



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		MITTAL INSTITUTE OF EDUCATION
Name of the head of the Institution		ANAMIKA PANDEY
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07552980081
Mobile no.		9589477452
Registered Email		miebpl2009@gmail.com
Alternate Email		mitbpl2009@gmail.com
Address		MITTAL INSTITUTE OF EDUCATION , navi bagh opposite BHMRC
City/Town		BHOPAL
State/UT		Madhya Pradesh
Pincode		462038

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Renu Saxena			
Phone no/Alternate Phone no.		07552638333			
Mobile no.		9977408282			
Registered Email		miebpl2009@gmail.com			
Alternate Email		principalmienkes@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://mittalinstituteofeducation.org/wp-content/uploads/2020/09/AQAR-2016-17.pdf			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.10	2014	21-Feb-2014	20-Feb-2019
6. Date of Establishment of IQAC			03-Jun-2017		
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 Meetings		03-Jun-2017 1		7	
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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
NIL	NA	UGC	2018 00	0
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?

No

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

- Establishment adherence to a firm academic environment in the institution.
- Preparation of Academic calendar Its compliance
- New books worth Rs 16814 purchased in library
- New courses B.Sc , BCA, BBA, B.Com and M.Ed introduced.
- NCC NSS introduced

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

Plan of Action	Achievements/Outcomes
To make institution strong administratively and diversify the academic base. This is ensure through regular meetings of IQAC were conducted	Developing implementation of formats for academics. Preparation of Academic calendar Its compliance
To make our academic records proper or for checking whether the classes were taken properly and to find and rectify the lacunae Annual Academic Audit was	Establishment & adherence to a firm academic environment in the institution.

conducted	
MIE has a broad vision to spread quality education in the region . keeping this in view Introduction of New Courses were proposed.	New course B.Sc, BCA, BBA, B.Com has been introduced from the session 17-18
As new course is being introduced we need Library enrichment	New books worth Rs 16814 purchased in library & 92 CDs, 76 lesson plans was included in it.
To maintain the balance sheet , to maintain transparency and to check how the amount is being collected by the students Annual Financial Audit was conducted.	Annual financial Audit were conducted on 27 july -29 july. this gave a clear picture regarding financial status of the institution , this facilitated a path for further planning of next session.
To make our faculty keep pace with fast changing learning environment while taking steps to build networks of support for their professional success for this faculty enrichment is done.	Development, refinement and application of quality benchmark for various academic & administrative activities in the college.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	11-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	12-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	MIE has a two tier management information system to manage day to day functioning of the institution. 1) Academic and administrative management The information collected, is kept manually in ISO 2000 certified format for office work. This includes a). Feedbacks forms from stake holders. b). Parents teacher meeting record. c). Student profile. d). Student progress
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report. e). Attendance report. f). Result analysis. g). Alumni record h). Tutor guardian record. i). Stock registers. j). Placement record etc. 2) Financial Management. MIE have software driven system covering all financial matters like a). Admission b). Enrollment c). Fee submission. d). Exam form Students receive computer generated receipt of all the fees submitted to the institution. It is a cashless procedure in which students pay through bank challan. Student's fees details are maintained at account sections with their barkatuallah University enrollment number.

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

1.1.1 • We follow well defined method of teaching in which every faculty prepares a daily lesson plan before going to the lecture. The daily lesson plan is prepared one or two days prior to the class so that it remain fresh in the mind of the teacher. The daily lesson plan (DLP) includes subject, paper, topic of the lecture ,previous knowledge related to topic, objective of teaching the topic, teaching method (how the lecture is going to be delivered), Teaching aids (they have to mention whether they will be using chalk board method or and other teaching aids like • a. Charts • b. Specimens • c. Models etc or AV aids like • a. PowerPoint presentation • b. Online tutorial . Teaching points : • Detail of the topic to be taught FAQ(frequently asked question) in which teacher has to mention 3 to 5 question related to topics which is being taught, Reference (from where the lecture is prepared like a. Books with author name b. Website c. Old notes d. Name of the resources person/ expert consulted). It has to be approved by subjects heads and Principal before going to the class. Teachers has to prepared daily lesson plan for practical /lab class also in which they have to mention topic of the practical /lab , details of the practical which has to be performed. • Teachers teach students by demonstrating them directly in situ. We take student directly to the national park, wet lands , grasslands and other open places to teach them various aspects of animal behavior, plants, ecology , succession etc and to dry lab and wet labs where they perform various experiments to understand various concepts and procedures as first hand experiences . For some concepts workshops are also organized. • They are encouraged to develop their own teaching aids and verbal and non-verbal psychometrics aids for evaluation of students. Various types of formats are developed and tested for their viability and effectiveness. • All the tasks mentioned above are well documented in daily lesson plan registers , reports of visits and field activities.

