



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MITTAL INSTITUTE OF EDUCATION

**MITTAL INSTITUTE OF EDUCATION OPPOSITE BHOPAL MEMORIAL
HOSPITAL AND RESEARCH CENTER NAVI BAGH, BHOPAL
462038**

www.mittalinstituteofeducation.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Mittal Institute of education is committed to carry forward the legacy of our founder chairman Hon. Prof. N K Mittal. We believe that "We cannot always build the future for all our students, but we can build our students for the future." The purpose of education is to teach young minds to think and develop a capacity to reason out facts. Students should keep in mind the importance of planning and prioritizing their time and the effective use of it which are essential to achieve success. With experienced and dedicated teachers and excellent

to take advantage of the opportunities provided by the Institute in the form of internships, on job trainings, NCC, NSS & sports and involve themselves in all the extracurricular activities that are offered.

The overall development of the mind and body is a sign of a healthy and complete development. Hard work, dedication and perseverance are the most important traits in a person that lead to success. Our rigorous and intensive integrated teaching methods to prepare the students to take up teaching and other professions effortlessly and be a worthy citizens of the society.

MIE prepares its students to preserve national heritage and environment for themselves as well as for the next generation. Always be a soldier to defend and preserve our traditions and our environment.

Vision

The vision of the management is to establish this institute as an academic institution with rich in scholarly environment. To develop into a premier institute of this region, with state of the art infrastructure , labs, & highly qualified and experienced teachers. Imparting skills and knowledge to the students, with deep understanding of our rich heritage and paving path for modern future. The institute is committed to principle of grace in life through learning so as to ensure the growth of human resource of the country. It has a vision of a nation in which every citizen can contribute to nation building in his/her own capacity , irrespective to their caste creed and social background

Mission

The above vision has transcended to a never ending mission to

- To inculcate moral values in the students.
- To provide and maintain high academic standards.

- To provide quality and innovative teaching.
- To Provide skills to enhance the employability of the students.
- To edify and provide cultured teachers to the society, as they are the one who nurture young minds in schools.
- To make youth self reliant and capable of showing directions to others.
- To improve communication skills.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The core strength of any institution is its manpower. MIE has good coordination between the governing body, the faculty and students.
- It has a sprawling campus with ample scope for future developments.
- Other institutes of Mittal Group are also operating from same campus so resource person & labs for interdisciplinary courses/trainings/workshops are easily available.
- Adequately equipped laboratories
- Rich Departmental Library
- One of the few colleges in Bhopal which run M.Ed course.

Institutional Weakness

- No exchange program for faculty.
- Lack of trained technical staff.
- Lack of stability of faculties and hence lack of the sense of belongingness.
- Lack of research projects and funding from Governmental bodies.
- Still struggling to implement full-fledged ICT based teaching methodologies

Institutional Opportunity

- Interdisciplinary Subjects like CS in life science & Clinical Nutrition are available.
- Many PG options like Physics, Biotechnology, Botany, Zoology, CS & Commerce are being explored.
- Stress on in-situ study, practical aspects, field study, training and workshop in relevant subjects.
- Imparting computer knowledge to students through ICT based activities conducted by industry experts.
- Prospects for innovation through teaching learning.

Institutional Challenge

- Start post graduate courses.
- Gain student and their parent's confidence so that they actively participate in training / placement and entrepreneurship related activities.
- Advancement of infrastructure & facilities without UGC or any other grant.

- Conduct research activities without a post graduate status to the departments.
- Improve faculty & staff retention.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mittal Institute of Education follows 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 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 , 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.

Teaching-learning and Evaluation

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 , mobile number of parents , 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, and exam form, main exam is maintained by tutor guardian. 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.

It was observed that students enrolled in UG courses were doing well academically but they lacked basic verbal & non verbal communication skills and so communication skill classes were started and incorporated in the time tables of all the classes. Class on Non verbal skills is designed to improve the personality and communication classes deals with English language specially spoken English

Research, Innovations and Extension

Mittal Institute of education is basically offering undergraduate courses. The main aim is to make students choose a proper career path for their future. So it is yet to develop an environment for traditional academic research by choice.

Mittal Institute of education does provide information/ insights to various issues like IPR, entrepreneurship and research methodology.

Entrepreneurship is included in the curriculum of Barkatullah University as a paper in foundation course and is compulsory for all undergraduate students. Trainings are provided in fine arts and crafts, fabric Dyeing, bio-fertilizer production, PTC, Share trading, digital marketing , SEO, soya products , extraction of essential oil, plant propagation, bee keeping & mushroom production.

Research Methodology is part of M.Ed curriculum.

The students of MIE are actively engaged in activities of nation building through NSS & NCC

Infrastructure and Learning Resources

The college has developed physical infrastructure as per norms of statutory bodies. The physical facilities include library with reading rooms & computer with internet facilities, well ventilated class rooms and laboratory, staff room, common rooms, canteen, wash rooms, reception, parking lot, play ground, cactus garden. The college has the potential of expansion and augmentation of the infrastructure to keep in place a learner friendly and conducive class room and campus environment. The teacher educators, principal and trustees sit together every year for revising, assessing and planning the infrastructural requirements. They together plan for budgetary allocations for expansion and diversification along with the maintenance of existing infrastructure.

Student Support and Progression

MIE has adequate learning resources and a well established mechanism to systematically ensure that the students receive adequate learning resources and a well established mechanism to systematically ensure that the students receive adequate academic and professional advice. Internal examinations, assignments are given as per guidelines of the statutory bodies. Trainings , workshops, webinars, guest lectures, and field trips organized

to enhance learning and also make it more interesting.

