



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		MITTAL INSTITUTE OF EDUCATION
• Name of the Head of the institution	Prof Vinay Divan	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	07552980081	
• Mobile No:	9425415754	
• Registered e-mail	miebpl2009@gmail.com	
• Alternate e-mail	principalmienkes@gmail.com	
• Address	Mittal Institute Of Education opposite BMHRC Navibag	
• City/Town	Bhopal	
• State/UT	Madhya Pradesh	
• Pin Code	462038	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	Self-financing	

• Name of the Affiliating University	Barkatullah University				
• Name of the IQAC Coordinator	Ms Renu Saxena				
• Phone No.	07552980083				
• Alternate phone No.	9425415754				
• Mobile	9977408282				
• IQAC e-mail address	miebpl2009@gmail.com				
• Alternate e-mail address	principalmienkes@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mittalinstituteofeducation.org/wp-content/uploads/2021/09/19-20_aqar_report.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://mittalinstituteofeducation.org/wp-content/uploads/2021/07/Academic_calender_2019-20-1.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.10	2014	21/02/2014	20/02/2019
6.Date of Establishment of IQAC			06/06/2020		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NA	NA	NA	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Significant contributions made by IQAC during the session 20-21</p> <ol style="list-style-type: none"> 1 Establishment & adherence to a firm academic environment in the institution. 2 Preparation of Academic calendar & Its compliance with modifications according to Covid 19 norms 3 International Webinar series conducted 4 Alumni registration link in Website 5 Classes, CCE (Assignments) & internal examinations were taken in spite of lockdown 6 NCC Naval wing commissioned, Ms Kalpana Verma appointed as Care Taker. <ul style="list-style-type: none"> • Introduction of naval wing of NCC. • Midterm examinations were taken in accordance with university pattern and under strict Covid Protocol. • Introduction of many teaching methods in syllabus provided by BU. • Webinars conducted for giving students exposure to higher order knowledge. • Graduation ceremony introduced for graduating students. • Bio-Waste recycling through vermicomposting started. • Training of imparting self employment & for imparting life skills given. • Free conveyance given to students & faculties so that they restrain from using public transport. 		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<ul style="list-style-type: none"> • Increasing employ-ability 	<p>Various trainings & webinars were conducted to increase job prospects or self employment opportunities for the students.</p> <p>Introduction of naval wing of NCC apart from Regular Army wing</p>	

	(Total 34 Students enrolled), Training on Extraction of Essential oils (20 Students benefitted), Vermi composting unit started (, Plant Tissue culture training given , Tally ERP 9 training given, Data Analytics. More than 200 students were
• Life Skills training	Yoga & Meditation Workshop, Advanced Training on First Aid, Cancer Awareness Webinar "Combating Cancer through Nutrition" . Webinar on Handling Post Covid Trauma & Black Fungus
• Training for increasing Computer knowledge & work-ability	Training of cyber security, Webinar on data Analytics, Webinar on App Industry, Basic Training in computer hardware
• Expert lecture for Higher order lessons	1) Study GST- A step towards one nation one market., Mr Kumar Adwani, 2) Medical Applications of Biotechnology with reference to Stem Cells- Prof Sharique Ali. 3) Beginners' Guide to Massive Open Online Courses (MOOCs).By Dr Sanjeev Gour 4)Aromatic electrophilic substitution by Prof. Dr Alka Pradhan. 20 students opted for higher studies.
• Environment Awareness	Training on Vermi composting & set up of unit. , Biodiversity of MIE a photo repository by students & Faculties (In process), Sapling plantations in the campus.
13. Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
Governing Body	06/06/2020
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	29/01/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 14

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

File Description	Documents
Data Template	View File

2. Student

2.1 742

Number of students during the year

File Description	Documents
Data Template	View File

2.2 345

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

File Description	Documents
Data Template	View File

2.3 205

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 34

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	14
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	742
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	345
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	205
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	27
File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	35
Total number of Classrooms and Seminar halls	
4.2	33.55
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1.1.1 Curriculum Delivery System

MIE follow well defined method of teaching in which every faculty prepares a daily lesson plan before going to the lecture. The daily lesson plan is prepared one or two days prior to the class so that it remain fresh in the mind of the teacher. The daily lesson plan (DLP) includes subject, paper, topic of the lecture ,previous knowledge related to topic, objective of teaching the topic, teaching method (how the lecture is going to be delivered),Teaching aid used, 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/ HOD 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf

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

1.1.2. 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.