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
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0

0

31/12/2018

0

0

0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MEd	Nil	01/07/2017
BSc	Computer Application , Physics ,Maths	01/07/2017
BSc	Biotechnology,Computer Science, Zoology	01/07/2017
BSc	Physics, Chemistry, Maths	01/07/2017
BSc	Botnay, Biotechnology,Zoology	01/07/2017
BCom	Computer	01/07/2017
BCom	Tax	01/07/2017
BCom	Plain	01/07/2017
BBA	Nil	01/07/2017
BCA	Nil	01/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	nil	31/12/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
0	31/12/2018	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Class room teacher	89
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

MIE has a streamlined and well defined feedback system at various levels. Feedback from students are taken in three different time • Feedback is taken after 2 months of commencement of the session, • Feedback is taken during final practical exam , • MIE also takes feedback randomly during / after any major event organized at the institution . Feedback from Faculties were taken as : • Teacher’s feedbacks are taken generally at session ending. • Moreover faculties are free to submit their feedback regarding facilities both tangible and non-tangible available to them at the institute through the email ID of grievance cell. Feedback from Alumini were taken as : • The students graduating from MIE are B.Ed students (Other UG courses like B.Sc, B.Com etc and PG courses like M. Ed are starting from this session), most of our employers are different schools in and around Bhopal. We do not have any formal feedback system for them but continues demand for our students to join them gives us a positive pointer. • MIE have a well defined alumni association. The students meet once a year formally. But informally they are in touch with various teachers and the institution. They give us valuable inputs which they gather from the institution where they are employed. This continuous feedback and suggestions are most valuable gifts received from our alumni. Feedback from Parents were taken as : • MIE organizes parent’s teacher meeting at regular intervals and gives us valuable input as feedback. Feedback from Stakeholder were taken as : • There is a continous demand for our students teachers to join various government(adhoc basis) and private colleges in and around Bhopal . This we take as a positive feedback for our academic system . Moreover minus suggestions which come from them during informal visitis and meetings like gender sensitization and computer literacy among the students teacher has being taken positively and has been imparted to the student teacher as trainings . Analysis of feedback received : • The positive feedback received from various stake holders gives us motivation to continue the best practices .But it is the negative feedbacks shows us the scope of improvement in our system. Over the years we have evolved from a B.Ed college with two courses to a multidisciplinary college with 10 courses. We have constituted various cells like grievance readdressal cell, maintenance and campus development committee, student welfare committee, student council committee, co-curricular and cultural committee and placement committee. The feedbacks are classified according to the content and sent to the various cell for perusal.

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
BSc	Bt CS Zoo	60	19	18
BSc	PCM	15	4	4
BSc	Bt. Bot. Zoo	60	13	13
BCom	Tax	30	8	8
BCom	Comp.App	30	17	17

BCom	Eco	60	5	5
BBA	Nill	60	20	14
BCA	Nill	60	13	13
MEd	Nill	50	17	16
BEd	Education	100	94	94
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	286	16	Nill	Nill	15

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
15	15	3	2	2	2

[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)

• Yes MIE has a proper students mentoring system. We have adopted a Tutor Guardian system of mentoring. A Tutor Guardian(TG) keeps all the record of students like Parents name and their mobile number, Permanent address temporary address ,Aadhar card number etc are well maintain by tutor guardian . • All the information related to enrollment form, Govt. scholarship, internal exam, exam form, main exam are shared by tutor guardian to the students and a copy of all the important document of student is maintained by tutor guardian . • They keep record of student attendance and may call student who all are not coming to the college to counsel them. Tutor guardian has to maintain daily attendance of the students and at the end of the month tutor guardian has to evaluate in academic progress of every student. At the end of the year students with the highest attendance is awarded. • It is the responsibility of the tutor guardian to listen all the problems of student and to solve them by developing a personal bonding with the student they are expected to encourage students to participate in other co-curricular activity. Tutor guardian offers students emotional and academic support along with motivation and help students to overcome home sickness. • It is the responsibility of tutor guardian that all the students should submit the fees of the year on time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
302	15	1:20

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
15	15	Nill	Nill	1

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
2017	NIL	Lecturer	NA
2018	NIL	Lecturer	NA
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
BEd	116	1st sem	15/12/2017	31/12/2017
BEd	116	2nd sem	25/05/2018	22/10/2018
BEd	116	3rd sem	15/12/2017	31/12/2017
BEd	116	4th sem	25/05/2018	24/10/2018
MEd	84	1st sem	15/12/2017	31/12/2017
MEd	84	3rd sem	25/05/2018	15/09/2018
BCA	C030	1st year	15/05/2018	05/09/2018
BBA	C029	1st year	15/05/2018	10/10/2018
BCom	C032	1st year	15/05/2018	15/09/2018
BCom	C198	1st year	15/05/2018	15/09/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Many reforms were initiated on continuous internal evaluation system at institutional level for giving CCE (internal) marks to the students. Care has been taken that students submit CCE in all (application according to the subjects) of the criteria at least once during his entire course. • Classroom teaching • Mid Term internal Exams • PowerPoint presentation • Report Writing of the visits • Fete / Model Making • Group Discussions • On Job Trainings • Assignments • Question bank preparation • Gardening for Botany • Lab specimens preparations for Zoology and Botany • Websites Development for BCA and BSc(CS) Students/ • Designing of posters and flexes for BCA and B.Com(CA) . • Role Play all Streams.

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

MIE is affiliated to Barkatullah University and approved by UGC and NCTE . Thus it follows annual academic calendar provided by the above authorities including conduction of examination

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)

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
116	BEd	education	84	83	98.8
116	BEd	education	85	84	98.8
116	BEd	education	94	94	100
116	BEd	education	94	90	95
C084	MEd	education	16	16	100
C084	MEd	education	16	14	87.5
C030	BCA	Nil	10	9	90
C029	BBA	Nil	9	9	100
C032	BCom	Economics	Nil	Nil	00
C198	BCom	Computer Application	17	13	76.4

[View File](#)

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)

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
Total	0	NA	0	0

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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
IPR	Department of Commerce and Management	11/11/2017
Legal Awareness Program	Department of Education	21/11/2017
Cleanliness Drive	MIE	08/09/2017

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
NIL	NA	NA	31/12/2018	NA

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
NIL	NA	NA	NA	NA	31/12/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	NIL	Nil	00
No file uploaded.			

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
NIL	Nil
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
NIL	NA	NA	2017	0	NA	Nil
No file uploaded.						

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
NIL	NA	NA	2017	Nil	Nil	00
NIL	NA	NA	2018	Nil	Nil	00
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	Nil	Nil

Presented papers	Nil	Nil	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
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
NIL	NA	Nil	Nil
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
NIL	NA	NA	Nil
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
Swachh Bharat Abhiyan	Nagar Nigam and NSS	Cleanliness Drive	3	40
Voter Awareness Drive	Local Election Office	Visited adjacent colonies to create awareness for voting.	3	71
Community Health	Amity Healthcare (NGO)	Medical Checkup for school students approximately 500 students from 4 schools (Suman Saourabh h.s school , Elite H.S School , Shri Nav Niketan H.S School and Mother Teresa H.S School) were benefitted .	2	12
Universal Brotherhood Day	Swami Vivekananda	A talk on Universal	3	60

	Kendra	Brotherhood was delivered by Swami Ji		
Planation	Nagar Nigam	Saplingt Plantation	2	45
Blood Donation	Red Cross Society	Blood Donation	3	32
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Know your Campus	Madhya Pradesh Vigyan Sabha	Self finance by student	2
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
NIL	NA	NA	31/12/2018	31/12/2018	00
No file uploaded.					

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
NIL	31/12/2018	NA	Null
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
700000	670780

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No soft wares used	Partially	NA	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4890	476736	92	16814	4982	493550
Reference Books	421	Nill	Nill	Nill	421	Nill
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	12	Nill	Nill	Nill	12	Nill
e-Journals	Nill	Nill	5	Nill	5	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	112	Nill	112	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	70	Nill	10	Nill	80	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	31/12/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt	Others
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								h (MBPS/ GBPS)	
Existing	30	2	1	1	1	2	2	0	0
Added	10	2	2	0	0	1	1	0	0
Total	40	4	3	1	1	3	3	0	0

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

4 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
NOT AVAILABLE	NA

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
80	80	7	7

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

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College, it in coordination with the IQAC makes plans and decides on strategies regarding these matters. Under its direction the College Administration allocates funds generated from students fees and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. In order to provide speedy and efficient service, library cards are issued to the students. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments.

The purchase of chemical lab equipments is need based MIE has established transparent and robust procedures for the utilisation and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows:

A) Policy Statement: MIE has numerous resources that are utilised for the benefit of faculty, students and staff. Resource in charges is responsible to ensure that

1. Resources are ready and made available whenever required.
2. Resources are repaired, calibrated, maintained and upgraded at optimal levels
3. The availability of the resource is made known to MIE and campus community

B) Utilization of Resources:

- 1) Availability of resource is verified with the concerned InCharge.
- 2) Permission for the utilization is taken from the respective authorities.
- 3) It becomes duty of the person who has generated the query to take care of the belongings.

C) Procedure for Repairs and Maintenance of Resources:

- 1) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly report of nonworking material is communicated to the HOD.
- 3) HOD complies all the complaints and segregates them in urgent and annual maintenance categories.
- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal

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	NIL	0	0
Financial Support from Other Sources			
a) National	Post Metric scholarship for OBC/SC/ST students	55	214745
b) International	NIL	Nil	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 implementation	Number of students enrolled	Agencies involved
Personal Counseling mentoring	09/11/2017	30	Student development cell
Meditation	02/02/2018	20	Student development cell
Yoga	21/06/2018	45	Student development cell
Bridge courses	07/09/2017	25	Student development cell
Remedial classes	15/12/2017	35	Student development cell
Soft Skills Development	14/09/2017	80	Student development cell
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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
2017	NIL	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

53	49	10
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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
NIL	Nil	Nil	NIL	Nil	Nil
No file uploaded.					

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
2017	Nil	NA	NA	NA	NA
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	Nil
SET	Nil
SLET	Nil
GATE	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Ganesh chaturthi celebration	College level	35
Teachers day celebration	College level	60
Freshers party	College level	70
Aarohan annual fest	Mittal group level	200
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	National	Nil	Nil	00	NA
2017	NIL	International	Nil	Nil	00	NA
2018	NIL	National	Nil	Nil	00	NA

2017	NIL	International	Nil	Nil	00	NA
No file uploaded.						

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

MIE 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. Student council has a chairperson and two faculty members and it includes student The student representatives bring forward the views and suggestions of the entire class members too. Each class has two students as a class representative. The Student Council helps students share ideas, interests, and concerns among fellow student teachers. Other committees in which the representation is given to the students are as under. • Grievance Committee (Grievance Redressal Cell) • Harassment and anti-Ragging Committee • Library Committee • Co-Curricular/ cultural Activity Committee • Student development cell • Sports Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

105

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The college alumni association is about 7 years old. The association helps us establish a network of all students. Through this informal network, there is sharing of information regarding job vacancies available in their respective schools. Their Feedback has helped in improving the existing curriculum, organizing new activities. Once a year in the month of March.

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)

Decentralized participatory management. The administration is considerably decentralized and the departments take decisions on their own within the curricular administrative frameworks. These include • Fees concession : At the time of admission if a student applies for concession in tuition fees the application if forwarded to student welfare committee and on the recommendation of the committee concession for the student is granted . In the session 17-18, 208 students were granted concession in tuition fees worth 6,76,650 Rs. • Purchases : Purchase of books and equipment as per curricular requirements . Purchases are made as per norms by the internal purchasing committee. this five member committee consists of 4 permanent members and 1 members from the department for whom the purchase is being done. Permanent members are i) Principal ii) Registrar of MGI iii) IQAC co-coordinator iv) Accounts Officer • Institutional Development : Constructions and updating of labs and classrooms ,

furniture and their allocations according to the time table is done at institutional level after its approval from the governing body. • Academic Development : Creating and updating the class time table according the syllabus completion status. • Conduction of internal mid-term examination. • Conduction of Guest lectures and other co curricular activities. • Organizing Fete/ Exhibitions, industrial and recreational visits and picnics. • Scheduling of Bridge or remedial classes

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

Partial

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	The College has no direct contribution in Curriculum development. It follows the university curriculum and calendar.
Teaching and Learning	The Academic committee of Mittal Institute of Education have focused upon imparting practical knowledge to the students by giving them live interaction. In the form classroom teaching , PPT presentation and many other different aspect. This year 10 new course has been introduced in the institution. Topics are identified in the given syllabus which instigate learning of higher order, students are encouraged for its self-study. Those topics are discussed on weekend activity classes. They encouraged to practice laws of business economics as well as culinary skills in fete. Model making competitions are also a regular feature of the institution. MIE has started practical learning by planning visit to industries, field work, picnic so that they can interact as learners work toward their goals and incorporate new knowledge, behaviors, and skills that add to their range of learning experiences. Roll playing is an excellent way to make students understand complex systems processes. Peer Teaching, Micro Teaching, etc are regular features of the institution. Internship Student teachers of B.Ed Program teach not less than 40 lessons each in both method subjects. During this period they help school in organizing other activities and programs. We are blessed to have a campus with lots of open space. Biology students are taken for a guided tour of the campus for in-vivo study of plants,

	small invertebrates and other ecological studies.
Examination and Evaluation	Main final examination is conducted by university as per their norms and students of MIE write their exams in the centers allotted by the university. Examination committee conducts midterm examination for the students which covers at least 60 syllabus. online mock test to improve their academic level performance, , and also pre universities conducted for students so that they will be prepared to face the main examination. For evaluation of the performance we include some method like student feedback, self evaluation, peer observation, monthly lecture report, proper checking daily lesson plans and many others.
Research and Development	The college sponsors faculty members for paper presentation in seminars and also provide duty leave for attending the same. For conducting active research student teachers take up problem areas like physical health mental health, depression among the school students. They construct tools for data collection analysis. Their findings have a significant impact on their teaching in class and student-teacher interpersonal relationships. Library, ICT and Physical Infrastructure/ instrumentation
Human Resource Management	All faculty members fulfill the minimum eligibility criteria needed for the course. The college identifies the gap between what they have been exposed to and what are the wider curricular requirements. Every time there are changes or developments happening in the educational system. Faculty development programs, sessions on Financial literacy and trainings on latest developments on ICT are planned for the faculties and other supportive staff.

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

E-governance area	Details
Planning and Development	For the process of planning communicating mails are preferred. The institution is in the processes of creating software based system for the same.
Finance and Accounts	MIE have software driven system covering all financial matters like a).

	Admission b). Enrollment c). Fee submission. d). Exam form Students receive computer generated receipt of all the fees submitted to the institution. It is a cashless procedure in which students pay through bank challan. Student's fees details are maintained at account sections with their Barkatuallah University enrollment number.
Student Admission and Support	- Students Admission, eligibility enrolment are done online as per MP higher education guidelines on portal provided. During admission process ample support is provided to the student so that all the necessary formalities are done properly.
Examination	The main, session ending examination is conducted by Barkatullah university. Filling of examination form is done online as per MP higher education guidelines. The institution has ample manpower, hardware soft ware/s for the process.

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
2018	NIL	NA	NA	Nil
2017	NIL	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the 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)
2017	Guest lecture on What is Intellectual Property how to protect it	Guest lecture on What is Intellectual Property how to protect it	11/11/2017	11/11/2017	19	6
2017	workshop on report writing	Workshop on office automation	17/11/2017	17/11/2017	23	8

2018	FDP	Nil	11/04/2018	13/04/2018	19	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nil	31/12/2018	31/12/2018	00
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	25	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Annual merit based appraisal 2. Free bus facility, 3. Monthly all faculty gathering to celebrate birthdays other personal achievements 4. Annual all staff picnic	1. Annual merit based appraisal, 2. Free bus facility, 3. Provident fund benefits 4. Annual all staff picnic	1. Students of MIE get assistance for filling forms for government scholarships available to them. The management also provides financial assistance to financially weaker 2. students. 3. Sport facilities are available to them after the regular classes. Inter college competitions are held within the group annually. 4. NCC NSS wings of college is also very active. 5. Students are taken for visit to any place of interest within city limits almost every weekend.

