



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GEETA ENGINEERING COLLEGE
Name of the head of the Institution		Dr. RAMAN CHADHA
Designation		Director(in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09996022268
Mobile no.		9896348400
Registered Email		deangec@geeta.edu.in
Alternate Email		info@geeta.edu.in
Address		NH-71A, Naultha, Gohana Road
City/Town		Panipat
State/UT		Haryana
Pincode		132103
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Amit Gupta
Phone no/Alternate Phone no.	09996633310
Mobile no.	9896348400
Registered Email	iqacgec@geeta.edu.in
Alternate Email	deangec@geeta.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://geetaengineeringcollege.in/naac/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://geetaengineeringcollege.in/academics/academic-calendar/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.22	2017	31-Oct-2017	29-Oct-2022

6. Date of Establishment of IQAC

01-Jan-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of Internal Quality	01-Jul-2019 10	12

Assurance Cell (IQAC)		
Innovation and Entrepreneurship Development Cell	08-Jul-2019 22	450
Faculty Feedback Audit	22-Aug-2019 4	84
IPAI (In Progress Academic Inspection)	04-Jul-2019 20	84
Innovative Idea Presentation	28-Sep-2019 1	12
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Geeta Engineering College	DSTNIMAT Project	Entrepreneurship Development Institute of india	2019 9	60000
Geeta Engineering College	Impact lecture series	MIC(MHRD INNOVATION CELL)	2020 2	40000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	100000
Year	2019

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

1. IQAC mentor evaluate the teaching learning mechanism by conducting monthly In Progress Academic Inspection (IPAI) to ensure that the mechanism is in place through periodic reviews. 2. Collection of feedback from the students, employees, Parents, Alumni of various departments to evaluate the effective implementation of the course to develop maintain the Infrastructure other facilities. 3. Preparation of academic Calendar at the start of the session that includes various departmental activities like Expert lectures, Industrial visits, workshops, Motivational lectures, Extension lectures etc. for the effective planning of Teaching Learning practices. 4. Focus on recommendation made by NAAC Peer Team. Certain areas were identified and prioritized like 1) Research 2) Linkage Collaboration Many new MOUs have been signed and many are in queue to ensure up to date study pattern that is in line with Industry requirements. 3) Outreach ? The IQAC has adopted the following process for internal quality assurance 1) Evaluation of Teachers by Result Analysis 2) Self appraisal report submitted by teachers every semester. 5. Staff members/ students are encouraged to promote digitization. Due to COVID19 ongoing, LMS for Study from Home is used and all students are encouraged to attend all classes. Also, database of Videos and Notes is prepared for reference later on.

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
Research and Development	<ul style="list-style-type: none"> All nonPhD faculty have/are in process of getting registered for PhD program and 4 are perusing The Institute has organized numerous workshops, seminars, guest lectures in collaboration with industry e.g. Eicher Automobiles Ltd. and reputed institutes like Cisco, Oracle, Ultratech Cement, Engineers Academy. Dr. Amit Gupta, Professor, MED has received grant of Rs. 60000/ for organizing EAC under DSTNIMAT scheme from EDII, Ahmadabad. Faculty members have published for research articles in reputed journal.
Quality Assurance and Improvisation	<ul style="list-style-type: none"> Result and Placement Improvement
Extension Activities and Outreach outcome	<ul style="list-style-type: none"> Numerous students have participated in following activities: <ul style="list-style-type: none"> Blood donation Camp Rahagiri Program Swatch Bharat Yojna Rural Development Project
Continuous Evaluation	<ul style="list-style-type: none"> The Institution follows a multi level evaluation process to support a continual renewal. Self Appraisal by Teaching and Administrative Staff, Peer Evaluation Process of Student Evaluation, Academic Audit Stakeholders

Feedback.

No Files Uploaded !!!

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

07-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Sep-2017

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

05-Mar-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

1. Library : a. Request Request Feedback b. Purchase Order/ Order Receiving c. Accessioning d. Book Transfer e. Suggestion Summary/Member f. Fine/Dues/Privileges Setting g. Book Issue/Return h. OPAC Search/ OPAC (Serial) i. Due Reminder/ Due Reminder Notice/ SMS/ Email j. Library Report like Author Wise, Subject Wise, Overdue Books, Shelf Wise, etc k. Catalogue of books with ISBN, Author, Title, Publisher, Number of copies of a particular book, and any other customizable information l. Librarian is provided with an interface to issue/ return a book to/ from a person m. System alert to the user when a book is due for return or is already late n. Various system generated reports e.g., books due this week, late returns, etc. o. Library to be able to function offline p. Bar Code Generation/ Member ID Card q. News Paper Subscription/ Billing Stock Verification. 2. Student Information Management a. Registration Form with unique ID b. Admission form with receipt c. Student Profile (with