CCE was conducted as assignment method. Students were given important questions during their online classes; they submitted their answers through post. Internal Exams were conducted though Google form and the link is being shared.

The academic session of 20-21 was disrupted by second wave of Covid 19, online classes and open book examinations were conducted. For online classes links were created as under. Through which lessons were delevered

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2021/10/academic-calender-20-21.pdf

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

E. None of the above

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

1.2 - Academic Flexibility

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

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

00

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
00	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
00	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
00	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>1.3.1</p> <p>Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</p> <p>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</p>	

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.

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

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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

110

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://mittalinstituteofeducation.org/wp-content/uploads/2022/01/Feedback-analysis-for-session-20-21-.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

690

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

189

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

2.2 - Catering to Student Diversity

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

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 classes 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.

File Description	Documents
Link for additional Information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
742	28

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

2.3.1

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

Teachers teach students either by class room chalk board method or 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.

1. Chalk board
2. Colored chalk
3. Charts
4. Specimens
5. Models
6. PowerPoint presentation

7. Online tutorial
8. Lecture
9. Discussion
10. Group Discussions
11. Assignment
12. Field Trip
13. Industrial Visit
14. Quiz
15. MCQ
16. Maps
17. Slides
18. Vedio
19. Dissection
20. Role Play
21. Corporate Games
22. Case Study
23. Film Study (multiple case study)
24. Mind Games
25. Mathematical brainteaser

File Description	Documents
Upload any additional information	View File
Link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf

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

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.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/ICT-Enabled-facilities-at-MIE.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

28

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

120

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

MIE focuses on quality Education with emphasis on Excellence in Education. In order to maintain the standard of monitoring and evaluation the institution adopts the following measures:

1. Academic Evaluation System of MIE also includes the tracking down of slow and advanced learners and encouraging them for performance improvement.
2. Internal tests are being conducted by respective subject teachers and these marks are recorded.
3. Examination Committee plans and executes the whole internal Examination Process.
4. Marks are submitted to the Head/In charge of the Department who forward it to the Examination Committee.

5. The Defaulters or students who remain absent in the internal exams are asked to provide reasons for their absence and re test is carried out.

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

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

8. Internal Evaluation Process Comprises of

§ Seminar

§ Presentations

§ Class test

§ Surprise test

§ Assignments/Projects

§ Group discussion

§ Overall conduct of student

File Description	Documents
Any additional information	View File
Link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf

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

1. Tutor Guardian takes care of basic grievances of students.

2. Care is taken so that Grievances do not arise.

3. Students are informed about various Notices, Class tests and Competitions from time to time through TGs/Notice Boards/What's

app groups.

4. Examination Committee plans and executes session ending examination according to the guidelines of Barkatullah University.

5. Subject teachers maintain records of the Internal Exam.

6. College preserves the outputs i.e. answer sheets (one year only), result sheets, marks sheets etc.

7. During teaching, attendance of students is monitored in an attendance sheet form wherein date, time, topic, teacher etc are mentioned. These records maintained help the teachers to mitigate any grievances

8. In Case of any Grievance student can give an application to the grievance cell of talk to student helpline number.

9 .The issues are generally resolved within 15 working days

File Description	Documents
Any additional information	View File
Link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program and course outcomes of the Program offered by the institution are uploaded in the website and are placed in the notice boards.

Program Outcomes of UG courses is as Under :

Enhancing Professional Capacities.

Recognize, understand and appreciate ICT as an effective learning tool for learners and as a support to teachers.

Sensibility and aesthetic appreciation in any art form.

Recognize, understand and appreciate ICT as an effective learning tool for learners and as a support for all professional fields.