6.4 – Financial Management and Resource Mobilization

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

There is a practice of ensuring the audit of accounts internally. The accounts are also regularly audited annually by the Chartered Accountants duly approved by the Governing body. The account is audited at the end of every financial year. Optimum use of the budgetary provisions (from all recourses) is a silent feature 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
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NIL	0	NS
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6.4.3 – Total corpus fund generated

00

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	External Executive committee headed by senior Govt. professor	Yes	PAC
Administrative	Yes	External Executive committee headed by senior Govt. professor	Yes	PAC

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

00

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

<ul style="list-style-type: none"> • Annual merit based appraisal • Free bus facility • Annual all staff picnic • Financial assistance to the meritorious wards of the staff for education • CL maternity child care leave as per government rules. • PF facility

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

Post Accreditation initiative (s) • Four under graduate courses were started namely B.Sc (Bio, Biotech, Maths, CS CA), B.Com (Eco, Tax, CA), BBA BCA • One professional course M.Ed started • Self financed units of NCC NSS started

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
2017	Guest lecture on What is Intellectual Property how to protect it	11/11/2017	11/11/2017	11/11/2017	25

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sath- sath	08/12/2017	08/12/2018	30	35

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

The Management is very conscious of green building norms The college building is so designed that it optimally utilizes natural light ventilation. Overhead water heating systems cater to the requirement of hot water in canteen laboratories. Other activities include a. Regular plantation Drive b. 90 Recycling of organic waste c. Eco Friendly Building d. No use of Pesticides and no use of chemical in the garden e. MIE campus has been declared a Single use Polythene free zone

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil

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
2017	Nil	1	21/11/2017	1	Legal Awareness	Awareness among people	50

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
No such publications were created.	18/08/2017	Single page code of Ethical conduct was given to the students during induction program. Now it is displayed as flex at the campus. Rules and regulation drafted for MIE are displayed in notice board for the students and stakeholder.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Youth day 12th January is observed by the institution by organizing essay speech competition with relevant theme	12/01/2018	12/01/2018	54
International Yoga day 21 June Thursday was observed as Yoga for peace. A guest lecture was organized in collaboration with art of living foundation.	21/06/2018	21/06/2018	82

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

The most important initiatives taken by the institution are as under • Planting and nurturing saplings so that they survive flourish • Recycling of garden and canteen waste. • Rain water harvesting • No use of chemical pesticides/weedicides in the campus • Active participation in world wild life week organized by WWF at Van Vihar National Park

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Maintaining transparency in all aspects of the colleges functioning through the process of broad based consultation and improvement of the stake holders in implementation. • The academic atmosphere is well maintained by observing the schedule worked out by the college university. • Decentralization of administrative functions • Annual organization of a special program to felicitate faculty meritorious students • Adoption of Institutional vision which is in line with National policies NCP • The Academic atmosphere is well coordinated by observing the schedule worked out by the University-College. • Two tier audit system, the financial and resource management is well looked upon • Initiation of measures towards computerization of office functions. • The College has long term perspective plans for institutional development. • All academic administrative heads are collectively involved in planning. • Core motive of all planning activities is the vision of transforming them into socially responsible individuals

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

<https://mittalinstituteofeducation.org>

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

The leadership of the College of Education has visualized meeting the present, emerging and changing educational needs of the society in general. We are

committed to provide world class professional education and to build and develop youth to a worthy citizens of the society. Colleges vision is to grow quantitatively as well as qualitatively and bring out competent qualified teachers and other professionals striving to serve the nation. The institute is dedicated to determine the true sense of education among the students. The vision of the institute is to provide an environment that challenges the students intellect through academic excellence, emphasizing further on indoctrinating values thus transforming them into socially responsible individuals. Keeping moral ethical values intact in this modern society is a tough task but college is trying to retain traditional values by providing that kind of cultural environment in the organization. Equipped by above values we can safely say that most of our trainee teachers are well sought-after , after completion of their course we plan to develop same industry ready or self enterprising graduate students in years to come.

Provide the weblink of the institution

<https://mittalinstituteofeducation.org>

8.Future Plans of Actions for Next Academic Year

Action plan for next Academic year 1.Increase the employability of students by three point approach i.e., • Maintaining high academic standards. • Developing coordination with the industries and other prospective corporate employers. • Provide assistance guidance for clearing various PSC examinations • Emphasis on information Technology would further increase by keeping the training program in harmony with the changing needs of the job market for future teachers. 2.Taking up faculty development program more aggressively for achieving the above goal by organizing a few Workshops/Personality development programme/Seminars to discuss various matters concerning various training programme specific to the needs of under graduate students. 3. The institution plans to boost up Library Automation 4. To start a new course B.Sc with Clinical nutrition from next session.