Students undergo an induction program just after their admission. In this program they are acquainted with the code of conduct of MIE. They are familiarized with professional ethics of being a good human being / teacher. They come to realize that the college is a zero tolerance area for things like ragging, discrimination, parochialism etc.,

Students are encouraged to conduct & take part in debate, poem recitation, rangoli, dance, skit and other performing arts, as these activities develop their personality as well as their skills.

Students after graduation generally follow one of the five options available to them, a) enroll for higher studies (B.Ed/M.Ed, M.Sc/M.Com/MBA/MCA), b) join their family business, c) prepare for competitive examinations (PSEs/Bank/ Police/KV & Navodaya schools), d) join corporate offices /Schools in Bhopal, e) start their own business. The progression generally depends upon financial status and family background. Since most of the undergraduate students are from farming community, they are encouraged to take up farming but with modern biotechnological outlook. They are acquainted with bio-fertilizer, vermi-composting, food processing techniques as well as digital marketing and inventory management techniques.

The college alumni association is about 10 years old. The association helps in establishing 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

Governance, Leadership and Management

The key features of **Governance, Leadership And Management** are as under-

a) Decentralized & participatory management.

The administration is considerably decentralized and the departments take decisions on their own within the curricular & administrative frameworks. These include

- Creating and updating the class time table according to 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

b) Teaching and learning

The Academic committee of Mittal Institute of Education has focused upon imparting practical knowledge to the students by giving them live interaction. They encourage practicing 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 visits to industries, field work, picnic so that they can interact as learners work toward their goals. Role 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.

Biology students are taken for a guided tour of the campus for *in-vivo* study of plants, small invertebrates and other ecological studies.

c) Examination and evaluation

Examination committee conducts midterm examination for the students which covers at least 60% syllabus. Online mock test to improve their academic level performance.

d) 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. Faculty development programs, sessions on financial literacy and trainings on latest developments on ICT are planned for the faculties and other supportive staff.

e) Institution conducts internal & external financial audit

The accounts are also regularly audited annually by the Chartered Accountants duly approved by the Governing body.

Institutional Values and Best Practices

Best Practice-I

1. **Title** - “Education in human values and Discipline”.

The main goal of this practice is to inculcate patriotism and discipline, impart value-based education, to arouse social consciousness and to counsel the students for their emotional well-being.

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- Meditation
- Inspirational speech/lectures Group activities

Having realized that values are imbibed rather than taught, the college has adopted this practice to counsel the students and inculcate those values that are needed to live in a pluralistic society and contribute to national development. For this MIE practices Friday activity. It is a regular and important feature of the college. The visit to old age homes, Aangan wadi, orphanages and hospitals .Blood donation camps and awareness on the issue of human values is are regular feature. In keeping with the patriotic spirit and simplicity, traditional Indian uniform and dress code is followed in the campus. Any person entering the campus in a two wheeler must wear a helmet and those in four wheeler seat belt.

2 Activities to impart understanding of nature and its ways for a sustainable life . The goal is-

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To educate students for a cleaner and greener life style.

To sensitize students in general and society in particular about environmental issues and to bring about behavioral change for environmental awareness.

The teachers and the governing body are fully aware of the looming problem of environmental degradation and its implications. But the approach to deal with the situation is unique in this institution. Students are encouraged to engage in outdoor sports and yoga workshops. Emphasis on proper nutrition and diet is given to the students along with environmental education. Issues of reduce reuse and recycle are incorporated in debates and other activities. They are encouraged to participate in such activities outside the college.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | MITTAL INSTITUTE OF EDUCATION |
| Address | Mittal Institute of Education Opposite Bhopal memorial Hospital and Research center Navi Bagh, Bhopal |
| City | Bhopal |
| State | Madhya Pradesh |
| Pin | 462038 |
| Website | www.mittalinstituteofeducation.org |

| Contacts for Communication | | | | | |
|----------------------------|-------------------|-------------------------|------------|--------------|-----------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Vinay Kumar Diwan | 0755-2980081 | 9425415754 | 0755-4280210 | miebpl2009@gmail.com |
| IQAC / CIQA coordinator | Renu Saxena | 0755-2980083 | 9977408282 | 0755-2980082 | renusaxena1974.rs@gmail.com |