Conceptual understanding of dimensions of technology and their educational viability.

Use of audio-visual and computer-based media.

Understanding of teacher as a communicator and communication as a factor in the institutional ethos & apply communication through different media.

Understand and develop the professional and personal self.

PROGRAM AND COURSE OUTCOME FOR PG Course M.Ed

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 area of education of children.

Critically examine key universal constructs in developmental psychology and educational psychology.

Develop an understanding of development, learning and uniqueness of the growing child in diverse socio-cultural contexts.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mittalinstituteofeducation.org/courseoutcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

2.6.2

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

Course outcomes are presently solely evaluated as results of the university. This is reflected in the marks sheets.

It is done internally according to the following Performa.

SKILL SET EVALUATION (TO BE COMPLETED BEFORE THE SESSION ENDING EXAMS)

Sr. No.

Name of Student

List of Skill Set for 1st Year

Skill Set Possessed by Student

(Yes/No)

Sign of Committee of Skill Set Evaluation

1

1.

1.

1.

2

1.

1.

1.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mittalinstituteofeducation.org/courseoutcome/

2.6.3 - Pass percentage of Students during the year

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

210

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Annual-report-20-21.pdf

2.7 - Student Satisfaction Survey

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

<https://mittalinstituteofeducation.org/wp-content/uploads/2022/01/Feedback-analysis-for-session-20-21-.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
00	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
00	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
3	

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

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

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

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

0

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

3.3.1

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 swatch 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 acivities of the session 20-21 are given in annual report.

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Annual-report-20-21.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

7

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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	Documents
Upload any additional information	View File
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/ICT-Enabled-facilities-at-MIE.pdf

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

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/NCC-annual-report.docx.pdf

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/ICT-Enabled-facilities-at-MIE.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

33.55

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library of MIE is not automated and follows card based issue-return system. This is taken care by 3 member team and the task allocations is as under.

Task Allocation for Library

- Issue Return Of books
- Reading room facility to be provided for Reference books & News papers.
- Cataloguing of dissertations submitted by the students.
- Providing books For Lesson Plans
- Issue of Marks Sheets
- Issue of TC
- Providing unsolved question papers to the students.
- Providing dissertation to the students for reference.
- Preparation & implementation of Time table for library.
- Alumni Registration.
- Record keeping of all advertisements & news regarding the college.
- Providing students e links relevant for their subjects.
- Providing browsing facility for the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/ICT-Enabled-facilities-at-MIE.pdf
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
030112	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
10	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

MIE updates its IT facilities according to the needs of the curriculum.

ICT Resources

1.Course wise Student computer ratio of MIE

S.No

Course

No. Of Computer

Number Of students

Ratio

1

Total

40

796

1 : 19.9

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

4. Net Speed

Browsing Speed as checked through App.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/ICT-Enabled-facilities-at-MIE.pdf

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

33.55

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The above information is documented in POLICIES OF MIE uploaded in website it contains following heads.

Institutional policies

For Students, Faculty and Staff

Contents

1. Code of conduct for students
2. Maintaining discipline in the campus
3. Guidelines For Prevention of "sexual misconduct" & Gender equality
4. Policy & Guidelines for: Grooming & Dress Code Policy
5. Terms and conditions of employment
6. Leave rules for the employees
7. Duties of receptionists
8. Duties of peon
9. Duties of librarian
10. Duties of lab assistant
11. Duties of security guards
12. duties of admission cell
13. Duties of a faculty
14. Duties of HOD
15. Duties of principal
16. Duties of registrar
17. Institutional Flow Chart.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mittalinstituteofeducation.org/reports/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

173

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://mittalinstituteofeducation.org/elementor-933/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

179

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

179

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

C. Any 2 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

27

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

5.3.2

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 Readressal Cell)
- Harassment and anti Ragging Committee
- Library Committee
- Co Curricular/ cultural Activity Committee
- Student's development cell
- Sports Committee
-
-

activities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

12

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

5.4 - Alumni Engagement

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

The college Alumni is 11 years old. The association helps us in establishing a network of all the 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 and organising new activity. It meets once a year during Aarohan held at group level. Alumni has contributed to the library in the form of second hand books.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

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 infrastructure MIE helps students to realize their goals in life. We encourage all students 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.

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 environmen

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/
Upload any additional information	View File

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

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

1. Extracurricular activities to increase employability of the

students various activities are conducted for which the Principal, HOD or even faculties need no permission from the Governing body. MIE is on the way establish new MOUs with various industries & Hospitals to provide OJT to the students of MGI. 2. Purchases : Purchase of books and equipment as per curricular requirements . Purchases are made as per norms by the internal purchasing committee. this five member committee is as under i) Principal ii) Registrar of MGI iii) IQAC co-coordinator iv) Accounts Officer 3. Institutional Development : Constructions and updating of labs and classrooms , furniture and their allocations according to the time table is done at institutional level after its approval from the governing body. 4) Academic Development : Creating and updating the class time table according the syllabus completion status. Conduction of internal mid-term examination, Guest lectures and other co curricular activities, Organizing Fete/ Exhibitions, industrial and recreational visits and picnics, Bridge or remedial classes

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/procedures-and-policies/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

MIE prepares its students to preserve national heritage and environment for themselves as well as for the next generation. It is evolving as a model educational institution of central India. Always be a soldier to defend and preserve our traditions and our environment. In this direction Mittal institute of Education introduced NCC along with the starting of UG courses in session 17-18. It had 18 vacancies in army wing in session 17-18. In session 21-22 it has total 34 vacancies in two branches i.e Army & Navy. MIE can boast of having only Women NCC navel Caretaker in Bhopal. This became possible due to constant support by the management and expert guidance of Registrar of Mittal Group Col F B Allavalli. The Facilities created/given to/for the cadets are 1. Paved path for March past. 2. Hurdle track for practice

3. Dummy rifles for drills 4. Free ration for the students. 5. Leave for attending camps 6. Duty Leave for NCC caretaker/ANO for attending the trainings & camps. 7. Frequent visits to the lake

for training navel cadets. Cadets daily carry out their drills with their full uniform in the morning before the classes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/NCC-annual-report.docx.pdf
Upload any additional information	View File

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

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

All the above guidelines are well documented & uploaded in the institutional website as Policies of MIE & Academic policies

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Policies-Of-MIE.pdf
Link to Organogram of the Institution webpage	https://mittalinstituteofeducation.org/sitemap/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff Mittal Institute of education has a very open , transparent and fair working environment for Teaching & non teaching staff. As it Provides a) The rule book of MIE - Policies of MIE clearly defines job role for every one. 1.Welfare measures for teaching and non teaching staff a) Annual merit based appraisal b) Free bus facility c) Annual all staff picnic for developing a sense of bonding and belonging. These practices also reduce stress & tension obvious of professional pressures. d) CPF facility available for the supporting staff. e) Monthly (last Saturday) all faculty gathering to celebrate birthdays and other personal achievements. f) Covered parking inside the college premises. g) Duty leave for attending seminar /conferences and any such professional programs. h) In house SDP as per job roles i) Aprons according to job roles j) Wards of deceased are aptly taken care of. roles of all the members of MIE. k) Common dress code for all the members of MIE. l) Covered campus with security guards and CCTV camera for safety of all. m) Non contact (facial) Biometric attendance

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Policies-Of-MIE.pdf
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

0

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Faculty Appraisal System of MIE

Faculty Appraisal System of MIE is like all other policies is very well defined and gives full credit to the efforts put up by the faculty in delivering the official duties in one session. Date wise records are maintained by the process coordinators if the tasks assigned are completed in time. There are 20 parameters and grades are in 5 point scale. These include 1.Daily Lecturers 2.Enriching e Contents in the Library. 3. Maintaining attendance register 4.Taking Laboratory Sessions 5.Practical Records 6.CCE / Assignments 7.Planning for Students visit (industrial/Museum/labs) 8.Organizing/Presenting of Guest lecturers & workshop related to the subject. 9. Control Dropout rate by students. 10. Research paper publication. 11. Conduction of Internal Examination, Bridge Classes, Remedial Classes, cultural/co curricular /Sports activities. 12. Internal Exam Question Papers 13.Maintaining TG Records Conduction of Final Practical examinations. 15. Online entry of CCE (internal) & practical marks

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

6.4.1 Both internal and external audits are carried out every year taking following steps

- Examine the previous financial statements.
- Noting of provisions applicable.
- Evaluation of internal control system.
- Examine the minute of the meeting and resolution.
- Verification of students fee register.
- Authorization for fee concessions .
- Verification of cashbook with respect of counterfoils of receipts and payments.
- Examination of capital fund regarding admission fees.
- Verify free studentship and concessions .
- Examine the bank pass book of different nature.
- Reporting of any arrears.
- Confirmation of any deposits and caution money and its treatment.
- Examination of expenses for library books and sports equipments.
- Checking of acknowledgement letter if any with regards to scholarship.
- Examination of payments with respect to prizes if any. Examine the salary register.
- Verify the Provident Fund Register.
- Check annual report with accurate supporting documents.
- Vouch payment for electricity, internet and water bill.
- Examination of payment for maintenance and any other miscellaneous expenses.
- Inspection of facilities given to students under any schemes associated with Government.
- Verification of Fixed Assets Register.
- Verify ownership and existence of Fixed Assets .
- Confirmation of statutory compliance i.e. P.F., Income Tax etc.
- Verification of separate statements of accounts for different funds.

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/procedures-and-policies/
Upload any additional information	View File

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

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

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Institution has a transparent and well planned financial management system. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. It aims at optimal utilization of the funds for the promotion of learner-centric ecosystem. The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself A financial advisory body is in place to manage the managed funds.

- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centers
- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes
- The extracurricular activities of the students are a major concern and adequate funds provide for sports and Cultural activities

- Provident fund(PF) and benefits are provided to the Management appointed staffs
- Financial Resources of the institution are Tuition fee
- Tuition fee is used for the infrastructure and academic activities
- Transparency and accountability is ensured by conducting an annual audit of the statements
- After a stipulated period of time, the accounts for all the funds are initially submitted to an external Chartered Accountant.
- The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/procedures-and-policies/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

1. Creating & adherence Academic calander

2 .Maintaining Academic environment

3.Academic evaluation System

4. Setting up bench mark for Co curricular & Extracurricular activities.

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/03/IQAC-MEETING-MINUTES.pdf
Upload any additional information	View File

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

Achievements after 1st cycle 1 Establishment & adherence to a firm academic environment in the institution. 2 Preparation of Academic calendar & Its compliance 3 New books purchased in library 4 New courses B.Sc , BCA, BBA, B.Com and M.Ed introduced. 5 NCC & NSS introduced 6 Bridge courses & Remedial Classes conducted 7 Midterm examinations were taken in accordance with university pattern. 8 External Academic, Annual Academic & Financial Audit conducted. 9 Students participated in cleanliness activities in adopted village & also took participated in voting awareness campaign. 10 Regular FDP Conducted Self Study Report of MITTAL INSTITUTE OF EDUCATION 11 Conveyance For Faculty & Students 12 Updating of Laboratories 13 Biometric Attendance For Students & Faculty 14 More than 1500 students benefited 15 University level cultural programs conducted 16 Webinars and seminars are conducted in regular intervals 17 Environment awareness created

File Description	Documents
Paste link for additional information	https://mittalinstituteofeducation.org/wp-content/uploads/2021/09/iqac-best-practices.pdf
Upload any additional information	View File

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

D. Any 1 of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Annual-report-20-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Guidelines For Prevention of "sexual misconduct" & Gender equality</p> <p>In MIE class attendance is compulsory and thus parents are mandated to entrust their wards to our education system. As a result of this mandate, "trust" has evolved into the operative foundation of the relationship of students with their faculty. It is from this foundation that the duty of teachers to act as a fiduciary in their students' best interest and to create and maintain a safe environment for their wards "Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety."</p> <p>For purposes of professional discipline, the MIE interprets the term "sexual misconduct" very broadly. It is incumbent on all staff/faculty/students to safeguard the well-being of their students from dangers inside and outside the campus of their certification. Apart from this policy which is given in Policies of MIE (chapter 3 pp 8), MIE sensitizes its students during orientation program and also addresses the issue while commemorating International women's day. In this session it was specially addressed to male students and faculties of the group.</p> <p>link of the report shared</p>	

File Description	Documents
Annual gender sensitization action plan	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Womens_day_report-1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Academic-policy.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste Management Non- Biodegradable waste is checked for up-cycling by ITI of the group, rest is given to scrap dealers for proper disposal. Biodegradable waste is disposed through Nagar Nigam system of waste collection. A vermicompost unit is coming up for converting garden & canteen waste into manure by the department of Life Sciences MIE 2- Septic Tank takes care of Liquid waste of a Block Of MIE. Rest of the liquid waste is connected to local sewer system 3- Biomedical waste - Not Applicable. 4-E Waste is given to vendors dealing with e -waste management. 5- Waste Recycling system- Metal and wooden scrapes of class room furniture is reused in the institute's work shop., rest is disposed through standard procedures.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://mittalinstituteofeducation.org/wp-content/uploads/2022/05/Van_Mahotsav_2021_Report-1.pdf
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	E. None of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

7.8.1.2

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

For Addressing the above issue series of activities are carried out . Activities for the session 20-21 were asunder. 1. A three day FDP was held on 26th to 28th Oct the areas covered were -Gender equality, IPR, Environmental Awareness and team work.

2. Webinar on Combating cancer through nutrition and Data Analytics was organized on 4th Feb and 6th March respectively.

3. One day Advanced Training for use of ICT in education (on MOOC) was conducted.

4. Graduation ceremony & Induction ceremony were organized for Graduating and newly admitted students on 9th Feb 21 & 12 Dec 20 respectively.

5. 9. NSS Orientation Program was organized on 10th May, cycle rally for promoting healthy living on 14th March., 7 day Van Mahotsav 1st to 7/07/2021

6. To commemorate Sadbhava Divas Nail art, face painting, mehendi, rakhi making was organized on 28/8/2020

7. Guest Lecture on IPR was held on 31st Aug 9.

8. On 24th September, movie Kargil was screened for NSS students

9. Saraswati Puja was organized by students of the B.Ed

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens is done by organising

1. The day at MIE starts with Flag hoisting & National anthem.

2.NCC & NSS activities

3.Commemoration of days like Vijay Divas, Parakram Divas, Independence day ,Republic days etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

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

- 1.Vijay Divas,
- 2 Parakram Divas,
3. Independence day ,
- 4 Republic days
- 5.Sadhbhavna Divas
- 6.Saraswati Puja
- 7.World Literacy day
- 8.Nutrition Week
- 9.Hindi divas
10. NSS Day
11. Gandhi Jayanti
- 12.New Year celebration
13. International Women's day
14. International Yoga Day

15. Van Mahotsava.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1.Title of the Practice:- "Education in human values and Discipline". 2.Goal To inculcate patriotism and Discipline To impart value-based education To arouse social consciousness To counsel the students for their emotional well-being. BEST PRACTICE II 1.Title : Activities to impart understanding of nature and its ways for a sustainable life . 2.Goal: To give educate students for a healthy lifestyle. To educate students for a cleaner and greener life style. To sensitize students in general and society in particular about environmental issues. To bring about behavioral change for environmental awareness.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness The overall development of the mind and body is a sign of a healthy and complete development. Hard work, 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 effortless 1 Administration The institution has developed and implement an absolutely transparent mechanism of functioning. Job roles are clearly defined in the document

-Policies Of MIE, uploaded in the institutional website.

2.Academics Academics is heart and soul of any institution. A unique system of Daily Lesson plan 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, 3 to 5 related questions to topics which is being taught, Reference Teachers teach students by demonstrating them directly in situ

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

1. Organising National Conference.
- 2.Organising University level Youth festival.
3. Apply for Exam center in the college
- 4 Filling of IIQA