Photograph, Thumb Impression, Signature) d. Qualification details. e. Parents Guardian Details Address Details. f. Document Management (Bonafied, CC, Loan Letter etc) g. Student Search /SMS /Email with unique ID h. Student Discipline /Activity Record i. Identity Card / Admit Card Generation j. Student Search with different parameters: Caste Category, Admission Category, Location, Course etc. k. Admission Summary l. Detailed List Of Subjects in a Batch and Academic Session m. List of Programs Offered Batches in a Program n. List of Students enrolled in a Subject o. List of Students in a Class, Group, Program p. Promotion History from a Batch from an Academic Session q. Student Wise Enrolled Subjects for a Batch for an Academic Session. 3. Academics a. Exam Results b. Drop out Analysis, c. Student feedback d. Student Honor board e. Students achievements f. Alumni Board g. Research Publications h. Online Lectures, test, assignment etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

We are strictly adhered to run the syllabi of curriculum imposed on us by our parent university smoothly. We plan accordingly our Teaching plans. Institute operationalize the curriculum within the overall framework are provided by the University as well as functioning of curriculum can be delivered depends on resource potential and institutional goals. Head of the institution have to distribute curriculum among the concern department faculty (Heads). After receiving teaching plans of respectively faculty, then the heads of respective department distribute workload among their departmental faculty. Our institution follows white Board and Projector teaching method to delivered information among the student. We follow purely lecture method. Our faculty is committed to use teaching aids whenever necessary to make the teaching most effective and comprehensive , our faculty is also simplifies the implemented curriculum for the students that they can easily understood. Our faculty tries to penetrate the curriculum by running different curricula activity such as seminars, project work, tutorials, assignments, group discussion, role play etc. this will help to understand practical knowledge of respective subject thermally. We provides different subjects to the students to provide their seminar and projects, eventually we tries to create scientific base temperament among our students we are able to manage educational tours to provide field knowledge by respective subjects. To cope up with advanced knowledge we have establish ICT hub with the help of this we tries to provide the current knowledge in respective subject by the concern faculty. We have semester system and we are bound to complete our syllabi within period of stipulated time so

that the students can be prepared to face the University examinations without any Teaching lacuna. Mechanism implemented effectively for Planned Curriculum Delivery: ? Lesson Plan cum Progress Report for Theory & Practical Classes ? Course Files for Theory & Lab Classes ? Harnessing the students via Extra Classes, Remedial Classes, Expert Lectures & Teaching of syllabus beyond Curriculum ? Conduct of Academic Activities e.g. Industrial Visit, Workshop, Conference, Value adding course, Soft Skill Training etc. ? Academic Calendar to provide efficient scheduling of all Academic, Sports & Cultural Activities ? Teacher's Diary for Documentation of: o Student Attendance (L,T&P) o Performance of Students in Labs o Mid Session Test Records o Assignment Submission Record o Class Test Record ? Monthly IPAI (In Process Academic Inspection) for verification of records like Teacher's Diary, Course File, Syllabus Coverage, Lab Records, Academic Performance of Students. ? Video Lecture recording are shared with students via ERP. ? Emphasis given to curriculum up gradation by collaborating with Industries and embedding their requirements in Out of Curricular Syllabus which can help students become Job ready

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CAD	00	18/02/2020	5	Employability	Designing
Soft Skills Training	00	20/08/2019	5	Employability	Skill Development
Digital Marketing	00	21/10/2019	3	Employability Entrepreneurship	Business/ IT Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Banking Finance Sector & Insurance	01/07/2019
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	256	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Application Program (CAD)	25/07/2019	48

[View File](#)

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	NA	72

[View File](#)

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Students: Bar Charts on different parameters are obtained in Responses generated via Google forms. Meetings with concerned teachers Students representing the class are conducted in presence of Head of concerned Department for further action. Twice a semester feedback is taken from students to cover the following parameters:- Teaching Methods Engagement of students in the class Subject knowledge Clarity in presentation/ giving real life practical examples in class. Quality of support material Course notes Assignment Ability to answer students questions satisfactorily Feedback reports are obtained from the stakeholders regularly and further utilized for enriching the curriculum that helps to improve the overall competency of the students for employ ability. Further Communication (Verbal Mail) for further action is being done among concerned authorities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	NA	120	115	104

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	222	98	71	13	12

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
84	84	24	17	5	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Faculty mentors play a crucial role in mentoring students. Students with their mentors shared responsibility for ensuring best productive and rewarding mentoring relationships. Both equally contribute in the success of mentoring system. For students, a mentor is someone who serves as a guide throughout their institutional education, because they will help them in both ways whether in terms of professional and personal advice or development skills. They give constructive feedback on writing, teaching and other elements of career design. They will help them in serving and fulfilling their professional goals with their personal lives or give emotional encouragement during challenging times. The objectives of the Students Mentoring system include: To help fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life. To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems. To provide positive role models to first year undergraduate students in the institute. To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities. Ensuring regularity and punctuality of students through counseling sessions. Functioning of the SMP The Student Mentor body is vested with the following powers:

- Every Students mentor has the power to halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned Faculty Mentor, who would in turn take the necessary action.
- In case of fresher who needs additional help, Students Mentors shall co-ordinate with Faculty Mentor as well as Faculty Advisor, regarding those help.
- Role of Faculty Mentor (FM)
- Faculty Mentor shall meet respective batches at least twice in a year.
- Personal counseling is the main role played by FM.
- FM shall certainly meet students of their batches in the mentor-mentee meeting and discuss general matters and make them at ease.
- Also Mentor meets students after their semester examinations and discusses their performance and comfort level.
- FM shall counsel the students who came from different country, or cities regarding difficulty in adjusting to the environment. The responsibility of each mentor extends to the entire three years for the batch.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1115	84	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
84	84	0	28	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Jitender Chatra	Assistant Professor	Teacher Awards organised by Dainik

			Bhaskar, Panipat
2020	Mr. Naveen Nagpal	Assistant Professor	Appreciation Award by CM for Social Work
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

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

Geeta Engineering College follows guidelines of Haryana Oldest University, Kurukshetra (NAAC A Grade) for assessment and internal evaluation procedure. For undergraduate programs, the institute conducts two mid-exams of 40 marks each. The average marks of both examinations are considered as final mid-marks. End semester examination is for 80 marks which are conducted by the KUK University. For the post-graduate program, the institute conducts two mid-exams of 40 marks each as per university norms, and the end semester examination acc. To format is for 70 marks which are conducted by the KUK University. After completion of the internal examination, the answer sheets were evaluates by the faculty and shared to the students for doubt clarifications or re-correction. The faculty submits the resurrected scripts to the examination branch and marks are displayed on the notice board, sent to student's class in charge for record keeping and in recorded in files. After that, the Director conducts a meeting with HODs to discuss the students performance and necessary action plan for further improvement whether in terms of Extra classes or Re-test. Reforms in the Evaluation process: 1. Evaluation and awareness of assessment system during orientation program. 2. Regular organizing the tutorial classes to clarify doubts related to the critical topics. 3. Regular unit tests, Surprise test Quiz are conducted prior to mid examinations. 4. Regular conduct of group discussions, seminars and guest lectures. 5. Monitoring the improvement in slow learner and encouraging the fast learners by reviewing their performance. 6. Industrial visits are arranged for the students and students submit the visit report which is also evaluated. Faculty conducts unit-test/surprise-test, collaborative learning practices, project-based assignments, tutorial classes, remedial/extended classes, and study hours to evaluate students' performance to get better results. Students' performance is also evaluated based on the following parameters: communication skills, use of modern tools (NPTEL, V-labs), critical thinking skills, problem-solving skills, ability to work in teams, and leadership qualities.

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

However Institute is affiliated to State University (Kurukshetra University, Kurukshetra) and abide by the calendar issued by the affiliating university, in addition to it, institute has woven many enriching academic aspects to harness its students on the path of success. In addition to the calendar provided by university, the institute has framed its master calendar which also covers all academic, administrative and extracurricular activities. The institute has also

uploaded its master calendar on its website and pasted the same on all notice boards for the proper circulation of related information among students and staff.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://geetaengineeringcollege.in/naac/pos-cos/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	Mtech	IP	17	17	100
00	Mtech	ECE	7	6	86
00	Mtech	CSE	4	4	100
00	MBA	Any as per University Spez. List	44	32	73
00	BTech	ME	29	19	65
00	BTech	ECE	7	0	0
00	BTech	CE	57	42	74
00	BTech	CSE	42	29	72
00	BBA	NA	67	43	64

No file uploaded.

2.7 – Student Satisfaction Survey

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

<http://geetaengineeringcollege.in/naac/sss-student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Three Days Entrepreneurship awareness Camp	IEDC	27/01/2020

Three Days Entrepreneurship awareness Camp	IEDC	30/01/2020
One Day How to File Patents Workshop	IEDC	13/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Smart India Hackathon	Mr. Rohit Team Members	SIH-2020	08/07/2019	Hardware
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
5000	10000	15000

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

Name of the Department	Number of PhD's Awarded
00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Attached in File Uploaded	5	5.4
International	Attached in File Uploaded	7	5.87
View File			

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

Department	Number of Publication
00	0
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Details Attached	Details Attached	Details Attached	2020	0	00	0

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Details Attached	Details Attached	Details Attached	2020	0	0	00

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	4	65	108
Resource persons	2	6	8	12

No file uploaded.

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mask Preparation Distribution	Lakshay Group of Colleges, Panipat	5	81
Food Distribution amid COVID-209	GGI	4	104
Blood Donation Camp	Red Cross Society Loins Club	5	102
Disaster Management	NSS	3	48

No file uploaded.

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta 2.0	Gram Panchyat	Swatch Pakhwada	2	110
Awareness Regarding Hygiene	Municipal Corporation, Panipat	Swachh bharat	3	108

No file uploaded.