| Status of the Institution | |
|---------------------------|---------|
| Institution Status | Private |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 01-07-2009 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|----------------|------------------------|-------------------------------|
| Madhya Pradesh | Barkatullah University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------|---------------|
| 2f of UGC | | |
| 12B of UGC | | |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|--------------------------------|
| NCTE | View Document | 23-06-2021 | 12 | Valid for one academic session |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|------------------------------------|--|------------------|-----------------------------|---------------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | Mittal Institute of Education Opposite Bhopal memorial Hospital and Research center Navi Bagh, Bhopal | Urban | 6.14 | 9235 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---------------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BEd,Education | 24 | Graduation | English,Hindi | 100 | 96 |
| UG | BSc,Science | 36 | High School | English,Hindi | 60 | 3 |
| UG | BSc,Science | 36 | High School | English,Hindi | 60 | 13 |
| UG | BSc,Science | 36 | High School | English,Hindi | 15 | 14 |
| UG | BSc,Science | 36 | High School | English,Hindi,English + Hindi | 30 | 14 |
| UG | BSc,Science | 36 | High School | English,Hindi | 60 | 10 |
| UG | BSc,Science | 36 | High School | English + Hindi | 15 | 7 |
| UG | BCom,Commerce | 36 | High School | English,Hindi | 60 | 50 |
| UG | BBA,Commerce | 36 | High School | English,Hindi | 60 | 50 |
| UG | BCom,Commerce | 36 | High School | English,Hindi | 30 | 30 |
| UG | BCom,Commerce | 36 | High School | English,Hindi | 30 | 24 |
| UG | BCA,Computer Science | 36 | High school | English,Hindi | 60 | 6 |
| PG | MEd,Education | 24 | B.Ed | English,Hindi | 50 | 48 |
| PG Diploma recognised by statutory authority including university | PG Diploma, Science | 12 | Graduation | English,Hindi | 60 | 0 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 3 | | | | 2 | | | | 33 | | | |
| Recruited | 2 | 1 | 0 | 3 | 1 | 1 | 0 | 2 | 10 | 13 | 0 | 23 |
| Yet to Recruit | 0 | | | | 0 | | | | 10 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 10 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 3 | 0 | 10 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | | | |
|---|-------------|--|---------------|--|---------------|--------------|
| | Male | | Female | | Others | Total |
| Sanctioned by the UGC /University State Government | | | | | | 0 |
| Recruited | 0 | | 0 | | 0 | 0 |
| Yet to Recruit | | | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | | | 7 |
| Recruited | 7 | | 0 | | 0 | 7 |
| Yet to Recruit | | | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 8 |
| Recruited | 8 | 0 | 0 | 8 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 2 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 6 |
| M.Phil. | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 13 | 0 | 23 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 0 | 9 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|---|-------------|---|---------------|---|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | | | | |
| | 0 | 0 | 0 | 0 | 0 |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|--|--------|---|-------------------------------|--------------|---------------------|-------|
| UG | Male | 431 | 8 | 0 | 0 | 439 |
| | Female | 255 | 5 | 0 | 0 | 260 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 97 | 0 | 0 | 0 | 97 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG Diploma recognised by statutory authority including university | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 14 | 12 | 16 | 20 |
| | Female | 20 | 13 | 17 | 17 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 13 | 2 | 9 | 12 |
| | Female | 11 | 8 | 5 | 14 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 46 | 89 | 61 | 82 |
| | Female | 50 | 59 | 48 | 42 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 22 | 40 | 51 | 90 |
| | Female | 39 | 73 | 59 | 82 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 215 | 296 | 266 | 359 |

Institutional preparedness for NEP

| | |
|---|--|
| 1. Multidisciplinary/interdisciplinary: | Mittal Institute Of Education imparts trainings to students in different disciplines. Faculties of different departments impart trainings to the students of other departments. Training all the students for computer literacy, Yoga & Meditation and financial literacy is carried out by the faculties of CS, Education and Commerce departments respectively. Department of life sciences organizes field trips and visits to national parks & jungle trails & bird watching camps for all students to sensitize students in various environmental issues. |
| 2. Academic bank of credits (ABC): | With the implementation of NEP, Mittal Institute Of Education is developing its system for academic bank |

| | |
|--|---|
| | <p>of credits. At present the performance of each student is recorded by his/her Tutor Guardians in Tutor Guardians reporting form in hard copy which is updated half yearly. File of each student is maintained with their marks sheets of all classes and other details. Although Tutor Guardians (TGs) keep record of students progress according to its activities in the college, the final marks sheet is issued by the university.</p> |
| 3. Skill development: | <p>Students of B.Ed and M.Ed develop their skills as teacher through practice teaching and training in art & crafts which are part of their regular curriculum. For students B.Sc, B.Com, BBA and BCA internships and trainings are been provided in field like extraction of essential oils, plant tissue culture, search engine optimization, Tally, Stock market study , digital marketing.</p> |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | <p>Mittal Institute Of Education follows the curriculum provided by its regulatory authority. To inculcate among the students Indian Knowledge system and its vast socio-cultural heritage various days of cultural importance are observed with religious favor and cultural enthusiasm.</p> |
| 5. Focus on Outcome based education (OBE): | <p>The main concern of Mittal Institute Of Education is to provide a quality education so as to improve the life of the student and his family by improving the employ-ability. Emphasis is to give specific skills in their respective courses.</p> |
| 6. Distance education/online education: | <p>Mittal Institute Of Education follows the curriculum provided by its regulatory authority. During Pandemic online classes were organised but now only regular classes are taken.</p> |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|--------------------------------------|---------|-------------------------------|---------|---------|
| 150 | 150 | 150 | 150 | 25 |
| File Description | | Document | | |
| Institutional data prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 7 | 7 | 7 | 7 | 1 |

2 Students

2.1

Number of students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 331 | 273 | 298 | 209 | 90 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 345 | 345 | 345 | 315 | 50 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 200 | 221 | 104 | 83 | 41 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 20 | 20 | 20 | 20 | 15 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.2

Number of sanctioned posts year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 32 | 32 | 32 | 31 | 14 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 25 | 25 | 20 | 12 | 3 |

4.3

Number of Computers

Response: 25

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- MIE follows 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
- 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).
- 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.
- 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.
- MIE follows 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
- FAQ(frequently asked question) in which teacher has to mention 3 to 5 question related to topics which is being taught,
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| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

MIE is affiliated to Barkatullah University and approved by NCTE. Thus it follows annual academic calendar provided by the above authorities including conduction of examination. The academic calendar of MIE is prepared accordingly and is uploaded in college website.

For proper personality development of students Co-curricular & Extra Curricular are very essential. Visits to industry and other places of importance are also planned. These activities are organized internally by various cells and departments; NCC & NSS etc internal Academic calendar is prepared in synchronization with the university calendar before the commencement of the session and is circulated among the students through notice boards and institutional website.

