promoting clean and green campus practices should include plantation drives, cleanliness campaigns, and waste management.
 - *Beyond campus* activities should showcase student engagement in environmental programs (e.g., awareness drives, campaigns).
 - **Action Items:**
 - **Responsibility:** Audit Team, IQAC, and Green Campus Committee.
 - Collect and upload third-party audit reports and photographic evidence.
-

7.1.4 – Inclusive Environment and Constitutional Sensitization

- **Observations:**
 - Inclusive Environment Efforts: Data is not consolidated.
 - Sensitization of students and employees to constitutional obligations: Partial events recorded.
 - **IQAC Comments:**
 - Ensure evidence for:
 - Programs fostering cultural, regional, and linguistic harmony.
 - Socioeconomic diversity initiatives.
 - Workshops or events on constitutional obligations, rights, and responsibilities of citizens.
 - Proper event reports with participant lists, photographs, and feedback required.
 - **Action Items:**
 - **Responsibility:** Cultural Committee, Student Development Cell, and HR.
 - Departments to submit reports of relevant activities conducted.
-

7.2.1 – Best Practices

- **Observations:**
 - Two institutional *best practices* need to be documented as per the NAAC manual.
 - Mentioned initiatives like **EWL (Experiential Learning Week)** are under consideration.
- **IQAC Comments:**
 - Each best practice must include:
 - *Title of the Practice*
 - *Objectives*

- *The Context*
 - *The Practice*
 - *Evidence of Success*
 - *Problems Encountered and Resources Required.*
 - Highlight student-centric and sustainable practices.
 - **Action Items:**
 - **Responsibility:** IQAC and Criteria Heads to finalize best practices.
 - Departments to submit supporting documentation showcasing outcomes.
-

7.3.1 – Distinctive Area of Institutional Performance

- **Observations:**
 - The distinctive area of performance highlighting institutional priorities is pending.
- **IQAC Comments:**
 - This section must emphasize the institution's unique contribution aligning with its **vision** and **thrust areas**.
 - Focus on themes such as:
 - *Experiential learning*
 - *Innovation and sustainability*
 - *Skill development*
 - Evidence must include achievements, reports, and outcomes.
- **Action Items:**
 - **Responsibility:** IQAC and Heads to finalize the distinctive performance area.
 - Departments to submit supporting documents reflecting institutional priorities.



Co-ordinator, IQAC



iqac ims <iqac@imsuc.ac.in>

Notification: External Audit (AQAR 2023-24) on 28.10.2024

1 message

iqac ims <iqac@imsuc.ac.in>

Thu, Oct 3, 2024 at 4:55 PM

To: IQACMEMBERS <iqacmembers@imsuc.ac.in>

Cc: Director IMS <director@imsuc.ac.in>, Director Office <director.office@imsuc.ac.in>, Registrar IMSUC <registrar@imsuc.ac.in>, Deputy registrar <dy.registrar@imsuc.ac.in>, HOD - Department of Computer Science <hod_cs@imsuc.ac.in>, HOD - Department of Management <hod_mgmt@imsuc.ac.in>, HOD - Department of Journalism & Mass Communication <hod_jmc@imsuc.ac.in>, HOD - Department of Biosciences <hod_bs@imsuc.ac.in>, Sunil Kumar Sharma <sunilkumar.sharma@imsuc.ac.in>, Assistant Registrar - IQAC <ar.iqac@imsuc.ac.in>

Dear Colleagues

This is to notify that the external audit of AQAR 2023-24 by Dr. Nameesh Miglani has been scheduled for **October 28th (Monday)**. This is an important opportunity for us to review our processes and ensure we are meeting the necessary standards.

In preparation for the audit, following points are to be noted for strict compliance:

1. The AQAR report to be prepared as per the revised framework.
2. Ensure all relevant documents and reports are up to date and accessible. This includes any previous audit findings and action plans.
3. Collaborate with your teams to ensure everyone is aware of their roles during the audit process.
4. Verify that the data or information used across multiple criteria is consistent.
5. Upload all required information and documents in the AQAR 2023-24 folder shared earlier.
6. Please be prepared to discuss your respective areas of responsibility and any improvements implemented since the last audit.
7. Special emphasis should be placed on the text responses in the AQAR. **Mr. Sunil Kumar Sharma to verify these responses**, so please ensure they are accurate and comprehensive.

A mock audit drill will be conducted in presence of the director (Date to be specified). Make sure you are available for the duration of the audit on both the specified dates to ensure a smooth and successful audit.

If you have any questions or need further clarification, please don't hesitate to reach out.

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Thanks & Regards,

Dr. Indrani Bhattacharjee

Professor, Department of Management

Head, IQAC/E-Cell/Ranking

IMS - Ghaziabad

(University Courses Campus)

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Adhyatmik Nagar, NH-09 Ghaziabad, U.P., India 201015

<http://www.imsuc.ac.in> | <https://youtu.be/zGM562fadb8>



Please do not print unless absolutely necessary! Do your bit to SAVE THE PLANET!



checklist and assigned tasks for the external audit scheduled on 28th October, 2024.

1 message

iqac ims <iqac@imsuc.ac.in>

Fri, Oct 25, 2024 at 2:13 PM

To: Assistant Registrar - IQAC <ar.iqac@imsuc.ac.in>, sharma.swati@imsuc.ac.in, Sunil Kumar Sharma <sunilkumar.sharma@imsuc.ac.in>, monil.arora@imsuc.ac.in, umeshchand.sharma@imsuc.ac.in, narayan.batheja@imsuc.ac.in

Cc: Director Office <director.office@imsuc.ac.in>, HOD - Department of Journalism & Mass Communication <hod_jmc@imsuc.ac.in>, cs.verma@imsuc.ac.in

Dear all

PFB, the checklist and assigned tasks for the forthcoming external audit scheduled on 28th October, 2024.

Checklist & Responsibilities "NAAC External Audit" 28th October 2024

Sr. No.	Particulars	Faculty & Staff Coordinator	Remarks
1	Today's Program	Mr. Prashant Kumar	To be shared with Ms. Revathy by Saturday (26.10.2024)
2	Photography & Videography	Mr. Monil Arora and Mr. Narayan.Batheja	Appropriate photographs and geo-tagged photographs
3	Master Of Ceremony	Mr. Sunil Kumar Sharma	Effective steering of the event
4	Raising all requisitions as per the checklist	Mr. Prashant Kumar	To raise requisition of Lunch/Tea/IT/Photography & Videography/Memento/Sapling/Seating arrangement/Red Board etc.
5	Tea & Lunch Arrangement	Mr. Prashant Kumar & Mr. Umesh Chand Sharma	-WelcomeTea arrangement (for guest) -Tea arrangement during the audit for all (Morning and Evening)
6	Minutes Of the Meeting	Dr. Swati Sharma	Record and develop a comprehensive audit report for reference and guidance while uploading AQAR 2023-24
7	Social Media Report and posting	Mr. Monil Arora	Develop a brief report of the event and execute the media posting

Thanks & Regards,

Dr. Indrani Bhattacharjee

Professor, Department of Management

Head, IQAC/E-Cell/Ranking

IMS - Ghaziabad**(University Courses Campus)**

P: 0120-4980000 | TollFree: 18001021214

Adhyatmik Nagar, NH-09 Ghaziabad, U.P., India 201015

<http://www.imsuc.ac.in> | <https://youtu.be/zGM562fad8>

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INSTITUTE OF MANAGEMENT STUDIES GHAZIABAD
(UNIVERSITY COURSES CAMPUS)

INTERNAL QUALITY ASSURANCE CELL

Organises a Session on

**“Quality Quest: Navigating Accreditation
and IQAC Excellence”**




RESOURCE PERSON

Dr. Nameesh Miglani

Mentor to Professional Institutions for
Quality Improvement
(NBA, TEQIP, NAAC, ABET & ICAR)

📅 28th October, 2024 | 🕒 09:00 am onwards

NH-9, Adhyatmik Nagar, Ghaziabad-201015 ☎ **1800-102-1214** 🌐 **www.imsuc.ac.in**     


Director
Institute of Management Studies
Adhyatmik Nagar Campus,
Ghaziabad-201015



iqac ims <iqac@imsuc.ac.in>

Meeting Today: Preparation for External Audit of AQAR 2023-24

2 messages

iqac ims <iqac@imsuc.ac.in>

Wed, Oct 23, 2024 at 5:40 PM

To: IQACMEMBERS <iqacmembers@imsuc.ac.in>

Cc: Director IMS <director@imsuc.ac.in>, Director Office <director.office@imsuc.ac.in>, Sunil Kumar Sharma <sunilkumar.sharma@imsuc.ac.in>, Assistant Registrar - IQAC <ar.iqac@imsuc.ac.in>

Dear All,

As observed during the review of the various criteria over the past few days, I am delighted to express my sincere appreciation for the commendable efforts demonstrated by each of you. It gives me great pride to acknowledge the hard work ensuring a successful audit.

The Director's office has requested a briefing on the preparations for the upcoming External Audit of AQAR 2023-24, scheduled for October 28th, 2024. Therefore, a meeting has been arranged for today, October 24th, at 4:25 PM. (Venue - IQAC Room)

To facilitate a transparent and accurate appraisal of the AQAR 2023-24 status, **all Criteria Heads are requested to be seated in the IQAC room well in advance, no later than 4:20 PM**, so we can commence the meeting on time. Please be prepared with all relevant information for your respective criteria.

The tentative schedule for the audit process is shared herewith for your reference. Thank you for your cooperation, and looking forward to a productive discussion.

--

Thanks & Regards,

Dr. Indrani Bhattacharjee

Professor, Department of Management

Head, IQAC/E-Cell/Ranking

IMS - Ghaziabad**(University Courses Campus)**

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**Event Schedule.pdf**

196K

iqac ims <iqac@imsuc.ac.in>

To: IQACMEMBERS <iqacmembers@imsuc.ac.in>

Cc: Director Office <director.office@imsuc.ac.in>

Thu, Oct 24, 2024 at 9:30 AM

Dear Colleagues

Gentle Reminder for the meeting **TODAY (24.10.2024)**

--

Thanks & Regards,**Dr. Indrani Bhattacharjee****Professor, Department of Management****Head, IQAC/E-Cell/Ranking****IMS - Ghaziabad****(University Courses Campus)**

P: 0120-4980000 | TollFree: 18001021214

Adhyatmik Nagar, NH-09 Ghaziabad, U.P., India 201015

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[Quoted text hidden]

**Event Schedule.pdf**

196K



iqac ims <iqac@imsuc.ac.in>

Preparation for External Audit of AQAR 2023-24 - Scheduled on 28th October 2024

1 message

iqac ims <iqac@imsuc.ac.in>

Sat, Oct 26, 2024 at 3:27 PM

To: IQACMEMBERS <iqacmembers@imsuc.ac.in>

Cc: Director IMS <director@imsuc.ac.in>, Director Office <director.office@imsuc.ac.in>

Dear Team,

As we approach the external audit of the AQAR 2023-24, scheduled for **28th October 2024**, few key points to be kept in consideration to ensure a smooth and efficient audit process.

1. We need to adhere strictly to the allotted time to cover all relevant points across all criteria. I encourage each team to **prioritize key points** and prepare concise and impactful presentations. Each criterion team should identify priority areas where we may seek suggestions or guidance from Dr. Miglani. This will help us gain valuable insights for continuous improvement.
2. The presentation will be conducted in the AQAR format, with all relevant **links, data templates, and file uploads** accessible.
3. A seamless transition between data points will facilitate a more professional and engaging session. Please ensure that all hyperlinks should be functioning properly to avoid any delays during the presentation.
4. While adhering to the AQAR format, it is suggested to prepare a **comparative statement (PPT/Word) for the last three academic sessions**. This will serve as a reference to highlight progress, trends, and areas of improvement during the presentation.
5. As this is an important occasion, it is expected that everyone is groomed and dressed professionally.

Your cooperation and attention to detail in these final preparations are greatly appreciated. Let's make this audit a smooth and successful experience.

Thank you for your continued dedication and hard work.

Best Wishes!!

--

Thanks & Regards,**Dr. Indrani Bhattacharjee****Professor, Department of Management****Head, IQAC/E-Cell/Ranking****IMS - Ghaziabad****(University Courses Campus)****P: 0120-4980000 | TollFree: 18001021214****Adhyatmik Nagar, NH-09 Ghaziabad, U.P., India 201015****<http://www.imsuc.ac.in> | <https://youtu.be/zGM562fad8>****#Hold the vision, trust the process.**

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Topic: Minutes of Meeting of External Audit	Date: October 28th 2024 at 10:00 am
Venue: IQAC Room	Members: <ol style="list-style-type: none">1. Dr. Nameesh Miglani2. Dr. A.K Singh3. Dr. Indrani Bhattacharjee4. Dr. Pooja Rastogi5. Dr. Anil Kumar Nigam6. Dr. Surabhi Johari7. Dr Gagan Varshney8. Dr. Shikha Jalota9. Mr. Arnab Ghosh10. Mr. Sunil Kumar Sharma11. Ms. Sandhya Sharma12. Mr. Girish Kumar13. Dr. Rishi Kumar Singh14. Dr. Priyanka Srivastava15. Dr. Tripti Singh16. Dr. Indira Priyadarsani17. Ms. Akanksha Tyagi18. Dr. Priti Bala19. Dr. Pawan Kumar20. Dr. Shikha Jalota21. Mr. Bharat Gahlot22. Ms. Swati Rawat23. Dr. Swati Sharma24. Dr. Swati Tyagi25. Ms. Rashmi Singh26. Ms. Archana Gupt27. Ms. Rashmi Vaishnav28. Mr. S.P Singh29. Mr. Vipin Tyagi30. Mr. Prashant31. Mr. Awadhesh Kumar Dubey

AGENDA FOR MEETING

1. Review and feedback on Academic and Administrative Audit across criteria.
2. Identification of areas for improvement in academic and administrative processes.

Details of the Meeting:

Criteria 1: Curriculum Planning and Implementation

- Update terminology to replace "Academic Council" with "Academic Advisory Council" for consistency and clarity.
- Ensure lesson plans are developed in alignment with the academic calendar, including detailed deviation reports where applicable.
- Exclude the requirement for minutes and daily reports in this criterion to streamline reporting.
- Implement the flipped video learning approach in groups of 25-30 students, followed by structured discussions to enhance comprehension.
- Work towards institutional membership with platforms like Swayam and NPTEL to broaden academic resources and certifications.
- Develop and introduce multidisciplinary courses that integrate insights from various departments for a holistic learning experience.
- Incorporate courses on human values, environmental studies, sustainability, SDG, and gender studies into the syllabus to foster a comprehensive understanding of these critical areas.
- Assign project-based learning assignments to students, allowing for practical application and enhanced engagement.
- Industrial visits are not considered fieldwork, two different types of academic activities.
- Include surveys as a form of fieldwork, particularly in subjects like research methodology, to encourage empirical learning.

Action: IQAC and Criteria Coordinator

Criteria 2: Teaching, Learning, and Evaluation

- Refrain from listing additional students, exceeding the sanctioned capacity, in section 2.1.1 to avoid discrepancies.
- Integrate government guidelines on reservation policies within the institution's policies to ensure compliance and inclusivity.

- Encourage faculty presence on campus as it positively impacts student support and accessibility.
- Incorporate psychometric, skill-based, knowledge, and behavioral assessments as part of the curriculum to provide a comprehensive evaluation of student capabilities.
- Form tutorial groups by identifying students who need additional support and dividing them into smaller groups of 15 for personalized guidance.
- Aim to improve the student-faculty ratio, allowing for more focused attention and mentorship.
- Equip all classrooms with smart boards, achieving 100% implementation to enhance the digital learning environment.
- Expand the use of ICT in teaching methods to modernize the learning experience and improve engagement.
- Establish flipped classrooms where students sit in collaborative clusters, fostering interactive and peer-supported learning.
- Ensure that over 50% of the faculty are qualified with either a PhD or NET, contributing to high academic standards.
- Clearly define the grievance redressal policy to ensure a structured and accessible process for resolving student concerns.
- Finalize course outcomes through collaboration among three faculty members and prominently display these outcomes in labs .
- Set a target to raise the overall pass percentage to 90% as an indicator of improved academic success and support.

Action: IQAC and Criteria Coordinator

Criteria 3: Research, Innovations, and Extension

- Limit the documentation in this section to only include core research projects, excluding supplementary projects like SDP and MDP to maintain a research-focused narrative.
- Showcase initiatives that involve exposure to venture capital and startup ecosystems, encouraging students to explore entrepreneurial avenues.
- Highlight activities that are directly related to students in to keep the focus on student development.
- Set a target to publish at least 400 research papers and articles, contributing to the institution's reputation and academic impact.

- Incorporate social responsibility activities, such as visits to underserved communities, including sensitization sessions prior to engaging in the main activity to promote social awareness.
- Exclude on-campus activities, such as GST awareness and ISO training, from section 3.4.2, focusing instead on off-campus, student-centered initiatives.
- Ensure that activities conducted under MOUs include joint signatures from both collaborating parties for accountability.

Action: IQAC and Criteria Coordinator

Criteria 4: Infrastructure and Learning Resources

- Actively increase the utilization of library resources by both students and faculty to maximize resource investments.
- Attach invoices for any new IT equipment purchased in the current year to provide accurate documentation of technology investments.

Action: IQAC

Criteria 5: Student Support and Progression

- Increase the number of scholarships to cover 80% of eligible students, addressing the current low coverage and enhancing accessibility.
- Ensure that reports attached to documentation are consistent and of high quality, using tools like Adobe or Cam Scanner to improve photograph clarity.
- Label the Career Development Cell (CDC) appropriately as a "cell" and not a department to prevent misclassification.
- Include comprehensive documentation for activities, such as notices, brochures, and creative content, to provide complete context.
- Remove irrelevant committees, such as the hostel committee, proctorial committee, and student welfare committee etc
- Consider only final appointment letters in the documentation, excluding offer letters, for accuracy in reporting.
- Record only state and national level student participations in section 5.3.1, focusing on significant achievements.

Action: IQAC and Criteria Coordinator

Criteria 6: Governance, Leadership, and Management

- Establish a National Education Policy (NEP) committee to guide the institution in implementing NEP recommendations effectively.
- Clearly define the performance appraisal system within the documentation to ensure transparent and structured evaluations.
- Count in-house Management Development Programs (MDPs) as part of governance activities, contributing to faculty and staff development.
- Ensure that documentation for section 6.4.1 is prepared by a Chartered Accountant (CA) to maintain financial accuracy.
- Coordinate with the IQAC to host collaborative events with other institutions, enhancing institutional engagement.

Action: IQAC and Criteria Coordinator

Criteria 7: Institutional Values and Best Practices

- Ensure only one official stamp is used on the index page of section 7.1.1 to avoid redundancy.
- Conduct a thorough gender audit to assess and support gender equity within the institution.
- Offer one-to-one and gender-specific counseling sessions, tailored to meet diverse student needs.
- Retake photographs of the common room as the current ones are inadequate; ensure images are clear and represent accurate settings.
- Replace low-quality camera images with higher-resolution versions for better visual documentation.
- Add clear images of the server and control room for transparency and asset verification.
- Establish MOUs with local waste management organizations for streamlined and sustainable waste disposal solutions.
- Include both blue and green dustbins to facilitate waste segregation as part of the institution's sustainability practices.
- Set up a vermicomposting area as an additional sustainability initiative.

- Update the energy report in the annexure with current data to reflect energy management efforts.
- Avoid redundant activity listings, such as World Water Day and Earth Day, by consolidating related events.
- Strive to achieve a 50-60% success rate in extension activities to reflect effective community engagement.

Action: IQAC and Criteria Coordinator



Co-ordinator, IQAC

INSTITUTE OF MANAGEMENT STUDIES GHAZIABAD (UNIVERSITY COURSES CAMPUS)			
External Audit Report (Audited by Dr. Nameesh Miglani)			
Criteria	Observations & Suggestions	Self Assessment Rating	Remarks by IQAC
Criteria 1	Text responses to be rewritten	9 out of 10	From preparation point of view, as far as compilation of available data is concerned Criteria 1 can stand at 8 out of 10 point scale, but if we can improve on the mentioned pointers, there is much scope of gaining marks
	Formal Communication to the university for as per the recommendations of the Academic Advisory Council.		
	Outline and Document a Review Process for regular reviews of the Lecture Plan to confirm adherence to syllabus objectives.		
	ADRs to include Deviation Reports in Lecture Plans and the 'Activity' pedagogy (inpas well		
	To review an appropriate nomenclature for "Flip Classes"		
	Creating Flip classrooms and implement Flip Teaching Methodology		
	Names/codes of specialization courses to be reviewed. for every year		
	"PGD" not be used for MIB		
	SWAYAM/NPTEL courses to be increased.		
Criteria 2	Text response need to be modified.	8 out of 10	From preparation point of view, as far as compilation of available data is concerned Criteria 2 can stand at 8 out of 10 point scale, but if we can improve on the given following pointers, there is much scope of gaining marks: Increase Mentor Mentee Ratio Attainment of POs and COs Learning Level of students Pass percentage of students. Reserved Category admissions
	Under reserve category numbers need to be reverified as per the UP Reservation Policy.		
	Progression sheet need to be completed for the session 2023-24. it was recommended to include psychometric test		
	Flip Classroom and Flip teaching methodology for session 2024-25,		
	COE report need to be stamped from the University.		
	It was suggested by the expert that the Pos should be common for all the departments except BAJMC. IQAC is requested to decide for the same.		
	Pass percentage data need to be verified again.		
	It is suggested to calculated attainment for all the programs.		
Criteria 3	Text response need to be modified.	7 out of 10	Criteria 3 can stand at 9 out of 10 point scale if we can be proactive in Grants, Research publications and functional MoUs/collaborations. From preparation point of view, we have to work on timely compilation of data.
	Total Grants from Government and non-governmental agencies: Funding agency will provide a letter for releasing the fund and completion of research-based project, Research project should be in the name of faculty only and Duration of project should be minimum 4 months and above.		
	Research paper should be increased by 400 and paper will be counted according to Calendar year.		
	Research paper collaboration will be counted as "Faculty Exchange".		
	List of MOUs to be re-verified for functional MOUs		
Criteria 4	Text responses need to be modified.	7 out of 10	Much scope for improvement if IT infrastructure and Library facilities are augmented such as the upgradation of wifi and computers, online e-resources and software, library, per day usage of library facilities, etc.
	Per day usage of library by teachers and students (foot falls and login data for online access) needs to be increased (25% Student & 15% Faculty on the daily basis)		
	We have 352 computers (PCs)and 900 laptops for academic use but as per benchmark we need 600 computers		
Criteria 5	Text response need to be modified.	6.5 out of 10	Major fall back in terms of student progression, performance in sports and cultural activities. Data compilation to be done with more vigour and accuracy.
	Number of students benefited by scholarshipships provided by the Government/Non-Government and the institution during the year to be enhanced. (100% students to be benefitted)		
	Improvement needed in Student Progression of the outgoing batch (Competitive exams & Placement). At least 60% required (placement and higher studies) but ours total is only 32% only and only appointment letters to be considered (offer letters/ selection mails will not be considered)		
	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) to be enhanced. (10% of the students during the last 5 Years is the bench mark)		
	Reports to be reverified (format as well as content)		
	Grievance cell needs to be formed (for Students/Faculty/Non-teaching Staff)		
	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 to be enhanced. (The bench mark is 30.Currently it is 9)		

Criteria 6	Text responses need to be modified.	10 out of 10	From preparation point of view, as far as compilation of available data is concerned Criteria 6 can stand at 8 out of 10 point scale, but there is much scope of gaining marks if more focus to be on Institutional Development Plans in line with UGC and new NAAC manual. IQAC is required to work on it proactively.
	NEP Committee to be formed for 2024-25 and NEP implementation report to be made		
	Recruitment & Selection committee to be formed for teaching faculty and non-teaching staff.		
	60% of faculty should be financially supported by the Institute		
	Financial support (for professional development) of Minimum of Rs. 5000/- per year per faculty will be considered		
	For non-teaching staff also 5 days SDP to be done		
	Write up for Institutional strategies for mobilization and optimal utilization of resources and funds from various sources (government/ non-government organizations) and regular financial audits regularly (internal and external) to be verified by CA only		
	Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives to be identified and implemented		
	Academic and Administrative Audit (AAA) and follow-up action taken		
	Collaborative quality initiatives with other institution(s)		
Criteria 7	Text responses need to be modified.	8 out of 10	From preparation point of view, as far as compilation of available data is concerned Criteria 7 can stand at 8 out of 10 point scale. However, mentioned suggestions needs to be implemented for scoring more marks.
	Need of professional Psychologist for gender sensitization.		
	Biogas Plant: The possibility of purchasing a biogas plant was discussed and recommended.		
	Agreements or MOUs for liquid and dry waste management are required		
	At least one water body should be shown as part of the environmental sustainability efforts.		
	One compost unit near the mess area required.		
	Along with Energy/Environment/Green Audit Certificate, reports are also required for submission.		
	A report on the Constitution Day Oath will be included in the documentation.		
	The Academic Audit report should be uploaded on the institution's website.		
	A Monitoring Committee for the Code of Conduct will be updated as nominated by HODs, and details will be incorporated into the report.		
	The best practice section should be updated to reflect changes, ensuring that the practice benefits the students		