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Student Skill's Development Research Facilities Provider	Skill Enhancement	Internshala	01/07/2019	10/08/2019	12
Incubation center	Skill Development	Eicher Motors	09/07/2019	10/07/2019	38
Skill Development	Internship	CAD DESK Panipat	20/08/2019	20/08/2019	104
IT	Networking System Administration	Mosaic Digital	26/06/2020	25/07/2020	3
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Eicher Motors, India	09/07/2019	Implement the Eicher Technical Training Programme, a proprietary teaching and education programme, in the field of Automobile Engineering and Technology. Familiarise Diploma and Engineering students as well as mechanics and dealers.	38
VMWARE ACADEMY	12/06/2020	VMware IT Academy P	0

		rogram is designed to introduce students to VMware technologies and equip them with VMware technical skills to complement their chosen fields of study. VMware provides selected academic institutions with course materials developed	
ORACLE ACADEMY	16/06/2020	Oracle Academy advances computing education around the world to increase knowledge, innovation, skills development, and diversity in technology fields.	0
AWS EDUCATE	25/10/2020	Through AWS Educate, students and educators have access to content and programs developed to skill up for cloud careers in growing fields	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
52	47

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Techlib	Fully	7	2008

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type			
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	305	10	10	0	1	18	40	39	0
Added	95	1	0	0	0	2	5	11	0
Total	400	11	10	0	1	20	45	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
DELNET	delnet.nic.in
ERP	erp.geetaedu.com

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	500043	6000000	5446650

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

Link- <http://geetaengineeringcollege.in/naac/Procedurenpolicies/> Laboratories: Laboratories equipment items are properly monitored and maintained on regular basis. Proper formats for maintenance record of the said equipments have been designed which is duly filled by the Lab Technician and verified by the Lab In-charge followed by countersigned by concerned Head of Department. The equipments are utilized for the purpose of practical demonstration to the students and for the purpose of exposure to real industrial environment. For this particular purpose trained Lab Technicians and Laboratory In-charge are regularly emphasizing on imparting more practical knowledge and exposure among

the students. Library: 1. SILENCE CLEANLINESS should be strictly maintained in around the Library Information Centre. 2. Each Student is eligible for 3 (Three) Non Transferable Library Borrower Cards, on which he/she can borrow Books for a Period of 14 (FOURTEEN) Days. These Library Cards must be RENEWED at the beginning of each SEMESTER. 3. All the Students should RETURN their Library Borrower Cards after completion of their Course and obtain a NO-DUE-Certificate from the Library Information Centre. 4. While borrowing the Book(s) the student is ADVISED to ensure that the Book(s) are in PROPER condition. If any Page(s) are MISSING or DAMAGED, inform the same to the Library Staff on Duty. 5. Avoid making Pencil / Pen Marks, Underlining, or any other type of Damage to the Book(s). If any such things are noticed at the time of returning the books, the Borrower will be held RESPONSIBLE. 6. In case the Book is lost, the Borrower has to REPLACE the Same Edition or the LATEST EDITION of the Lost Book. If the Book is not available Borrower has to pay the COST of the Book (Two times for the Book published after 1999 / Three times for the Book published on or before 1999) 7. Borrowers should RETURN the books ON or BEFORE the Due Date. Defaulter will be fined as per latest policy on the same. 8. REFERENCE BOOKS are NOT for ISSUE and they should be referred WITHIN the Library Information Centre only. 9. WATCH the Notice Board of the Library Information Centre every time you visit. 10. Consult the Library Staff on Duty for any other Information or Clarification. 11. Any marking or writing in the book is strictly prohibited. 12. Misbehaviour in the library will lead to cancellation of membership and also attracts serious disciplinary action. 13. If you have any Suggestions and Problems in the Library Information Centre, Please See the LIBRARIAN in person or send the E-mail to librarian@geeta.edu.in 14. Students are advised to maintain Silence in the Library Premises. 15. The College Library works on all working days between 8.30 AM 07.30 PM depending on timetable. 16. Books should be returned on or before the due date a fine of Rs.1 per day book will be charged for late returning of books. 17. One renewal is allowed if there is no demand for the same book by other reader.

<https://geetaengineeringcollege.in/naac/Procedurepolicies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Details Uploaded	0	0
Financial Support from Other Sources			
a) National	Details Uploaded	0	0
b) International	Details Uploaded	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	11/08/2020	55	Institutional level
IPR Workshop	20/02/2020	36	MSME Karnal
3 day Workshop on Entrepreneurship	27/01/2020	40	Vishwakarma Skill University

2 Day Workshop on Industry Readiness	15/10/2019	40	Institutional level
Meditation	07/09/2019	42	NIL (conducted within institute resources)
Personality and Soft skills development	15/01/2020	71	Renowned Speaker Mr. ajay Sharma (Life coach)
Yoga	13/01/2020	50	NIL (conducted within institute resources)
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Resource Training	42	134	2	154
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Attached					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	9	BBA	Management	Chandigarh University. Fortune Institute, New Delhi	MBA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GATE	2
Any Other	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Details Uploaded	Details Uploaded	0
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