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| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: E. None of the aboveE. None of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View Document |
| Any additional information | View Document |

1.2 Academic Flexibility

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

Response: 00

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

Response: 00

| File Description | Document |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 00

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| List of Add on /Certificate programs | View Document |
| Brochure or any other document relating to Add on /Certificate programs | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 00

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View Document |
| Any additional information | View Document |

1.3 Curriculum Enrichment

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

Response:

Mittal Institute of Education follows the course and curriculum given by Barkatullah University.EVS or Environmental Studies is a part of curriculum of Foundation Course of All under graduate courses like B.Sc, BBA, BCA & B.Com., and B.Ed IV sem also has a complete paper dedicated to Value education, which includes Professional Ethics & Human Values, One paper on gender sensitization, and one paper on Environmental Education.

Apart from all these students sensitized in the issues related to professional ethics, Gender, Human Values by organizing various activities and by commemorating days like Independence Day, Teacher's Day, Saraswati Puja, International Women's day etc.

Mittal Institute of Education also encourages students to take part in cycle rallies organized by NSS. Van Mahotsav and Tree plantation Drive is regular feature of the institution. Webinar on Seasonal Plants used to enhance the immunity gave insight to the sustainability aspect of traditional medical system.

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| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |
| Any additional information | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.871.87

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 3 | 3 | 1 | 1 | 1 |

| File Description | Document |
|---|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Any additional information | View Document |

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 15.1115.11

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 50

| File Description | Document |
|---|-------------------------------|
| List of programmes and number of students undertaking project work/field work/ /internships | View Document |
| Any additional information | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: E. None of the aboveE. None of the above

| File Description | Document |
|--|-------------------------------|
| Any additional information (Upload) | View Document |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: E. Feedback not collectedE. Feedback not collected

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| URL for feedback report | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.5251.52

2.1.1.1 Number of students admitted year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 359 | 266 | 296 | 215 | 90 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 690 | 690 | 690 | 630 | 100 |

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 54.3254.32

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 162 | 144 | 132 | 147 | 49 |

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

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

- Bridge Classes: As session has been started from the month of July and admission process was continued till the month of September. Students those who have taken admission after the session being started, because of this they haven't attended some of the classes. For covering the loss of their studies in their particular subject, bridge class has been organized. The classes were organized after the college timing so that they can cover the loss. By attending these classes students can cover their loss.
- **Remedial class** is organized to give additional help to pupils who, for one reason or another, have fallen behind from the rest of the class in any of the subjects. As our teachers take class test after every single unit being completed, they can find out the students who are lacking behind or who are not performing up to the mark. This class involves individualized teaching of students who are experiencing difficulties in specific subject areas. This classes beneficial the students by forming the foundation for learning a subject in greater detail.

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| File Description | Document |
|--------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Past link for additional Information | View Document |

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

Response: 16.5516.55

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.3 Teaching- Learning Process

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

Response:

- MIE follows 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,
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| File Description | Document |
|---------------------------------|-------------------------------|
| Link for additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:**

Information and Communications Technology (ICT) can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum. Institute uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. Use of internet became very prominent during pandemic.

Online Classes were taken using internet facility like Zoom App. Students were encouraged to browse certified World Wide Web sites to understand topics.

WhatsApp groups were created to give information and send documents.

During regular classes projectors are used for effective delivery of lectures. Students are encouraged to make their PPTs and present topics as part of their CCE.

Students are encouraged to log on to national digital library to get books of their syllabus. So 4 separate system with LAN is provided in the library for students.

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| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View Document |

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

academic year)

Response: 33.133.1

2.3.3.1 Number of mentors

Response: 10

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| mentor/mentee ratio | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 71.8371.83

| File Description | Document |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5years(Data Template) | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Any additional information | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 12.3312.33

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 5 | 2 | 1 |

| File Description | Document |
|--|-------------------------------|
| List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template) | View Document |
| Any additional information | View Document |

| 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years) | |
|---|-------------------------------|
| Response: 44 | |
| 2.4.3.1 Total experience of full-time teachers | |
| Response: 80 | |
| File Description | Document |
| List of Teachers including their PAN, designation, dept and experience details(Data Template) | View Document |
| Any additional information | View Document |

2.5 Evaluation Process and Reforms

| |
|---|
| 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode |
| Response: |
| Mittal institution of Education focuses on quality Education with emphasis on Excellence in Education System. In order to maintain the standard of monitoring and evaluation the institution adopts the following measures: |
| 1. Tutor Guardian is appointed for each class. |
| 2. Respective Tutor Guardian takes care of students' attendance, meeting with parents, tracking of results and counseling etc. |
| 3. Students are informed about various Notices, Class tests and Competitions from time to time through TGs/Notice Boards/What's app groups. |
| 4. Students are being mentored for their academic performances and extra-curricular activities. |
| 5. Academic Evaluation System also includes the tracking down of slow and advanced learners and |

encouraging them for performance improvement.

6. Internal tests are being conducted by respective subject teachers and these marks are recorded.

7. Examination Committee plans and executes the whole internal Examination Process.

8. Examination Committee plans and executes session ending examination according to the guidelines of Barkatullah University. The functioning of Exam Committee includes filling of examination forms, distribution of admit cards , Time table, sending of attestation to examination center, and follow-up for ATKT examinations, if required.

9. The academic performance of student is based on Theory lectures, Practical, Tutorials and Internal Exams (Seminars and Presentations). .

10. Internal Exam (Continuous Evaluation) is being discussed and explained by subject teachers to students viz.

§ What is expected

§ How it will be conducted.

§ Explanation of criteria and guidelines of exams

§ Last date is announced.

§ Queries of the students are solved.

12. Subject teachers maintain records of the Internal Exam.

13. Marks are submitted to the Head/In charge of the Department who forward it to the Examination Committee.

14. The Defaulters or students who remain absent in the internal exams are asked to provide reasons for their absence.

15. Additional Internal Exams are arranged for the students with valid reasons of absence and supporting documents.

16. Students without any valid reason or who fail to produce any supporting documents are not allowed to take the additional internal exams.

17. Final record is submitted to Examination Committee for result preparation .

§ Internal Evaluation Process Comprises of

§ Seminar

§ Presentations

§ Class test

Surprise test

§ Assignments/Projects

§ Group discussion

§ Overall conduct of student

18. Academic Evaluation System empowers students through

§ Expert Talks

§ Guest lectures

§ Video Tutorials

§ Practicals

§ Hand on Training

§ Workshops

§ Industrial Visits

§ Field Trips

§ Demonstrations

§ You tube links/blogs

§ Internet support

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§ You tube links/blogs

§ Internet support

| File Description | Document |
|---------------------------------|-------------------------------|
| Link for additional information | View Document |

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

Response:

The above issue is taken care of by the academic cell. The cell works in a very flexible manner so as to safeguard the interest of the students. It responds to the student's grievances regarding improper delivery of class lecturers or less number of scheduled lecturers by rescheduling the time table and faculties. It also have a fixed mechanism to rope-in students lagging in studies -

1. Bridge Classes

2. Remedial Classes

Bridge Classes: As session has been started from the month of July and admission process was continued till the month of September. Students those who have taken admission after the session being started, because of this they haven't attended some of the classes. For covering the loss of their studies in their particular subject, bridge class has been organized. The classes were organized after the college timing so that they can cover the loss. By attending these classes students can cover their loss.

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| | |
|---------------------------------|-------------------------------|
| File Description | Document |
| Any additional information | View Document |
| Link for additional information | View Document |

2.6 Student Performance and Learning Outcomes

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

Response: Program outcomes of various courses of MIE

| Courses | Outcomes |
|---------|--|
| B.Ed | <ul style="list-style-type: none"> • Understand basic concepts and ideas of educational theory. • Build understanding and perspective on the nature of the learner, diversity • Comprehend the role of the systems of governance and structural – functional • Develop understanding about teaching, pedagogy, school management and • Build skills and abilities of communication, reflection, art, aesthetics, thea |
| B.Com | <ul style="list-style-type: none"> • Understand basic concepts of Economics/Accountancy/Taxation/Computer • Develop an understanding of the concept of assessment and its practices. • Understand working in private sector/ corporate world and are mentally pr • Build skills and abilities of communication, self expression , managing an • Should be able to work on software based Tally, MS Office & Photoshop |
| BCA | <ul style="list-style-type: none"> • Basic Knowledge of hardware & software. • Front end & back end languages • Ability to apply knowledge of Mathematics and science in solving compu • Ability to understand the Computing concepts and their applications using • Become aware of the fundamentals of Computers and Web Technologies • Ability to design, set up and conduct practical. |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> • They are able to develop Websites • They are able to develop software based on specific computer languages, a | |
| B.Sc | <ul style="list-style-type: none"> • Basic Knowledge of hardware & software. • Front end & back end languages • Analyze the structure of knowledge as reflected in disciplinary streams and • Develop an understanding of the nature and evolution of the disciplines / a • Develop sensitivity towards the specific needs / problems / challenges in t • They are able to develop software based on specific computer languages, a • Acquire basic insights Components of healthy Nutrition, Computer based • Students should be able to perform testing for water quality , food adultera tissue culture, , identify plants & their economic importance. • Develop conceptual understanding of dimensions of technology • Develop language proficiency in oral and written modes: narrating, descri | |
| BBA | <ul style="list-style-type: none"> • Understand basic concepts of verbal & non verbal communication. • Acquire conceptual tools of critical analysis and the experience of engagin • Apply different statistical tools for project management • Develop an understanding of development, learning and uniqueness of the • Understand various concepts of planning at institutional level. | |
| M.Ed | <ul style="list-style-type: none"> • Student teachers here gain insight to gather data and it's analysis. • It enables them the students research oriented • Build knowledge understanding and sensitivity of different perspectives in th • Critically examine key universal constructs in developmental psychology and • 4 Develop an understanding of development, learning and uniqueness of the cultural contexts. • Dissertation • Internship • Coordination | |
| Program outcomes of various courses of MIE | | |
| Courses | Outcomes | |
| B.Ed | <ul style="list-style-type: none"> • Understand basic concepts and ideas of educational theory. • Build understanding and perspective on the nature of the learner, diversity and learnin • Comprehend the role of the systems of governance and structural – functional provisi • Develop understanding about teaching, pedagogy, school management and communit • Build skills and abilities of communication, reflection, art, aesthetics, theatre, self exp | |