College creates a platform for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Every department has an active student association consisting of student members. The student members of the association is elected through democratic process of election in which student cast their vote to candidates of their choice like CR in the class or core Committee Co-ordinator at various platforms. The association is monitored by senior faculty members who are responsible for the smooth conduct of the association meetings and events. The student association plays a dominant role in many activities related to fine arts, sports and other curricular activities of the department and the students. Various co-curricular activities organized by the association include Special Lectures by experts, Seminars, Workshops, Symposium, National Level Conference and Inter-collegiate meet to develop the personality and skills of the student's ability. Eminent speakers and industrialist deliver speeches on topics relevant to current educational scenario. Student members of the associations also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, Fresher's Day, Farewell Party, Joy of giving Week, World Literacy Day, World AIDS Day, World Kidney Day etc. Student Council Intended Learning Outcomes

- Involvement and Leadership: Student Council will promote involvement and leadership opportunities for GEC students within the division by encouraging student participation in departmental programs, facilities, and/ or services, providing leadership opportunities, and utilizing Student Council programs, facilities, and/ or services for teaching and training.
- Collaboration and Partnerships: Student Council will promote collaboration and partnerships of the GEC student population by providing students with opportunities to interact with GEC staff and student peers with the intention of encouraging students to work

collaboratively while developing individual personal strengths. This Student Council is also having Certain Vision and Mission. Mission Statement Student Council Activities promotes student success by offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the development of community at GEC. Vision Statement

The Student Union is the community centre of GEC campus. It provides an environment for relaxation, social interaction, education and exchange of thoughts. It serves Tech students, staff, faculty, alumni and the greater Lubbock community. Student Activities complements the institution's academic programs. It enhances the overall educational experiences of students through development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, traditional, community service, and campus governance programs. The Student Council provides:

- A state of the art facility for the use of the campus
- Programs and services that meet the daily needs of our constituents
- Educational and entertainment activities to the campus community

Student Council is committed to the values of

- Mutual respect
- Cooperation and communication
- Creativity and innovation
- Community service and leadership
- Academic and intellectual freedom
- Pursuit of excellence
- Public accountability

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Every Month IPAI (In process Academic Inspection) is organized for verification of records like Teacher's Diary, Course File, Syllabus Coverage, Lab Records, and Academic Performance of Students. Whole the activity is conducted by forming a panel of teachers from different departments enabling the participation of all staff members. 2. Institute have different Committees like RD Cell, Training Placement Cell, Women Cell, Cultural Committee, Discipline Committee, Hostel and Mess committee etc. Where the different faculty members perform the key roles in administering all the activities being conducted at institute level.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
---------------	---------

Curriculum Development	Institute is affiliated to State University (Kurukshetra University, Kurukshetra) and follows the curriculum issued by the affiliating university itself. However the institute focuses on aspects beyond curriculum too for enabling employability among the students. As and when institute is invited by University for suggestions on curriculum development, institute has contributed in desired manner.
Teaching and Learning	The institute focuses on: <ul style="list-style-type: none"> • Recruiting dedicated and qualified teachers • ICT aids available such as LED TVs projector etc. in most of its Class Rooms • State of Art laboratories • Computer centre • Expert Talks • Language laboratory • FDPs for growth and development of Staff • Subject allocation is based on expertise of Teacher at Master's Level and his/ her preference to ensure optimum output is obtained. • Institute provides support to its faculties for their overall development by providing study leaves and giving privileges of duty leaves etc. for presenting papers in National International Journals many more
Examination and Evaluation	Institute is affiliated to State University (Kurukshetra University, Kurukshetra) and follows the evaluation pattern of internal assessment prescribed by the affiliating university itself. Affiliating University conducts examination at its own level in the institute itself.
Research and Development	Institute has dedicated RD cell which work efficiently to: <ul style="list-style-type: none"> • Monitor the activities of Research at the institute • Recommend faculty members for participation in Conference / Seminar / Workshop. • Recommend project proposals of departments / individual faculty to funding agencies. • Organize the Conferences at the institute and other Research related activities
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Library has good number of Printed and digital material along with Video Lectures from NPTEL that is helpful is knowledge upgradation of students as well as faculties. • Video Lectures and all modern teaching aids available such as LED, TVs projector etc. in most of our Class Rooms
Human Resource Management	<ul style="list-style-type: none"> • Institute recruits teaching and non-teaching staff as per the guidelines

	<p>specified by AICTE norms time to time.</p> <ul style="list-style-type: none"> • Institute offers attractive opportunities to faculty members and non teaching staff for their growth and development. • Institute have effective HR Policy in order to retain qualified and competent faculty
Industry Interaction / Collaboration	<ul style="list-style-type: none"> o Institute has fixed all the activities related to industrial interaction of the students staff in its master calendar itself. These activities pays focus on Industrial Visits, Guest lectures by professionals from industry and academics, Invited lectures from industry, Industry Institute Partnership Cell, Entrepreneurship Development Cell, National Entrepreneurship Network, Professional Societies/ Bodies
Admission of Students	<p>Seats are filled via govt. counseling. Institute level admissions are done on merit basis. List of admitted students are displayed as per predecided schedule.</p>

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

E-governance area	Details
Planning and Development	Institute has maintained the records of its planning made during all sort of meetings on google sheets that enable the institute to maintain the compliance of all the points decided on planning stage.
Administration	ERP is in use for all administrative tasks related to the institutes like students records and related jobs etc.
Finance and Accounts	ERP is being practiced in accounts department for student's fee, bills, payments and other works being done at accounts department
Student Admission and Support	State government and affiliating university has online portal for students admission and support system. Our Institute like all other affiliated institutes upload all details of admission related support system on these portals only.
Examination	They are conducted at the institute by the affiliating university itself and all the examination records like bills, awards, mark sheets etc. are being recorded on the university erp system itself. The institute level records are also mentioned by the institute on its own ERP system.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	00	00	00	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	One day workshop on Patent Filing	Staff Ori entation Program	13/03/2020	13/03/2020	47	22
2019	Workshop on Leadership Quality	Staff Ori entation	01/07/2019	06/07/2019	35	11

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program	51	17/03/2020	17/03/2020	01
Faculty Development Program	60	08/02/2020	08/02/2020	01
Faculty Orientation Program	55	25/01/2020	25/01/2020	01

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
84	84	26	26

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Medical Checkup Camp 2) Expert talk on Banking Taxation 3) Workshop on Stress management Art of living	1) Medical Checkup Camp 2) Expert talk on Banking Taxation 3) Workshop on Stress management Art of living	1) Medical Checkup Camp 2) Expert talk on Banking Taxation 3) Workshop on Stress management Art of living 4) Fare well to Final year students 5) Fresher's Party for newly admitted students

6.4 – Financial Management and Resource Mobilization

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

The Institute is in regular practice of conducting the internal and external financial audits. The internal audit is usually conducted by in-house members of the accounts section of the college which includes Chartered Accountant, Chief Accounts Officer, Accounts Officer, Assistant. Similarly external financial audit is conducted by the external agency for proper monitoring and improvement in the financial record. The external team include a group of 2-3 CA's from the area which examines the whole financial record and pinpoints the observations and deficiencies for further rectifications. This improves the quality of routine functioning of the account section of the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
K.R. Education Society	1245484	Academic Excellence
No file uploaded.		

6.4.3 – Total corpus fund generated

102041337

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	By Arga Chaterjee, IIM, Rohtak	Yes	IPAI
Administrative	Yes	Dr. Sushil Mishra, Dir, LCHM, Panipat Dr. Dharmender Patial, Dean, GIL, Panipat	Yes	Statuory body appointed by BOG

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

- o Nomination of Parents' representative as stakeholder
- o Interaction of parents and teachers on progress reports of the wards
- o Interaction of parents and Principal

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

o Organization of industry oriented workshops o Fire fighting mock drill and training o Conduction of recreational activities

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

o Introduction of In-process Academic Inspection (IPAI) o Emphasis on organization of industry oriented activities for Teaching and Non-teaching staff and students o Establishment of Innovation Club

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IPAI (In Progress Academic Inspection)	09/07/2019	09/07/2019	30/09/2020	84
2019	Innovative Idea Presentation by Faculty	29/09/2019	29/09/2019	29/09/2019	42
2020	EAC	27/01/2020	27/01/2020	29/10/2020	150
2020	EAC	27/10/2020	30/10/2020	01/11/2020	125
2020	Patent Filing Workshop	13/03/2020	13/03/2020	13/03/2020	210
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Inequality Motivation	12/08/2019	14/08/2019	85	24
Gender Inequality Motivation	08/10/2019	09/10/2019	74	25

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

Percentage of power requirement of the University met by the renewable energy sources

Approximate 45

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	6	05/07/2019	12	Career Counselling, Swachh Bharat Abhiyan, Beti Bachao Betii Padhoo, Cleanliness Awareness, Health Awareness Camps, Free Medical Checkup Camp	Career Counselling, Swachh Bharat Abhiyan, Beti Bachao Betii Padhoo, Cleanliness Awareness, Health Awareness Camps, Free Medical Checkup Camp	350

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
GGI Values, Ethics and code of conduct	12/01/2020	Institute has implemented a handbook concept in line with NAAC requirements where the idea is to address

various Universal Values, Professional Ethics, Human Values and code of conduct of Institute. Through this handbook various points such as Student Hostel rules, Academic Rules, Leave rules, Hostel rules, Transport rules, Library rules, Research and Development Policy, HR Policy, Policy for retention of staff members etc. are implemented monitored by the authorities on regular basis. Working on the quality orientation some of the aspects which needs attention like Research and Development, Infrastructural development, Lab upgradation, Industry-Academia collaboration, faculty Student exchange program are under consideration and because of developing nature of the institute financial assistance and support is expected by various government authorities and institute is already working on these points and various proposals are shared with various government authorities for the same.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