| | | |
|-------|--|--|
| | | |
| B.Com | <ul style="list-style-type: none"> • Understand basic concepts of Economics/Accountancy/Taxation/Computer applications • Develop an understanding of the concept of assessment and its practices. • Understand working in private sector/ corporate world and are mentally prepared to face • Build skills and abilities of communication, self expression , managing and ICT. • Should be able to work on software based Tally, MS Office & Photoshop | |
| BCA | <ul style="list-style-type: none"> • Basic Knowledge of hardware & software. • Front end & back end languages • Ability to apply knowledge of Mathematics and science in solving computational problems • Ability to understand the Computing concepts and their applications using the acquired • Become aware of the fundamentals of Computers and Web Technologies in commercial • Ability to design, set up and conduct practical. • They are able to develop Websites • They are able to develop software based on specific computer languages, according to | |
| B.Sc | <ul style="list-style-type: none"> • Basic Knowledge of hardware & software. • Front end & back end languages • Analyze the structure of knowledge as reflected in disciplinary streams and subjects. • Develop an understanding of the nature and evolution of the disciplines / areas in the • Develop sensitivity towards the specific needs / problems / challenges in the area. • They are able to develop software based on specific computer languages, according to • Acquire basic insights Components of healthy Nutrition, Computer based genome ana • Students should be able to perform testing for water quality , food adulteration testing tissue culture, , identify plants & their economic importance. • Develop conceptual understanding of dimensions of technology • Develop language proficiency in oral and written modes: narrating, describing, analyzing | |
| BBA | <ul style="list-style-type: none"> • Understand basic concepts of verbal & non verbal communication. • Acquire conceptual tools of critical analysis and the experience of engaging with diverse • Apply different statistical tools for project management | |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> • Develop an understanding of development, learning and uniqueness of the growing child • Understand various concepts of planning at institutional level. | |
| M.Ed | <ul style="list-style-type: none"> • Student teachers here gain insight to gather data and it's analysis. • It enables them the students research oriented • Build knowledge understanding and sensitivity of different perspectives in the cultural contexts. • Critically examine key universal constructs in developmental psychology and • 4 Develop an understanding of development, learning and uniqueness of the cultural contexts. • Dissertation • Internship • Coordination | |
| File Description | Document | |
| Upload COs for all Programmes (exemplars from Glossary) | View Document | |
| Upload any additional information | View Document | |
| Past link for Additional information | View Document | |

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

Response:

Mittal institute Of education follows the Guidelines of Barkatullah University. According to it course out come is measured in terms of results of session ending practical examination including viva & Theory examination. According to these parameters students of MIE are learning the syllabus well and attaining the course out comes.

How ever internally program out come and course out comes are evaluated by the institution by organising Program specific competitions and activities. BBA students watch movies with various case studies and after discussion they are given questionnaire for evaluation.

B.Com students are encouraged to set up stalls in fete and calculate profit & loss, according to their business model etc.

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How ever internally program out come and course out comes are evaluated by the institution by organising Program specific competitions and activities.BBA students watch movies with various case studies and after discussion they are given questionnaire for evaluation.

B.Com students are encouraged to set up stalls in fete and calculate profite & loss, according to their busieness model etc.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional information | View Document |

2.6.3 Average pass percentage of Students during last five years

Response: 78.9878.98

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 150 | 150 | 100 | 75 | 30 |

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 210 | 222 | 107 | 84 | 41 |

| File Description | Document |
|--|-------------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View Document |
| Paste link for the annual report | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process**Response:** 3.213.21

| File Description | Document |
|---|-------------------------------|
| Upload database of all currently enrolled students (Data Template) | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 00

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| List of endowments / projects with details of grants | View Document |
| e-copies of the grant award letters for sponsored research projects / endowments | View Document |
| Any additional information | View Document |

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

Response: 00

3.1.2.1 Number of teachers recognized as research guides

Response: 00

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 00

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 00 | 00 | 00 | 00 | 00 |

3.1.3.2 Number of departments offering academic programmes

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 4 | 4 | 4 | 4 | 1 |

| File Description | Document |
|---|-------------------------------|
| Supporting document from Funding Agency | View Document |
| List of research projects and funding details | View Document |
| Any additional information | View Document |

3.2 Innovation Ecosystem

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

Response:

Mittal Institute of education provides ample scope students to innovate and create or develop some new concepts. It organises various training & workshops for students. The trainings can be divided into two parts. Firstly the trainings related to their syllabus like training in bioinformatics, training on museumology, workshop on creating and maintaining of aquarium, vermiculture, herbal products, soya product manufacturing etc for bio students.

Students of computer science and computer application are trained in hardware & software, formatting, DTP work, digital marketing, web design.

Yoga, meditation, Basic first aid like life skill trainings are also an integral part of the college life.

But the girl students specially like thali decoration, rakhi making, mehendi & matki decoration work shops.

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But the girl students specially like thali decoration, rakhi making, mehendi & matki decoration work shops.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

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

Response: 33

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 1 | 1 | 0 |

| File Description | Document |
|--|-------------------------------|
| List of workshops/seminars during last 5 years | View Document |

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 00

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years

| File Description | Document |
|--|-------------------------------|
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc | View Document |

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

last five years

Response: 00

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

File Description

Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 00

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

File Description

Document

List books and chapters edited volumes/ books published

[View Document](#)

3.4 Extension Activities

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

Response:

3.4.1

Students of MIE have participated in extension activities with Government Organization, Non-government organization and programme such as Swachh Bharat ,Aids Awareness , Gender Issue etc over the

years. They took part in voter awareness campaign when the voting age was reduced to 18 years. Students of NSS have adopted a village "gram gunga" every year they visit and spread awareness regarding cleanliness , hygiene sanitation etc.

Student of batch 19-20 Deepak was brand ambassador for BMC for swachh Bharat Abhiyan, Commemoration of World AIDs day, Cancer awareness work shop and industrial disaster day activities are organized in open way so that parents and friends can come and benefited from it.

The activities of the session 20-21 are given in annual report.

3.4.1

Students of MIE have participated in extension activities with Government Organization, Non-government organization and programme such as Swachh Bharat ,Aids Awareness , Gender Issue etc over the years. They took part in voter awareness campaign when the voting age was reduced to 18 years. Students of NSS have adopted a village "gram gunga" every year they visit and spread awareness regarding cleanliness , hygiene sanitation etc.