There are many initiatives taken by institute to make the campus eco-friendly, few of those are as follows:- 1. Institution participation in "Rahagiri" event organised by District administration where stress is given on "No Plastic", Cleanliness i.e. "Swachhta Abhiyaan" run by Government of India. Also, tree plantation and Fitness programs are run during the event (Fitness slogan by District administration is "Mera Panipat, Fit Panipat"). Institute is regularly participating in this event from last couple of months and also encouraging all stake holders to participate and contribute in fitness, cleanliness and other motto of this event. 2. Focus on Tree Plantation- Various Tree plantation programs are encouraged within and outside campus. Also, institute made it part

of their schedule to get a tree planted by any and every dignitary who comes to our campus to encourage all for adopting this habit of tree plantation.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices I Title: Monthly Performance Report Objective: To enhance efficient monitoring of the departmental activities, Context: Scheduling and delivering of the curriculum has to be addressed in a comprehensive manner.

Since most of the programmes cover subjects of other departments a close monitoring from the top authority is a necessity. This would easily put checks and balances over the process system. Right from the student performance, the teacher functionality and the continual improvements in the infrastructure are reflected in the Monthly Performance Report. Practice at Geeta Engineering College: • Every month Monthly Performance Report Performa is forwarded to each HOD • Consolidated statements of attendance of the students are prepared by the college office • Every month Filled up Monthly Performance Report is forwarded to the principal before the 5th of every month • Corrective measures if required are initiated. Evidence of Success: • Timely completion of scheduled work by teachers according to the Teaching Plan • Teachers started compensating lost days/hours • Use of Digital/ repository facilities • Result has improved • Participation and involvement of the students has improved considerably

Best Practices II Title: To inculcate the value of writing scientific papers and publishing it in Indexed Journals among faculty members of the college.

Objectives: • Increase the number of research projects among the staff • Increase the number of publications in indexed journals • Encourage inter disciplinary/ multidisciplinary collaborative research efforts to introduce best practices in Engineering and Management based on evidence. **Context:** Writing and publishing research papers are an integral part of the professional life. This will not only help in obtaining knowledge and increasing the number of projects in hand but also it opens the way for best evidence based practice in the health care profession. Enhancement of research helps in increasing know-how of contemporary issues. This results in enrichment of educational quality percolating to students. With foreign university collaborations round the corner, the quantum and quality of research needs a fillip. The researcher has to be aware about the techniques first so that they are able to increase research inputs to pedagogy. Many conferences and seminars were also conducted to imbibe research culture. Practice at Geeta Engineering College: The first part of the practice includes, encouraging the teachers to write the scientific papers. Then the written manuscripts are verified by the research and ethical committee. Once the manuscripts are ready, the ways are identified to get it published through various means. The papers are presented in the workshops, conferences and in national and international nursing journals. The increase in research would lead to enriched education percolation to students. Research activities are of immense importance in higher educational institution. College had decided to increase these activities so that the students and stakeholders could benefit out of this. The practice to be employed was of providing training to the teaching staff so as to increase the quality of education and research activities in the college. External training imparted to individual faculty is assessed. Year wise focus areas were defined and training held according to the plans made. Evidence of Success: • Increase in academic research activity by faculty. • Academic research activity by faculty has increased. • Faculties are benefitted because of their professional growth. **Problem Encountered:** • More qualified members are required in doing advanced researches - • More budget provision is needed in certain studies - • Less number of senior experienced faculty is another problem in conducting advanced research **Best Practices III Title: Improving Teaching and Learning Process Objectives: To achieve the principles of the teaching / learning process which**

are multi-fold. The principles on the basis of which this best practice was decided was - to raise the curiosity of a student in a particular topic, to encourage the students to question the obvious and to increase the interaction in the class. Context: Rapid advancement in technology is one of the major issues that affect the teaching/learning process. The facilitators find it difficult to keep pace with the techno-savvy learners. Further there is rapid change taking place in technology which aggravates the problem. Keeping the audience captivated throughout the lecture is another challenge. The facilitator is required to use a variety of tools to keep the learner engaged in the learning process. Having access to a variety of tools all the time may not be possible. Today knowledge is just a click away to the learner a challenge faced by facilitators is to keep pace with the latest news and happenings. The teaching/learning process is given immense importance in the institute. The institute is as good as its students. The students are as good as the teachers. The institute trains their facilitators continuously to help them enhance their teaching abilities. The learning imparted to the teachers is implemented in enhancing the learning experience of the learner. Practice: Teaching /learning process starts with designing of a lecture plan by the facilitator. The lecture plan is given in advance to the learners. The facilitator initiates a discussion or tells a story or questions the learners before defining the objectives. The objectives of the lectures are defined to specify to the learner the learning outcomes. During the lecture, discussions and questioning is encouraged. Holistic learning is encouraged through the continuous evaluation system. Various forms of assessment are used for continuous evaluation such as group discussions, assignments, PowerPoint presentations, class test to name a few. Various co-curricular activities are also organized for the learners. These activities give an opportunity to the students to put their knowledge into application. An aspect very unique about our teaching /learning process is the freedom given to learners to share their views and ideas. Even ideas that sound impractical are discussed and a proper explanation is given to the learners why they cannot be implemented. The learner is the part of the learning process rather than just a spectator of the same. A major limitation of the teaching /learning process is the time constraint. The facilitators have various ideas which they would like to implement in their class, however due to paucity of time all of them cannot be implemented. Evidence of success: Evidence of success is visible, qualitatively as well as quantitatively. The qualitative indicators are a more positive outlook towards life, improvement in etiquettes and desire to understand things rather than learning by the rote. The quantitative indicators for learners who actively participate in co-curricular activities are that they show improvement in academic performance. Students who have passed out have done extremely well in the corporate world. Some students have put their learning into application by starting their own businesses. The results bring some prominent factors to light. Some of the factors are that students when shown the right direction and given the right encouragement can achieve the goals they desire. Holistic development rather than only academic success contributes in creating socially sensitive individuals which is a prominent requirement of educational institute. Problems encountered and Resources Required: The non-availability or non-workability of technology is one of the major problems encountered in the teaching learning process. Further, encouraging discussions in the lecture becomes self-obliterate towards its aim, at times. Questions posed by learners may not be to find an answer to the problem but to test the knowledge of the facilitator. The span of interest of the learners is very short. Teachers today have to play the role of an educator and entertainer combined, rather than just an educator. Resources in terms of finance are continuously required to upgrade technology requirements. This is not available consistently. In a city like Mumbai, space is another constraint. Activity based games cannot be implemented due to paucity of space.

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

<https://geetaengineeringcollege.in/>

7.3 – Institutional Distinctiveness

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

Institute Vision: To create excellence by imparting futuristic technical and professional education of global standards. Futuristic Technical Education: The institute is dedicated to provide ample opportunity to students to learn the theoretical concepts practically. The institute follows the under given process: 1. Teaching Learning Process: The institution has an effective conjunction among teaching, research and extension. Academic as well industrial collaboration with reputed organizations across the globe is at priority for the institute which assist the institute's strength to fulfill the vision of establishing itself as excellence by imparting futuristic technologies that develops and applies knowledge to all the students by experiential learning. 2. Extension Activities Awareness programme such as talks, seminars and workshops related to the patriotism, Engineers Day, Swatch Bharat etc. under extension Activities and Outreach Programmes are focused on the integral formation of the student. Training and Workshops on Transferable Skills help the students to serve the society better. Strive for truth and Service We provide quality education to our students. Integrity and transparency are reflected in all the endeavors of the institution from the Admission process up to the conformant of Degree/Placement and even beyond. The institution stands for humanity, for tolerance, for reason, for the adventure of ideas and for the search for truth. For this we create an environment that fosters teamwork, cooperation and mutual support. The Institution believes in the policy of inclusion and promotes the Nation building qualities of equality, justice and fraternity. 3. Value Education classes Once a week for students of all year are held for all students throughout the year to enable students to discern and make informed choices for life. Soft skills also form part of these classes. 4. Self-Evaluation and Continual Renewal The Institution follows a multi level evaluation process to support a continual renewal such as:- a. Self Appraisal by Teaching and Administrative Staff, b. Peer Evaluation Process of Student Evaluation c. Academic Audit d. Stakeholders Feedback e. Management Appraisal

Provide the weblink of the institution

<https://geetaengineeringcollege.in/about-us/vision-mission/>

8.Future Plans of Actions for Next Academic Year

IQAC plan of action for upcoming academic year are as follows:- Academics 1. To organise interdisciplinary seminars, workshops 2. To organize 2 conferences i.e. 1 International 1 in collaboration with IEEE. 3. Regular workshops and extra courses pertaining to the course curriculum to be organised. 4. To organize convocation program for enhancement of Alumni- Institute interaction Development Programmes and collaborations 1. To encourage faculty members to start thinking about new courses. 2. To enhance seats for M. Tech. to further enhance research development. Research and Innovations 1. To explore possibilities for active industry participation. 2. To encourage faculty students for patent registrations/ applications. 3. To increase publication of research papers in reputed journals with good impact factor. 4. Search for funding from reputed industry and corporate houses related to research projects. Institutional Social responsibility 1. Eco friendly measures to be adopted. 2. To organise more community service activities to contribute to the wellness the society. 3. To implement the existing awareness programmes on environmental issues. Welfare

Programmes To increase number of student internships, to support financially weak students, help students with very serious medical crisis. Administrative 1. To enhance infrastructural development. 2. Ensuring Interactive feedback, analysis monitoring. 3. Offer specific and targeted training to teachers students. 4. Academic Audit (Internal/External) for continuous of academic upgradation. 5. Introduction of Academic autonomy in UG, PG courses.