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The activities of the session 20-21 are given in annual report.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 00

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| Number of awards for extension activities in last 5 year | View Document |

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response: 55****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1 | 1 | 1 | 1 | 1 |

| File Description | Document |
|--|-------------------------------|
| Number of extension and outreach Programmes conducted with industry, community etc for the last five years | View Document |

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response: 5.195.19****3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 10 | 10 | 10 | 10 | 10 |

| File Description | Document |
|---|-------------------------------|
| Average percentage of students participating in extension activities with Govt or NGO etc | View Document |

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 00

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 00 | 0 | 00 |

| File Description | Document |
|---|-------------------------------|
| Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship | View Document |

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 00

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| e-Copies of the MoUs with institution/ industry/corporate houses | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

4.1.1

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

MIE has a campus area of 2484.70sqm, Number of class rooms distributed in 2 buildings is 14 which is adequate for current courses. IT has 10 labs

1. Biotechnology

3. Zoology

3. Botany

4.Computer Science (2)

5.Physics

6.Psycology

7. Chemistry

8. Art & Craft room

9. Clinical Nutrition.

It has 2 seminar halls for classes and activities and 1 seminar Hall for Group activities.

It has 1 library with 4 computers with internet facility with LAN.

MIE has mobile LED projectors which can be used in any of the class rooms and laboratory.

4.1.1

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

MIE has a campus area of 2484.70sqm, Number of class rooms distributed in 2 buildings is 14 which is adequate for current courses. IT has 10 labs

1. Biotechnology

3. Zoology

3. Botany

4. Computer Science (2)

5. Physics

6. Psychology

7. Chemistry

8. Art & Craft room

9. Clinical Nutrition.

It has 2 seminar halls for classes and activities and 1 seminar Hall for Group activities.

It has 1 library with 4 computers with internet facility with LAN.

MIE has mobile LED projectors which can be used in any of the class rooms and laboratory.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

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

Response:

4.1.2

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

The Institution has adequate facilities for cultural activities, the seminar halls of both the blocks are sufficient for such activities.

It has a sports rooms to keep the sports equipments and indoor gaming.

MIE has one large ground in which cricket & foot ball matches are held.

Track for sprint is scheduled to come up around the cricket ground

It has one volley ball court.

The lawns are used for indigenous games like kabbadi & Khoko.

Yoga Sessions are held in either seminar Hall or on the pavement in front of MIE Block A.

Hurdle track has been created along with the paved roads for NCC students.

4.1.2

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

The Institution has adequate facilities for cultural activities, the seminar halls of both the blocks are sufficient for such activities.

It has a sports rooms to keep the sports equipments and indoor gaming.

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Track for sprint is scheduled to come up around the cricket ground

It has one volley ball court.

The lawns are used for indigenous games like kabbadi & Khoko.

Yoga Sessions are held in either seminar Hall or on the pavement in front of MIE Block A.

Hurdle track has been created along with the paved roads for NCC students.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 2020

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

| File Description | Document |
|---|-------------------------------|
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View Document |
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 158.33158.33

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 33.55 | 33.52 | 27.39 | 19.85 | 6.63 |

| File Description | Document |
|--|-------------------------------|
| Upload Details of budget allocation, excluding salary during the last five years (Data Template) | View Document |
| Upload audited utilization statements | View Document |

4.2 Library as a Learning Resource

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

Response:

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

Library of Mittal institute of education has not been digitalized yet. Though we have plans for it. It runs on the system given by Shri Shiyali Ramamrita *Ranganathan* for card biased issue return system. As soon as the institute receives list of admitted students reaches the institute, one list is made available to the Library for making cards.

Duties of Librarian is as under (given in policies of MIE page 20).

- 1.He will ensure library is kept neat & clean at all times.
- 2.He will ensure availability of all Newspapers & Magazines in the library.
- 3.He will be responsible to take on charge all New Books purchased on Library stock ledger.
- 4.He will ensure Digital Library is functional at all times.
- 5.He will maintain a proper record of issue & receipt of books from library.
- 6.He will ensure availability of Technical Journals in Library as per AICT/University norms.
- 7.He along with Principal will ensure availability of all course books in library.
- 8.He will ensure books are kept in library subject wise and as per their numbers for easy location & identification.
- 9.He will repair & bind the books if they are torn during use.
- 10.He will be responsible for cutting & Pasting college news publicity items in a file.
- 11.He will be responsible for sale of old newspapers every quarter.
- 12.He will give library clearance to all students & teachers at end of term/semester.
- 13.He will fine students if books are kept more than duration authorized to them.
- 14.He will arrange annual stock taking of library once a year .

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| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional Information | View Document |

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the aboveE. None of the above

| File Description | Document |
|--|-------------------------------|
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.060.06

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0.3 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template) | View Document |
| Audited statements of accounts | View Document |

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

Response: 2.562.56

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

Response: 9

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

ICT Resources

Information and Communications Technology (ICT) can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum. Institute uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. Use of internet became very prominent during pandemic.

Online Classes were taken using internet facility like Zoom App. Students were encouraged to browse certified World Wide Web sites to understand topics.

WhatsApp groups were created to give information and send documents.

During regular classes projectors are used for effective delivery of lectures. Students are encouraged to make their PPTs and present topics as part of their CCE.

1.Course wise Student computer ratio of MIE

| S.No | Course | No. Of Computer | Number Of students | Ratio |
|------|-----------------------------|-----------------|--------------------|----------------|
| 1 | Total | 40 | 796 | 1 : 19. |
| 2 | BCA (All years) | 40 | 8 | 5 : 1 |
| 3 | B.Com CA (All years) | 40 | 99 | 1 :2.47 |
| 4 | B.Sc CS (All years) | 40 | 110 | 1 :2.75 |

2. ICT Facilities at MIE

| Room number or Name of classrooms/Seminar Hall with LCD / wifi/LAN facilities | Type of ICT facility |
|---|----------------------|
| 2 Class/lecture rooms (107 & 205) | LCD projector |
| 1 Principal Office | LAN |
| 1 Staff Room | LAN |
| 1 Computer laboratory | LAN |
| 1 Library | LAN |
| 1 Computer labs | LAN & N Computing |
| 1 students' utility for photocopy & printouts (paid) | LAN & Wi Fi |
| A block Seminar hall | LAN & Wi Fi |
| B block Seminar hall | LAN & Wi Fi |
| MGI Seminar hall | LAN & Wi Fi |
| 1 portable WiFi Dongal (Geo) | Wifi |
| ** (Data for the latest completed academic year) | |

3. Band width - 10 MBps

ICT Resources

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| 1 Principal Office | LAN |
| 1 Staff Room | LAN |
| 1 Computer laboratory | LAN |
| 1 Library | LAN |
| 1 Computer labs | LAN & N Computing |
| 1 students' utility for photocopy & printouts (paid) | LAN & Wi Fi |
| A block Seminar hall | LAN & Wi Fi |
| B block Seminar hall | LAN & Wi Fi |
| MGI Seminar hall | LAN & Wi Fi |
| 1 portable WiFi Dongal (Geo) | Wifi |
| ** (Data for the latest completed academic year) | |

3. Band width - 10 MBps

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.3.2 Student - Computer ratio (Data for the latest completed academic year)**Response:** 13.2413.24

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Student – computer ratio | View Document |

4.3.3 Bandwidth of internet connection in the Institution**Response:** D. 5 MBPS – 10 MBPS D. 5 MBPS – 10 MBPS

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

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 89.5789.57**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 22.0 | 22.0 | 12.7 | 12.6 | 3.1 |

| File Description | Document |
|---|-------------------------------|
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View Document |

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities

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 up gradation 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 utilization 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 utilized 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 In Charge.
- 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

All maintenance work (Civil and electrical) is looked after by a duly nominated Committee appointed by the Principal every year at the beginning the session.

All items/ equipments related to maintenance and purchase is looked after by Purchase Committee and Finance Committee.

The procedure adopted for any purchase etc. is

- Any new item is purchased as per procedure of “Madhya Pradesh Bhandra Kray Niyam”
- Quotations are called as per the requirements. All quotation received are duly signed by the member of purchase committee and lowest quoted rates are approved by purchase committee as per the comparative chart presented.
- The record of items purchased is maintained in the stock register.
- After satisfactory completion of work / relevant department being satisfied with the items received, payments are made on-line or by account payee cheque.
- TDS is deduced as per the rules of Govt.

Laboratory / Computer

Head of Computer Dept. is in-charge to looks after the maintenance of the entire IT infrastructure of the college including. Lab. equipments are purchased as per the requirement of the respective departments and the procedure of the purchase committee is mentioned above. Separate stock register is maintained by the respective departments for the item purchased. All Stock verification report is submitted by all Lab. incharges every year to the Principal. Any fault/loss, damage is repaired and reported as per rules and norms. Students are allowed to do practical work in Lab in their allotted time in the presence of faculty members.

Library

There is a Library Committee to monitor the working of the Library which also superwise the purchase and maintence of Library resourses in coodination with Librarian. In the beginning of every session quotations are called by Librarian as per the demands and estimated budget submitted by the departmental heads for the purchase of Text books/reference books /periodicals / journals etc. For any purchase in the Library the above mentioned procedure is followed in coordination with the Deapartmental Heads and Purchase Committee. All new books are entered in the main stock register of the library and later transferred or issued to the respective departments. Library has a UGC sponsored network resource center as well. Students can search on-line and also avail Inflibnet facility.

Sports

Any purchase or maintenance of equipment of the sports department is monitored by the Sports Committee and maintenance committee in coordination with the Sports Officer of the Institution

Canteen

The college has canteen that runs on contract under the supervision of Canteen committee. The rates of food items are approved the Canteen Committee. They supervise on the quality, quantity of food, cleanliness in and around the kitchen and overall fun

Procedures and policies for maintaining and utilizing physical, academic and support facilities

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| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 00

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| upload self attested letter with the list of students sanctioned scholarship | View Document |
| Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template) | View Document |

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 00

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template) | View Document |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: D. 1 of the aboveD. 1 of the above

| File Description | Document |
|---|-------------------------------|
| Details of capability building and skills enhancement initiatives (Data Template) | View Document |
| Any additional information | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 11

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 5 | 5 | 5 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: D. 1 of the above D. 1 of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View Document |
| Details of student grievances including sexual harassment and ragging cases | View Document |

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years**

Response: 0.950.95

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 5 | 5 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Details of student placement during the last five years (Data Template) | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 7.57.5

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 15

| File Description | Document |
|--|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Details of student progression to higher education (Data Template) | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 00

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template) | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 00

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year | View Document |
| e-copies of award letters and certificates | View Document |
| Any additional information | View Document |

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

Response:

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 class representative. The Student Council helps students share ideas, interests, and concerns among the fellow students 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

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| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 11

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1 | 1 | 1 | 1 | 1 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template) | View Document |

5.4 Alumni Engagement

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

Response:

The college alumni association is about 11 years old. The association helps us establishing a network of all students. Through this informal net work 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. It meets once a year during the annual fest Arohan held at group level. Alumni has contributed to the library in the form of second hand books .

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| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |