

**LINGAYA'S LALITA DEVI
INSTITUTE OF MANAGEMENT &
SCIENCES**

MANDI ROAD, MANDI, NEW DELHI - 110047



**NAAC SELF STUDY REPORT 2017
Re-Accreditation (Cycle-II)**

SELF STUDY REPORT

NAAC SELF STUDY REPORT 2017 ACCREDITATION CYCLE II

Submitted to

National Assessment and Accreditation Council

By

Director

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**LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT &
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PREFACE



It is a great pleasure for us in presenting the 'Self Study Report', a document that elucidates the credentials of LLDIMS during the period under review, for re-accreditation by the National Assessment and Accreditation Council (NAAC). Our Institute was established in 2005 under the Gadde Charitable Trust with a spacious building and infrastructure located at Mandi Hills, South Delhi with the aim to impart Value Based Quality Education in higher education. The main objective of the Trust was to set up the Institute at the present location was to cater to the needs of aspiring population of the hinterland of Mandi village and other adjoining villages with a predominantly rural background and at the same time enable those belonging to urban areas to easily familiarize themselves with the rural background and hence conveniently understand the role of community in the development of the society.

The Institute has UG departments in Education, Management, Commerce and Journalism & Mass Communication. The College is having all the facilities including good classrooms with modern ICT facilities, spacious library with huge reading space, seminar hall, green campus with large area, Boys & girls common rooms, Pure drinking water with RO industrial plant, clean and hygienic toilets, practical labs, Wi-Fi facilities, power back up, yoga, separate hostel for boys & girls, dance & music room and a broad space for sports activities. Apart from different institutional committees, we have active Entrepreneurship cell, Training & Placement cell, Career counseling cell for overall development of our students. Our students bring laurels to our college in the field of sports, cultural, social and academic activities. Our college is continuously striving towards achieving its goal of imparting value based quality education to the students with rural background that constitute the major part of its student strength though the college has to operate within a certain framework with many constraints of rural area and limited resources. It has shown its growth potential in the past few decades on the academic as well as infrastructure front to prepare in this Self Study Report (SSR).

We have prepared the self-study Report in four parts, part –I is the Executive summary & brief profile of the departments, part-II is profile of the college and criteria-wise analytical report and part-III is the evaluative report of the departments and part-IV is annexure. The SSR in nut-shell is the mirror of our institution.

Now we take pleasure in submitting this Self – Study Report (SSR) to the National Accreditation Council (NAAC) for Re-Accreditation of our institution. The report has been prepared, with utmost care as per the revised self study manual of NAAC, covering all the aspects of different criteria based on the inputs congregated from all sections of the institute with a hope to imprint the Institute's credentials, cherished contributions made during the assessment period after the 1st Cycle of accreditation. Therefore, I humbly submit and fervently hope that this document may help the Institute in getting score higher than the last accreditation.

Prof. (Dr.) M. K. Jha
Director

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EXECUTIVE SUMMARY

Lingaya's Lalita Devi Institute of Management & Sciences, NAAC Accredited 'A' Grade Institute, UGC 2(f) approved, was established in the year 2005 under the Gadde Charitable Trust with a spacious building and infrastructure located at Mandi Hills, a distance of about 20 kms from Connaught Place & 6 kms from Chhatarpur Metro Station, New Delhi. The Institute is Eco-friendly & situated in a very ideal and lush green atmosphere away from noise and pollution of the city.

The main objective of the Trust was initially to set up the Institute at the present location to cater to the needs of aspiring population in the hinterland of Mandi and adjoining villages with a predominantly rural background and at the same time enable those belonging to urban areas to easily familiarize themselves with the rural background and hence conveniently understand the role of community in the development of the society.

This Institute which is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU) is a pioneer Institution in education running Four undergraduate programmes viz namely Bachelors of Business Administration (BBA), Bachelors of Commerce (B.Com(H), Bachelors of Journalism and Mass Communication BA(JMC)) and Bachelors of Education (B.Ed). The Institute seeks to foster the intellectual, professional, and behavioral and value based holistic development of students. The staff and students are constantly encouraged to further their academic pursuits & research initiative.

Games, Sports & Physical education are an integral part of the Institute education system. Many versatile students have brought accolades to the Institute by participating in academic, Co Curricular, extra Curricular activities and cultural events etc.

Excellent academic performances & meritorious University results of the students represent the Institute's creed of continuously striving for knowledge & learning. Each year students bring many laurels to the Institute by their participation in co-curricular and extra curricular activities and cultural events etc.

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The Institute has highly qualified and experienced faculty & staff, who have demonstrated extra ordinary capability in the field of teaching & research.

Nearly 1000 students are enrolled in various courses, assisted and supported by 66 capable members of the teaching staff and 25 members of the non teaching staff. The Institute has been upheld as the most preferred one in South Delhi and parents feel proud to have their wards study in the Institute.

Keeping the pedagogical tradition in mind, senior members of the Institute staff contribute actively in the making of the subject syllabus being the members of board of studies of the University.

The criterion wise self- analysis report is summarized as under :

1. CURRICULAR ASPECTS :

- At U.G. level Institute imparts professional education in the field of Management (BBA), Commerce (B.Com (Hons.)), Journalism and Mass Communication (BA(J&MC)) and Education (B. Ed).
- Value addition courses such as Personality Development & Entrepreneurship Skill Development Programme is added for the all around development of the students.
- The Curriculum designed by Guru Gobind Singh Indraprastha University(GGSIPU) is in such a manner that they are interdisciplinary like Environmental studies and Personality Development Programmes in BBA and BA(J&MC) etc. to foster a holistic development of the students.
- Training & Placement Cell, Physical education and sports, Academic and Career Counseling Cell, Welfare Committee, E-governance cell, Entrepreneurship cell and Grievance Cell etc are additional bodies which keep the students engaged in various creative and socially useful activities for their development.
- To instill a deep and abiding sense of the social and moral values, different festivals are organized enabling them to work independently as well as in groups.

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- Overall, the Institution has always aspired to maintain excellent standards in the field of academic & extra curricular activities.

II- TEACHING- LEARNING AND EVALUATION

- Students fulfilling the eligibility conditions are admitted based on result of common entrance test (CET) conducted by Guru Gobind Singh Indraprastha University (GGSIPU).
- Even after admission the student's knowledge and skills are periodically assessed through various academic and non academic programmes.
- Teaching is totally learner-centric. Different techniques used by the Institute are (a) interactive teaching through black board (b) Audio- Visual aids (c) through Lab work & assignment/ Projects etc.
- Teaching endeavor to take extra care of weak students and provide remedial teaching classes for them.
- Recruitment of regular faculty is undertaken by constituted selection committees as per the University norms. The posts are properly advertised in leading news papers.
- Self-Evaluation done by the teachers is further monitored by Head of Department.
- Teachers organize, conduct and participate actively in regional, state, national, international level seminars, conference & workshops and FDPs for their professional enhancement. They also attend refresher and orientation courses which serve as a forum for professional and academic development. The teachers deliberate upon and expand their views in these events.
- Students are sensitized to global problems and concerns through such programmes as Adult Education, AIDS awareness, Community Development, Health & Hygiene, Population Education, Environmental problems, women- related problems. These are conducted through camps, short programmes and debates. Participation in Community level programmes also contributes towards developing social awareness among students enabling them to recognize their responsibilities and translate them into action.
- Students are honed in moral & social values and emphasis is laid on quality of life

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rather than on material success, thus harmonizing with the pluralistic cultural heritage of our country.

- Since a teacher is always a student, first and foremost, our teachers aspire to update themselves, remain in contact with eminent personalities and various research organizations in their respective subjects in order to abreast their knowledge with the happening in current times.

III- RESEARCH- CONSULTANCY & EXTENSION

- To promote research culture amongst faculty members, the Institute always supports & encourages its lecturers to take up research work. The Faculty are highly qualified, learned and experienced.
- Teachers are encouraged to undertake research projects from funding agencies such as UGC and other agencies.
- The faculty is free to participate in any such educational programme which may prove beneficial for their students and ultimately for the institution at present or in future.
- To inculcate the habit of help/service, the curriculum- extension emphasizes community service. For this purpose, various clubs are formed by the Institute. All these clubs provide different types of help like pulse Polio, AIDS awareness, feeling of National integration, serving in old age homes etc.

IV- INFRASTRUCTURE AND LEARNING RESOURCES

- The Institute has established a sound infrastructure over the years to keep pace with academic growth of the institution.
- The Institute has a big Library with a reading room and digital facilities. It is managed by a team of trained library staff. An advisory committee headed by a senior faculty member ensures its efficient functioning. There are 21,739 texts, lending and reference books with about 7,513 titles & it subscribes to 22 Indian magazines and 07 news papers. It remains open and accessible to students and staff for 8 hrs. on all working days.

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- The Institute has a good number of well furnished classrooms and laboratories.
- Different departments share their resources and equipments for full and optimum utilization of the available space and facilities in the institution.
- The Institute maintains facilities for indoor and outdoor games. It has Volleyball, Badminton, Kabaddi and Table Tennis facilities. The students are encouraged in number of ways to perform their best. Sports day is organized annually.

V- STUDENTS SUPPORT AND PROGRESSION

- The Institute publishes its updated prospectus annually which carries full details about the available courses and other details as prescribed by the University.
- The Feed back is taken on semester basis. Feedback about the teachers is also taken seriously and if not favorable, proper remedial action is taken. The feedback is taken on a semester basis.
- Medical Aid, separate Boy's and Girl's common rooms, Boy's and girl's hostels, cafeteria and other facilities are available on the campus.
- The Institute magazine is published regularly displaying the achievements of the students & teachers. The magazine provides opportunities to the students to express their creative urges and abilities through writing on different aspects of life.
- The main purpose of education is to keep in mind first & foremost the development and shaping of personality of the students and their welfare. Keeping this in mind, the teacher counselors in Academic and Career Counseling Cell provide guidance and counseling to the students in their academic problems and career planning. In addition, various co-curricular activities are organized by the Institute like festival celebrations-literary activities like debates, essay writings, story telling etc.
- The Institute functioning is coordinated and monitored by different committees. The programmes of various curricular and co-curricular activities are prepared by the faculty members. The Institute has constituted various committees for academic activities relating to Admission, Time Table, Discipline, Academic Calendar, Sanitation, Cultural Activities, Debates, Sports, Library and Examination etc. for

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the efficient working of the Institute. Students are also part of various committees.

- Alumni of the Institute hold eminent positions in academic and other fields in India. They also provide helpful suggestions related with the problems of the students, introduction of new courses etc. as per the needs of the current time & society through Alumni Association of the Institute.
- Our Students participate in various inter Institute competitions and various competitions organized by social invitations.
- The other aspects of students support are –
 - Career Counseling
 - Grievance Redressal Procedure.
 - Training & Placement Cell
 - Entrepreneurship Cell

VI- GOVERNANCE & LEADERSHIP

The Institute functions under the supervision and guidance of Institute managing committee which consists of eminent educationists and experts. It provides valuable inputs in terms of planning, recruitment and financial management.

- For efficient running of the administrative and academic systems, for decision-making and monitoring, management techniques are used by making different committees like Finance Committee, Building Construction Committee, Purchase Committee etc. comprising of various members from the faculty, staff and external experts.
- There is a student's grievance redressal cell to solve the problems of the students in the campus. Beside this, the grievances, if any of the teaching and other staff are solved by one to one dialogue with the related person/organization in presence of the discipline committee or in the presence of the Director and/or management, fairly and expeditiously so that the work and environment do not suffer.
- The Institute charges fee as decided by the University and Govt. of NCT, Delhi guidelines. All the finances of the institution are judiciously allocated and effectively utilized to make the programmes & functioning cost effective.

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- The accounts of the Institute are periodically audited by a Chartered Accountant.

VII- INNOVATIVE PRACTICES

- The Institute is sensitized to the latest managerial concepts such as planning, decision making and team work. Various committees are formed so that talent, idea and efficiency of all the staff and students can be utilized to earn laurels for the institution.
- Teachers make links with eminent person, research organizations and industries.
- Educational institutions are forceful tools for cultivating and nurturing social and moral values. Students participate in various curricular and co-curricular activities like extensive lecturers, Festival Celebrations, Games etc. which are organized to suit different tastes, and also to ensure all round development of personality of the students.
- In nut shell a high quality infrastructure, management of great repute and the presence of dedicated and out- standing faculty is just the right amalgam for charting new paths of glory in the field of education and in service of nation. This Institute aims at meeting the emerging needs of future by developing the appropriate strategies in terms of new courses of studies, innovative method of teaching to raise competent and capable students who can face challenges with strengths of purpose and determination to succeed.

SWOC Analysis

STRENGTHS:

- The institute is not only restricted to classroom teaching but includes various range of enrichment activities to create uniquely enabling experience for student to help each one and accomplish the generic goal of education. The Institute have variety of methods for interacting and innovative methods including the use of ICT, tutorial & continue assessments.
- The organisational decisions are taken by experienced academicians favouring quality in education. The organisation has a well defined hierarchy to address various organisational concerns. Highly qualified matured faculty members work in autonomous and democratic environment.

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- The institute organizes enrichment programmes to consolidate learning. This has strong linkage with highly acclaimed scholars and vast network with other organization so as to add value to the teaching- learning system.
- The Institute organizes such activities for overall development of the students this includes student presentation, quiz test, student seminar, cultural programmes, health awareness and one flagship event of the institute “Zeal” annually to create active participation of students and multi dimensional development of our students.
- BBA, B.COM(H), BJMC & B.Ed course is popular, has high social value and good demand.
- The institute has modern & State of Art infrastructure for Value Addition of students. Management is supportive and resourceful.
- For best teaching-learning outcome & to facilitate innovative practices, we maintain Teacher- student ratio as 1:15.
- The institute emphasizes on faculty development programmes, sharing of best practices, experts talks and involvement of experts in academic and research activities. To enhance the research acumen, project work is an integral part of the curriculum. Effective and good feedback system to take care of suggestions and concerns for effective decision making.
- This provides efficient, transparent and required access to all associated with academic activity.
- The students adapt to various cultural ethos and value system through organisation of regional cultural activities and festivals. The students also acquire awareness to various language dialects gradually that makes them more confident to face real life situations after graduation.

WEAKNESS:

- There are curricular constraints on account of the prescribed curriculum. Pertinent changes can be affected only through the university system, following is a felt need for introducing more application courses and those of procedures that are often tedious. The college feels more interdisciplinary opportunities.
- Student involvement in sports and games are limited due to space constraints.

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- Being an Affiliated Institute and not being certified under UGC Act (12B), research & innovation needs to be supported by the Government Departments & Ministries.
- The Institute has a locational disadvantage being located in a Rural setting of urban area away from the city. The infrastructure in neighbourhood is not properly developed which is major influencing factor affecting admissions and employee retention.
- Postal and effective banking services are not located in close proximity.

OPPORTUNITIES:

- The Institute organize faculty development programmes and faculty enrichment programs and students' centred activities for development of students and faculty members.
- Organize high profile seminars, conferences, workshops to enhance institution's visibility.
- Being located in NCR, offers opportunities of sharing resources, with other Institutions such as laboratories, libraries and consultation with large number of experts.
- Motivation, support and involvement of senior Management in giving impetuuous to innovation for contributing to the society in a big way.
- Adequate opportunities for innovation in collaboration with Industry and Alumni.
- The organisation has already incorporated an ERP system this year to be customised to facilitate effective control & evaluation.
- Opportunities exist in having judicious mix of conventional faculty/teacher led learning with e-material developed by experts and conducted by facilitators.
- Enhanced interaction with the Industry will result into better placement.

CHALLENGES:

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- To create a stronger brand image to attract more students from a bigger geographical area and competing with many similar institutions.
- Develop a strong research culture and encourage teachers to enhance their competency by acquiring higher qualifications.
- Strengthen institution community linkage to create synergies.
- To create and organize innovative value added courses for holistic development and self actualization of the individual as a teacher.
- Due to greater competition developing and retaining suitable faculty who are interested and excel in research, consultancy etc has become a challenge.
- Long term continuation of faculty with the institute for long term commitments.
- Adoption and acceptance of technology change and management.

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A. Profile of the Departments

Department of Management

Items	Responses
1. Name of the Department	Management (BBA)
2. Year of Establishment	2005
3. Number of approved Teachers	25
4. Number of Administrative Staff	02
5. Number of Technical Staff	02
6. Number of Teachers and Students	25/362
7. Demand Ratio (No. of seats : No. of applications)	180*
8. Ratio of Teachers to Students	1:15
9. Number of research scholars who had their master's degree from other institutions	N/A
10. The year when the curriculum was revised last	2009
11. Number of students passed NET/SLET etc. (last two years)	N/A
12. Success Rate of students (What is the pass percentage as compared to the University average?)	100%
13. University Distinction/Ranks (Last five years)	Average 30% are distinction holder
14. Publications by faculty (last 5 years)	149
15. Awards and recognition received by faculty (last five years)	01
16. Faculty who have Attended National and International Seminars (last five years)	250
17. Number of National and International seminars organized (Last five years)	05
18. Number of teachers engaged in consultancy and the revenue generated	N/A
19. Number of Ongoing projects and its total outlay	N/A
20. Research projects completed during last two & its total outlay	N/A
21. Number of inventions and patents	N/A
22. Number of Ph. D theses guided during the last two years	N/A
23. Number of Books in the Departmental Library, if any	4378
24. Number of Journals/Periodicals	34
25. Number of Computers	200
26. Annual Budget (Excluding Salary)	Refer Annexure VII

*The institute is affiliate with GGSIP University and Information regarding no. of applications received is maintained by the affiliating University.

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B. Profile of the Departments

Department of Commerce

Items		Responses
1.	Name of the Department	Commerce [B.Com.(H)]
2.	Year of Establishment	2013
3.	Number of approved Teachers	10
4.	Number of Administrative Staff	01
5.	Number of Technical Staff	01
6.	Number of Teachers and Students	10/148
7.	Demand Ratio (No. of seats : No. of applications)	60*
8.	Ratio of Teachers to Students	1:15
9.	Number of research scholars who had their master's degree from other institutions	N/A
10	The year when the curriculum was revised last	2013
11	Number of students passed NET/SLET etc. (last two years)	N/A
12	Success Rate of students (What is the pass percentage as compared to the University average?)	100%
27.	University Distinction/Ranks (Last five years)	Average 23% are distinction holder
28.	Publications by faculty (last 5 years)	80
29.	Awards and recognition received by faculty (last five years)	01
30.	Faculty who have Attended National and International Seminars (last five years)	95
31.	Number of National and International seminars organized (Last five years)	10
32.	Number of teachers engaged in consultancy and the revenue generated	N/A
33.	Number of Ongoing projects and its total outlay	N/A
34.	Research projects completed during last two & its total outlay	N/A
35.	Number of inventions and patents	N/A
36.	Number of Ph. D theses guided during the last two years	N/A
37.	Number of Books in the Departmental Library, if any	4378
38.	Number of Journals/Periodicals	34
39.	Number of Computers	200
40.	Annual Budget (Excluding Salary)	As per Annexure VII

*The institute is affiliate with GGSIP University and Information regarding no. of applications received is maintained by the affiliating University.

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C. Profile of the Departments

Department of Journalism & Mass Communication

Items	Responses
1 Name of the Department	Journalism & Mass Communication [BA(JMC)]
1 Year of Establishment	2005
3 Number of approved Teachers	18
4 Number of Administrative Staff	02
5 Number of Technical Staff	02
6 Number of Teachers and Students	18/258
7 Demand Ratio (No. of seats : No. of applications)	120*
8 Ratio of Teachers to Students	1:15
9 Number of research scholars who had their master's degree from other institutions	N/A
10 The year when the curriculum was revised last	2009
11 Number of students passed NET/SLET etc. (last two years)	N/A
12 Success Rate of students (What is the pass percentage as compared to the University average?)	100%
13 University Distinction/Ranks (Last five years)	Average 32% are distinction holder
14 Publications by faculty (last 5 years)	79
15 Awards and recognition received by faculty (last five years)	02
16 Faculty who have Attended National and International Seminars (last five years)	230
17 Number of National and International seminars organized (Last five years)	02
18 Number of teachers engaged in consultancy and the revenue generated	N/A
19 Number of Ongoing projects and its total outlay	N/A
20 Research projects completed during last two & its total outlay	N/A
21 Number of inventions and patents	N/A
22 Number of Ph. D theses guided during the last two years	N/A
23 Number of Books in the Departmental Library, if any	2079
24 Number of Journals/Periodicals	25
25 Number of Computers	200
26 Annual Budget (Excluding Salary)	As per Annexure VII

*The institute is affiliate with GGSIP University and Information regarding no. of applications received is maintained by the affiliating University.

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D. Profile of the Departments Department of Education

Items	Responses
1. Name of the Department	Education (B.Ed.)
2. Year of Establishment	2006
3. Number of approved Teachers	13
4. Number of Administrative Staff	02
5. Number of Technical Staff	01
6. Number of Teachers and Students	13/193
7. Demand Ratio (No. of seats : No. of applications)	100*
8. Ratio of Teachers to Students	1:15
9. Number of research scholars who had their master's degree from other institutions	N/A
10. The year when the curriculum was revised last	2014
11. Number of students passed NET/SLET etc. (last two years)	N/A
12. Success Rate of students (What is the pass percentage as compared to the University average?)	100%
41. University Distinction/Ranks (Last five years)	Average 54% are distinction holder
42. Publications by faculty (last 5 years)	54
43. Awards and recognition received by faculty (last five years)	02
44. Faculty who have Attended National and International Seminars (last five years)	250
45. Number of National and International seminars organized (Last five years)	05
46. Number of teachers engaged in consultancy and the revenue generated	N/A
47. Number of Ongoing projects and its total outlay	N/A
48. Research projects completed during last two & its total outlay	N/A
49. Number of inventions and patents	N/A
50. Number of Ph. D theses guided during the last two years	N/A
51. Number of Books in the Departmental Library, if any	7997
52. Number of Journals/Periodicals	33
53. Number of Computers	200
54. Annual Budget (Excluding Salary)	As per Annexure VII

*The institute is affiliate with GGSIP University and Information regarding no. of applications received is maintained by the affiliating University.

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1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Lingaya's Lalita Devi Institute of Management & Sciences	
Address :	847-848, Mandi Road, Village Mandi, New Delhi	
City : Delhi	Pin : 110047	State : Delhi
Website :	www.lldims.org.in	

2. For Communication :

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Prof. (Dr.) M. K. Jha	O: 26651112-3 R:	8285615491	26651050	director.ldims@gmail.com
Vice Principal	NA	O : R			
Steering Committee Co-ordinator	Dr. Pranav Mishra	O: 26651112-3 R:	9811434276		mishpranav@gmail.com

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

✓

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

✓

b. By Shift

i. Regular

ii. Day

✓

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iii. Evening

5. It is a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding: Government

Grant-in-aid Self-financing

Any other

7. a. Date of establishment of the college: 29 July 2005 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Guru Gobind Singh Indraprastha University,

Sector-16 C, Dwarka, New Delhi.

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	14 October 2016	F.No. 8-655/2015(CPP-I/C) dated 14 Oct. 2016
ii. 12 (B)	In Process	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	BBA	29 July 2006	2016-17	As per University Norms validity provided annually after
ii.	BA(JMC)	29 July 2005	2016-17	

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iii.	B.Com.(H)	July 2013	2016-17	inspection & audit report submitted
iv.	B.Ed.	23 Sept. 2005	2016-17	

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

No Yes
√

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

√ Yes No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency ...NAAC..... and

Date of recognition: ...05.. July 2012..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	3678 sqm. or (0.91 acres)
Built up area in sq. mts.	8317.84 sqm

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the

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facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities : Yes with 1000 seating capacity
- Sports facilities
 - * Indoor play ground
 - * Gymnasium
- Hostel
 - * Boys' hostel
 - i. Number of hostels - 0 1
 - ii. Number of inmates- Nil
 - iii. Facilities (mention available facilities)
AC, RO, Mess, TV, Guest Room & Common Room
 - * Girls' hostel
 - i. Number of hostels - 01
 - ii. Number of inmates- Nil
 - iii. Facilities (mention available facilities) –
AC, RO, Mess, TV, Guest Room & Common Room
 - * Working women's hostel : No
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) – Staff Quarter 04 Nos.
- Cafeteria — Yes
- Health centre – Yes

First aid ✓, Inpatient ✓, Outpatient, Emergency care facility ✓, Ambulance ✓....

Health centre staff –

Qualified doctor	Full time ✓	Part-time
Qualified Nurse	Full time	Part-time

- Facilities like banking, post office, book shops – No
 - Transport facilities to cater to the needs of students and staff - Yes
 - Animal house - No

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- Biological waste disposal - No
- Generator or other facility for management/regulation of electricity and voltage - Yes
- Solid waste management facility - No
- Waste water management - No
- Water harvesting – Applied for permission.

12. Details of programmes offered by the college (Give data for current academic year)

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	BBA/ B.Com.(H)/ BA(JMC)	3 Years	10+2	English	180/ 60/ 120	769
2	Post-Graduate	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
3	Integrated Programmes PG	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
4	Ph.D.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
5	M.Phil.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
6	Ph.D	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
7	Certificate courses	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
8	UG Diploma	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
9	PG Diploma	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
10	Any Other (specify and provide details)	B.Ed.	2 Years	Graduation (10+2+3)	English	100	196

13. Does the college offer self-financed Programmes?

Yes No

(The Institute is affiliated with GGSIP University. As per rule of University this is not applicable).

If yes, how many? N.A.

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14. New programmes introduced in the college during the last five years if any?

Yes	√	No		Number	01
-----	---	----	--	--------	----

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History)	UG	PG	Research
Science	NA	NA	NA	NA
Arts	BA(JMC)	√	NA	NA
Commerce	B.Com.(H)	√	NA	NA
Any Other (Specify)	Management (BBA) Education (B.Ed.)	√ √	NA	NA

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- | | | |
|---------------------|--|--------------------------------|
| a. annual system | | <input type="text"/> |
| b. semester system | | <input type="text" value="√"/> |
| c. trimester system | | <input type="text"/> |

17. Number of Programmes with

- a. Choice Based Credit System : N.A.
- b. Inter/Multidisciplinary Approach : N.A.
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

- Yes No

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If yes,

a. Year of Introduction of the programme(s) 29 July 2005 (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: F.NRC/NCTE/F-3/DH-207/10327

Date: 23-09-2005 (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No \checkmark

19. Does the college offer UG or PG programme in Physical Education?

Yes No \checkmark

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government	06		10		50		22		04	

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Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	5	1	6	4	21	29	18	04	04	00
<i>Yet to recruit</i>	0	0	0	0	0	0	0	0	0	0

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	5	1	6	4	6	4	26
M.Phil.	0	0	0	0	4	10	14
PG/NET	0	0	0	0	11	15	26
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	02	01	03
PG	-	-	-	-	02	01	03

22. Number of Visiting Faculty /Guest Faculty engaged with the College - 07

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	0	14	0	14	4	16	3	19
ST	0	1	0	0	1	1	1	0

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OBC	4	0	6	4	1	13	10	14
General	104	126	138	127	195	169	176	165
Others	1	0	3	0	0	0	4	0

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	352	-	-	-	352
Students from other states of India	40	-	-	-	40
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	392	-	-	-	392

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs. 52,000/-

(b) excluding the salary component

Rs. 22,000/-

27. Does the college offer any programme/s in distance education mode (DEP)?

No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

NA

d) Programmes carry the recognition of the Distance Education Council.

- NA

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28. Provide Teacher-student ratio for each of the programme/course offered

B.Ed. – 1:15

BBA - 1:15

B.Com.(H) – 1:15

BA(JMC) – 1:15

29. Is the college applying for

Accreditation : Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **5 July 2012** (dd/mm/yyyy) Accreditation Outcome/Result: **A (3.10 – LLDIMS), A (3.14 - Deptt. Of Education, LLDIMS)**

Cycle 2: _____ (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC

15 May 2008 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

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AQAR (i) 31-12-2014 (dd/mm/yyyy)

AQAR (ii) 01-06-2015
(dd/mm/yyyy)

AQAR (iii) 25-04-2016
(dd/mm/yyyy)

AQAR (iv) 13-12-2016
(dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

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CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

The Lingaya's Lalita Devi Institute of Management & Science shall constantly strive to:

- Emerge as an educational /professional center of excellence of professional education to students and thus facilitating them to play a pivotal role in Nation's programme of industrial development.
- Transform our students into thoroughbred knowledge workers in the contemporary corporate world through an all - round professional development using effective didactic approach.
- Become an institute with a close social and industrial interface

Mission:

Lingaya's Lalita Devi Institute of Management & Sciences strives to provide the best educational, professional training to its students. It seeks to develop skills, knowledge and improve the overall personality of the students with respect to education as well as responsibilities towards the society. The institute is dedicated to improve social and economic standards of the society by working for human welfare through education.

It aims to:

- Inculcate practical knowledge with theoretical background in order to develop a bent of mind which is more professional and conforms to the recent and required skills for the respective profession
- Transform students into knowledge workers who would be trained not only for the field of their choice but at the same time would work for the betterment of society.
- Make a constant effort to develop spiritual and mutual culture that would help for the upliftment of the society.

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The vision & Mission of the Institution is communicated to the students, teachers, Staff & other stakeholders through the web Site of the Institute, Prospectus & it is predominately communicated through the orientation programme conducted by the Institute in the beginning of the every academic year. This is being displayed in the campus at different locations so that it can attract attention to students, teachers, staff members and other stakeholders of the institute very often so as to have the better understanding and memorizing these statements.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The effective implementation of the curriculum is achieved through Class-room teaching, Seminars, Study tours, Projects, Student presentation, industrial visits, assignments, Communication skills Debate, Essay and Quiz competitions.

- (a) We have the prescribed format of teaching plan or lesson plan prepared by the academic experts of the institution indicating the content time period methodology references and activities which is being properly filled up by the respective teacher and approved by the H.O.D. and the director and then frozen for the particular subjects and this makes the essential part of our course file. This is being monitored by the respective H.O.D periodically with their recommendation and areas of improvement.
- (b) The institute conducts feedback session at regular interval at least 2 times in a semester.
- (c) We have the provisions for the nomination of class representatives and periodical meetings with C.R class in order to have the completion of the syllabus and effectiveness implementation of lesson plan.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The institute provides ample support in terms of infrastructure resources, ICT facilities ,modern teaching tools such as LCD Projectors, software's, soft copies of teaching material like audio clips, online access virtual classroom etc. In order to ensure effective teaching- learning system the institution adopts practical approaches such as case studies, group discussions, assignments, projects, visits, modeling & simulation, tutorials. To translate the curriculum and teaching

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practices into action, our institution provides ample scope for our teachers to attend Refresher courses, Orientation courses, Workshops and Contact Programmes organized by different universities and institutions from time to time.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Numbers of measures are taken from time to time to ensure effective curriculum delivery. For example development of infrastructure is a continuous process. Seminars and other programmes are conducted by Resource Persons, Master Trainers and people with expertise visit the college to encourage and motivate the students for a better career and better life. They deliver lectures and share their experiences with the students and teachers. It helps them to enrich their performance, practical training /experience is given high importance.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Yes, the institution use the guidelines laid down by the statutory bodies for developing and/ or restructuring the curricula. The institution has the corporate resources centre being headed by the faculty members for each stream. they have the regular network with industry and corporate offices. They have also linkage with various management and professional bodies, association and have regular interaction so as to update the knowledge and the new practices. Students have the opportunity to regularly visit as these places to acquire new sets of knowledge. Industries visits are the most powerful source to gather new knowledge and to get practical exposure enhance the institutions pays at most attention priorities for industrial visits. We regularly organize guest lecture session from industries and other bodies, seminar and workshops for effective implementation of curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The Institute obtains feedback on curriculum from employers and industries on occasional basis and suggestions made by them are being forwarded to the Board of Studies for necessary actions.

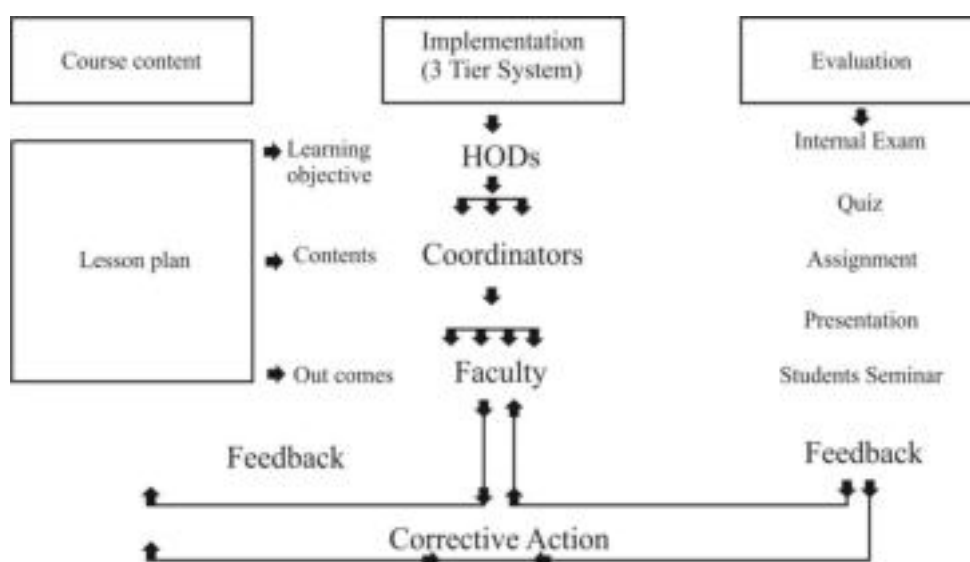
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The members of Board of Studies are academic peers who look into the suggestions and forward to GGSIPU for necessary alterations and additions in curriculum. As the alumni were formed 2011 onwards we will also solicit their suggestions on the curriculum from time to time. Feedback on curriculum is not obtained from students and parents but due weightage is given to the suggestions made by the students on particular subjects during the academic year. If the students want to know some extra details our faculty provides the same though it may be out of curriculum.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by if ‘yes’ give details on the process (‘Needs Assessment’, Design, development and planning) and the courses for which the curriculum has been developed.

No as we are affiliated to GGSIPU we follow the prescribed curriculum designed by Guru Gobind Singh Indraprastha University.

1.1.8 How does institution analyze ensure that the stated objectives of curriculum are achieved in the course implementation.



The institute plans and implements various activities like organizing study tours, industrial visits, seminars, conferences, invites eminent personalities to address students, give a platform to students to participate in live television show to directly interact with corporate & professionals in order to widen the horizon of the students. We have the monitoring process by the HOD of all

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department and they modify periodically the performance of the teachers on the basis of materials given to the students and getting feedback from students for justifying the learning objectives and outcomes are achieved as illustrated in the lesson plan.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Yes, the academic programmes as prepared by GGSIP University are in line with the Institution's goals and objectives. The institute has taken keen interest in the process of designing the course curricula of the university in the field of management as well as journalism and education followed the same with a determination to fulfill the needs of the society in all relevant areas as mentioned. We have additional courses (PDP, Reasoning and English language etc) by the institution for grooming our students and to qualify various exams and interviews.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

At present our institute does not offer programmes that facilitate twinning dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

It is reiterated that this institute is affiliated to GGSIP University and runs the following programmes:

- a) Bachelors of Business Administration (BBA)
- b) Bachelors of Arts in Journalism & Mass Communication BA (J&MC)
- c) Bachelors of Education (B.Ed.)
- d) Bachelors of Commerce B.Com (H)

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The programmes and course curricula are designed by the university who has committees seeking suggestions from other affiliated institutes for bringing the changes in the syllabus. There is, thus, limited academic flexibility inherent in the institute.

The details of the above asked provisions with reference to academic flexibility, value addition and course enrichment are following:

a) Core options

All the subjects of BBA and BA(J&MC) are core subjects.

b) Elective Options

Elective option are given to the students in B.Com(H), B.Ed.

c) Add on Courses

In order to provide all round development of students the Institute has outsourced Personality Development programs (PDP) for the students. Besides the Institution is giving exposure to students through industrial visits, educational tours and organizing conference, seminars, workshops, guest lectures, language course, reasoning etc.

d) Interdisciplinary Courses

The interdisciplinary course designed by Guru Gobind Singh Indraprastha University (GGSIPU) does not indicate any provision to start such courses by interdisciplinary the affiliated institute.

e) Flexibility to the students to move from one discipline to another.

There is no provision under GGSIPU rules for the students moving from one course to another.

f) Flexibility to Pursue the Programme with reference to time frame (flexible time for completion)

Our institute is affiliated to GGSIPU. As per the university norms a student is to complete the full course in n+ 5 years.

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1.2.4 Does the institution offer self-financed programmes? If ‘yes’,

List them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The Institute has no self-financed Programmes as the same are not permitted by the GGSIP University

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

Our institute organizes periodically programmes for development of interview skills, presentation skills, public speaking skills and decision making skills for our students so as to compete with the global/domestic employment market. They also undergo frequently for industrial visits, personality development programme, school experience programme, field visits, industrial visits, summer internship programme, career counseling sessions and international language courses.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

As per the instructions laid by the affiliating university we are not suppose to start any distance learning programmes nor provide any opportunity to choose such courses for our students.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

Efforts are made by our institution to supplement the University’s curriculum. In addition to the class-room teaching of the prescribed texts, students are given remedial classes and extra study materials prepared by the teachers at their personal level. Teachers assist the students in Project

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works, practice papers, question banks, Seminars, Workshops, Essay and Debate competitions are conducted from time to time to enhance their performance and to enrich their horizon of knowledge.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Our institute organizes periodically programmes for development of interview skills, presentation skills, public speaking skills and decision making skills for our students so as to compete with the global/domestic employment market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The course curriculum is finalized by Guru Gobind Singh Indraprastha University (GGSIPU) in consultation with a core group represented by faculty members/ experts from various affiliated institute / colleges .The syllabus is finalized keeping in view the contemporary relevance of the subject matter and information and communication technology (ICT) is an important part of syllabus. Apart from this, the Institute facilitates ICT tools to the faculty members to make the transfer of technology for effective learning. This helps the students to compete in global employment markets.

- Under Swachh Bharat Abhiyan in 2014 a cleanliness drive was organized by the institute.
- Last year institute had organized Social Awareness Programme on environment students prepared eco friendly dustbins, posters and talked about hygiene and health issues.
- We are organizing time to time nature walk.
- Activities and competitions organized regarding recycling (use of waste material) process.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Moral and ethical values
Employable and life skills
Better career options
Community orientation

Cultural development is a part of national development. No development can be attained without removing the hurdles in the way to development. Curriculum of B.B.A & BA(J&MC), B.Com. (H) & B.Ed. bears a thrust on national development through economic and industrial development & cultivates the professional to contribute to the development through the fourth estate respectively with high sense of value & virtues using every instrument including technology. Curriculum with a harmonious learning environment of the college creates the quest of excellence and aims to foster global competencies among the students. Time management, goal setting, stress management, community awareness programme, and yoga camp are organized for the holistic development of the students

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback is taken from the faculty members in the Staff Council Meetings. Participation of the students in class room teaching and learning is assessed. Student's feedback is also taken about their needs, problems and instant remedial actions are taken accordingly. Parents are also an important part of our feedback system. The institute organized C.R meeting, PTM etc.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

We have 3 tier system for evaluation of quality of curriculum enrichment programme: 1st at the faculty level where they evaluate the performance of the students by conducting class test, assignments, presentation and quiz test. 2^{ndly} the class coordinators level who acknowledge the performance of class room teaching by conducting students feedback periodically at the interval of one month. 3rd ly at HOD levels who oversee and monitor the entire academic process and the activities by evaluating teaching learning process methodology, pedagogy and the inputs provides to the students by their respective teachers.

The Director in association with the H.O.Ds monitors and evaluates the quality of the enrichment programmes. Our feedback system and IQAC ensure that the students participate in the enrichment programmes.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Since the institute is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU) it follows the curriculum framed by the university GGSIPU is a premier university in India at Delhi. The Institute co-participates and plays an active role in the revision and reframing of syllabus and curriculum of the courses. The university always gives high thrust to our suggestions regarding curriculum designing of Journalism and Mass communication and Management courses.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The Institute obtains feedback on curriculum from employers and industries on occasional basis and suggestions made by them are being forwarded to the Board of Studies for necessary actions. Whenever the University demands representation from the institutions we send our representative with feedback received from students, parents and industries. The members of Board of Studies are academic peers who look into the suggestions and forward to GGSIPU for necessary alterations and additions in curriculum. As the alumni association has been already formed, we also solicit their suggestions on the curriculum from time to time. Meeting with Class Representative (students) are conducted by the Director and HODs just in order to know whether any suggestion being received for the enrichment process and due weightage is given to the suggestions made by the students on particular subjects during the academic session.

Feedback and suggestions are received through Parent Teacher meeting, suggestions box schemes and ERP system.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

Yes. We have introduced B.Com (H) programme from 2013.

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CRITERION - II

TEACHING LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1. How does the college ensure publicity and transparency in the admission process?

The Institute is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU). The University publishes the admission brochures in which profile of all the Institute/Institutes affiliated with the University are given. The profile, interalia contains information regarding courses of study at a particular Institute, infrastructure, location and all other relevant details. These information are individually displayed by respective Institutes on their web-sites as well. The University issues the advertisement through print and electronic media for wider dissemination amongst the aspiring students likely to join the University/affiliated Institutes.

The College ensures publicity in the admission process as under:

a) Annual Prospectus: The institute publishes the annual prospectus which contains detailed information about the courses including process of admission and the facilities provided by the College.

b) Institutional Website: Institutional website has been developed. Complete details are placed on the website to facilitate online access to the requisite information about the college.

c) Advertisement in Newspaper: Admission schedule for all courses is advertised centrally in leading local/state daily newspapers.

d) Institutional Notice Board: Detailed information regarding the admission process is displayed on the college notice board.

e) Hoardings- Hoardings of the college are displayed at the prime locations in the city. In these hoardings, information about admission and contacts are provided.

The college has a transparent admission process. The admission process in each course is based on the norms of GGSIP University. The dates of admission for various courses as per university guidelines are displayed on the website, and advertised through Newspaper.

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2.1.2- Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

ADMISSION PROCESS OF ALL PROGRAMS

For admission in BA(J&MC), BBA and B.Com (H) is done through Common Entrance Test (CET) and Central Online Counseling conducted by GGSIP University. The Institute affiliated with the University have, nothing to do with process of admission till the Candidates are nominated to a particular Institute. The central counseling is conducted by the University, on the basis of their rank obtained in the CET they get admission in the affiliated institutes . The Institute has, therefore, no direct role in the admission process.

Presently University is running its two year regular Bachelor of Education (B.Ed.) program through its affiliated Institutes. Lingaya's Lalita Devi is one of the affiliated Institutes which is offering B.Ed. program. The process of admission generally starts by advertising it through the University Admission Brochure in the month of March every year. The University invites applications from eligible candidates for admissions to the B.Ed. program mentioned in the beginning of this Admission Brochure. The University also publicizes its admission through leading National dailies like Hindustan Times, Times of India, Dainik Jagran etc. University also has provision of advertising it through its website. – www.ipu.ac.in . The aspiring candidates for B.Ed. program must fulfill the eligibility condition of 50% in graduation/post graduation as the case may be as mentioned in the University admission Brochure. The entire admission process is centralized and controlled by the University. University prepares a list of qualified candidates in order of merit based on the marks obtained by the candidates in the said Tests. The result of Common Entrance Tests was displayed on the University's Website (www.ipu.ac.in) on the dates specified in admission brochure. The University declares inter-se-ranks for qualified candidates only. All the admissions are made through two counseling to be conducted by the University strictly on the bases of inter-se-merit of the qualified candidates. The students are allocated seats depending upon the merit, the seats will be offered to the candidates as per availability at that point of time (With help preference sheet filled during counseling).

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2.1.3-Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provides a comparison with other colleges of the affiliating university within the city/district.

The institute gets admission through online combined entrance test (CET) of affiliating University i.e. Guru Gobind Singh Indraprastha University every year on rank basis. The details of the maximum and minimum rank are tabulated in the table :

Programmes (UG and PG)	Open Category		SC Category		ST Category		Any other (Specify OBC)	
	Minimum Rank	Maximum Rank	Minimum Rank	Maximum Rank	Minimum Rank	Maximum Rank	Minimum Rank	Maximum Rank
Year								
B.Ed.								
2012-2013	6038	348	4925	3852	4314	-	-	-
2013-2014	6829	436	6644	3852	4314	4314	0	0
2014-2015	6814	787	6135	3074	0	0	6650	676
2015-2016	6814	556	6698	1887	5841	5841	6322	586
2016-2017	5298	709	5369	2417	0	0	3980	1600
BA(JMC)								
2012-2013	2754	658	-	-	-	-	-	-
2013-2014	3152	1014	-	-	-	-	-	-
2014-2015	4715	1054	-	-	-	-	-	-
2015-2016	6258	1157	3359	3359	2794	2794	4968	4968
2016-2017	6486	835	6623	2725	3954	3954	6031	1633
BBA								
2012-2013	19458	5210	-	-	-	-	-	-
2013-2014	19820	1133	-	-	-	-	16822	7600
2014-2015	22550	2155	-	-	-	-	17753	8699

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2015-2016	27142	4996	-	-	-	-	-	-
2016-2017	27860	4312	-	-	-	-	-	-
B.Com (H)								
2012-2013	NA	NA	-	-	-	-	-	-
2013-2014	7572	1113	-	-	-	-	-	-
2014-2015	8541	1113	-	-	-	-	-	-
2015-2016	11826	1889	-	-	-	-	-	-
2016-2017	21127	2507	-	-	-	-	-	-

As compared to other institutions LLDIMS gets better potential candidate. The detailed comparison to other institution can be referred www.ipu.ac.in.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

The Institute does not adopt any special strategy to access students because the overall admission process is controlled by GGSIP University. The University does the admissions through common entrance test and central counseling. The University reserved seats for various categories to ensure equality and access of all the category students and institute has nothing to do with it. we maintain the data base of our admitted students comprising there rank in CET exams, their marks at 10+2 level and also classify them according to the different categories as mentioned by the affiliating university so as to access our position at the university level and to take further remedial steps to upgrade our position in the university.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

**** SC/ST***

**** OBC***

**** Women***

**** Differently abled***

**** Economically weaker sections***

**** Minority community***

**** Any other***

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The admitted student teachers come from diverse religious, cultural, economic, linguistic backgrounds. The academic year commence with an orientation program which normally run for 2-3 days. So that student teachers coming from diverse backgrounds get an opportunity to interact with each other creating a feeling of oneness. To dilute religious as well as cultural diversity-

- The Institution emphasizes on the celebration of days of national importance and festivals of all religious groups.
- The Institution prayer highlights the oneness of all the religions and cultures.
- The Institution has ‘*Sarva Dharm Prarthana*’ as one of the unique and special features of the assembly conducted at the beginning of the day.
- To help student teachers overcome the economic diversity.
- The teacher counsels the student teachers on various schemes of the Government for availing finances, freeships and scholarships. The student teachers are guided to fill up these forms which are then forwarded to the administration so that deserving candidates avails the facility. A regular follow up is done and intimated to respective student teachers for collection of cheques.
- The student teachers who find it difficult to pay the fees together are allowed to pay in installments.
- The Institution conducts communication skills classes- to equip the student teachers with skills in spoken and written English.
- The student teachers are given constructive feedback in order to improve their communication skills during pre-practice teaching sessions, simulated lessons and practice teaching.

2.1.6 *Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.*

Programme	No. of Applications	No. of students admitted	Demand ratio
UG (B.Ed.)			
2012-13	This data is maintained by the university and not be handed over to the respective colleges. Received by GGSIPU	100	As per GGSIPU
2013-14		99	
2014-15		97	
2015-16		100	
BBA			
2013-14	This data is maintained by the university and not be handed over to the	66	As per GGSIPU
2014-15		101	
2015-16		129	

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2016-17	respective colleges. Received by GGSIPU	150	
B.Com. (H)			
2013-14	This data is maintained by the university and not be handed over to the respective colleges. Received by GGSIPU	49	As per GGSIPU
2014-15		37	
2015-16		60	
2016-17		60	
BA(JMC)			
2013-14	This data is maintained by the university and not be handed over to the respective colleges. Received by GGSIPU	39	As per GGSIPU
2014-15		61	
2015-16		110	
2016-17		86	

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The GGSIP University has reservation of 2.5% for the physically handicapped students and allots them institutes based on their CET rank and preference of a the Institute. Till date, no such student has been allotted to this Institute yet the Institute can gear up to meet their specific requirement as and when the need so arises.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Institute identifies the slow and advanced learners on basis of CET rank and previous achievements of students. Apart from that Institute conducts orientation programme for the same purpose and one to one interaction of faculty with students helps in identifying the learning skills of the students. On basis of above records the class is divided into two sections, faculty gives extra classes to the slow learners and provides extra opportunity to the advance learners in the form of encouraging students for discussions and participation.

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2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

To assess the student teachers' knowledge/ needs and skills before the commencement of teaching program the Institution adopts the following strategies.

Orientation Session: During the orientation the student teachers are introduced to the teaching profession and the code of conduct required for the same. Students are also acquainted with the syllabi of B.Ed. examination system, orientation and theory and practical papers, importance for the regular and punctual etc. at the end of the orientation an interactive session is conducted which enables the faculty to assess the student teachers attitude and interest towards the profession.

Workshop Series: The academic year is initiated with a series of workshops conducted by the faculty of Institution. These workshops are in the form of SUPW, Art and Craft, Distributing students in different houses. These workshops involve group discussions and group interactions. These provide a vital platform to the students at the beginning of the year to showcase their talent, communication skill, leadership qualities, content knowledge, team spirit values and quality to accommodate each others diversity.

Other activities includes Personality development programmes, Remedial teaching, tutorial sessions etc.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Our institute has Women Cell and programmes are organized to sensitize staff, students and teachers. Environmental Education is an optional paper for B.Ed. students and a compulsory paper for BBA/B.Com(H) Students. Swacha Bharat Abhiyan has been organized, other activities including field trips, activities include:

- Cultural and literary activities concerning issues related to woman.
- Poster making, collage making and slogan writing competition, Debates.
- Organizing seminars/debates/Workshops on women rights and various related issues with the participation of both boys and girls.

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BJMC department has organized a social awareness program on Environment. Students prepared eco friendly dustbin, posters and talked about hygiene, health issues. Institution organizes various programmes for Inclusive Education.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Institute identifies the slow and advanced learners on basis of CET rank and previous achievements of students. Apart from that Institute conducts orientation programme for the same purpose and one to one interaction of faculty with students helps in identifying the learning skills of the students. Advanced learners are identified through interactive classroom teaching and classroom discussions. The college also has provision of class tests, mid-term examinations and quiz through which faculties can identify advanced learners. The students get opportunity to participate in several national events. They are constantly encouraged and guided for preparation of various competitions. Extra support is given to them for participating in various contests. Students are free to communicate with their faculty at any time and discuss their problems. They are also encouraged to participate in symposiums, paper presentations, poster presentation and quiz contests. In each department guidance and coaching to be provided for different entrance examinations for higher studies and competitive examinations. Apart from this advanced learners are encouraged to teach their juniors. They are also encouraged to participate in career counseling and personality development sessions organized by reputed associations and institutions and departments at state and national levels.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

As such no students have drop due to aforesaid reasons till date. In order to encourage and promote such disadvantage section of society we offer them certain financial help through different NGOs like Rotary Club, Lions Club, Inner Wheel Club and to facilitate easily available of bank loans. We also provide them free transport services. We also provide assistance financial help from GGSIP University through EWS Scheme.

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2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Since the Institute is affiliated to GGSIP University it strictly follows the academic calendar issued by the University at the beginning of every academic year. The Institute also prepares its own academic calendar in detail on the basis of calendar issued by the University. The faculty members also prepare and submit their Lesson plan in advance. The evaluation blueprint is issued by the University, which is strictly followed by the Institute.

Subject Allocation: Based on the course preference list, the Head finalizes the subject allocation for faculty members. Faculty members prepare the lesson plans, schedule of work, question bank, assignment questions, PPT, activity plans for their respective courses.

Teaching Plan: The teaching plans are made clear and understandable and reflects what the faculty is planning to do for the current course. All the faculty members of the department prepare their teaching plans for their respective courses with exclusive provisions of teaching pedagogy, methodology, references and activities involved.

Time Table: Head of the department of each faculty sets up the time table. In all programs we follow the guidelines of respective statutory bodies for the number of credit hours for each subject.

Evaluation Policy: The evaluation policy for each course is fixed well in advance and communicated to the students at the beginning of the year in the form of internal test, class test, classroom presentations and assignments.

Academic Calendar: Yes, the college prepares the academic calendar well in advance before the commencement of the session. It is done by the heads of the departments. The calendar outlines the session/semester schedule, examination schedule, and activities to be organized.

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2.3.2 How does IQAC contribute to improve the teaching –learning process?

IQAC monitors the entire academic program through its members. The portion covered, lesson plan and the notes prepared by the staff are often cross checked and through class committee meetings the reality is revealed.

IQAC improves the teaching-learning process by-

- IQAC has developed quality benchmarks in all activities of the Institution to ensure continuous improvement in the entire operations of the Institution.
- IQAC charted initiative and efforts to prepare a vision, mission document for the Institution.
- IQAC conducts workshops, awareness programmes, study circle and special lectures on quality innovations, TQM and workshops related to ICT, leadership, governance and strategic perspective planning.
- IQAC acts as a nodal agency of the Institution for quality related activities of teaching, research and outreach. It analyses the feedback received from all stakeholders and inform the concerned authorities about its outcome for correction and amelioration. It also gives appreciation letters to the well deserving staff for this performance.
- IQAC records, disseminates and monitors quality measures of the Institution related to various academic and non-academic activities.
- IQAC plans and implements quality initiatives and has established several cells and centers like Publication Cell, Placement Cell, Career and Counseling Cell and constituted various committees to initiate activities of both academic and administrative nature.
- IQAC endeavors for the optimization and integration of modern methods of teaching and learning in the Institution such as use of co-operative learning, teaching through technology etc.
- IQAC looks after the adequacy, maintenance and proper allocation of support structure and services.
- IQAC monitors the quality of research papers published /being published.
- It monitors publication of Institute's professional journal 'Lingaya's Lalita Devi Journal of Professional Studies.

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IQAC has been channelizing the efforts and measures of the Institution towards academic excellence.

The IQAC monitors and evaluate academic, co-curricular and extracurricular activities of the Institute with evaluation of the performance and suggest the improved systems to be adopted like work diary introduced which is to be maintained and filled in daily by all the faculty members. Internet facilities have been introduced to update the knowledge of the faculty and to find out the latest teaching methods/systems. All these activities are organized and observed by in charge faculty members and monitored by the principal

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning requires the active participation of the learner because learning is both an individual process and a social process. In order to make learning student-centered the Institution provides to the student teacher:

- Meaningful, learner-centered experiences.
- Opportunities to touch, manipulate, and experiment.
- Opportunities to ask questions, solve problems, and think independently.
- Extensive talking, reading, and writing.
- Opportunities to make decisions and to be creative.
- Respect and trust for each other or other learner.
- Opportunities to learn from mistakes.
- Integration of content areas.
- Assessment as part of the daily routine.

The Institution encourages the teacher educators to supplement the lecture method of teaching with learner-centered teaching methods such as workshops, seminars Group projects on topics related to the theoretical components. Besides these the teacher educators regularly use the following participatory learning methods to enable the student teachers to develop their skill and self manage their knowledge.

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- Brainstorming
- Cooperative Learning Strategies
- Different methods of Self Study
- Discussion
- Seminar
- Field trips
- Team Teaching
- Problem Solving
- Peace Education
- Life skills Education
- Simulation
- Concept Mapping
- Case Study
- Thematic Appreception Test (TAT)
- Movie Show
- Management Games

The methodology of teaching in the Institute is student centric as the teaching methods includes interaction, discussion and more and more participation of the students. Institute organizes many cultural events, industrial visits and educational trips in India and overseas. All these events of the Institute are organized, coordinated and effectively managed by the students. With such exposure, the students learn the skills required for organizing the entire event and they can use such skills in their professional career later.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The college promotes creativity amongst students by encouraging them to publish materials in the college magazine. Creative endeavours like articles, stories, poems by students find a place of prominence in the magazine. Debates, seminars, quizzes and talk of eminent persons on contemporary issues are organized in which students get a chance to explore new ideas and to listen the expert views.

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Various cultural programmes are organized around the year where students not only participate but are actively involved in organizing and handling programmes such as ZEAL annual cultural Fest, Fresher's Welcome, Teachers' Day celebration, Saraswati Puja, stage events etc. Almost all the departments actively engage themselves in arranging various types of co-curricular and cultural events like quiz, symposia, poster-making, paper-reading, skits, National and International Days celebration, Rangoli Competition, Mehendi Competition etc. that help the students in refining and redefining their personality. In addition to this, the College takes special efforts to instill and nurture creativity and scientific temper among the learners by providing opportunities for the following:

- Academic projects
- Field Trips/Industrial Visits/Excursions
- Creative Assignments viz. Story writing competition, Slogan Writing, Essay Writing Competition
- Participating in Academic activities
- Organizing activities like: —Best out of Waste
- Brainstorming sessions, Seminars, Group Discussions

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The teaching-learning technologies and facilities available and used by the faculty for effective teaching are:

- Resources from NPTEL, DEL-NET, National Mission on Education through ICT
- Resource from Knowledge Hub.
- Audio-visual aids to supplement lectures in classroom
- Showing Movies/ CDs based on prescribed texts
- Wi-fi enabled college campus
- Internet access for improving the teaching-learning system

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2.3.6 *How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?*

Lectures by subject experts are organized in the college from time to time by field experts for students and teachers. Apart from this, college also organizes workshops, seminars and expert lectures for exposing students and faculty members to advance level of knowledge. Faculty members are also encouraged to attend national and international seminars/Conferences/Workshops/Refresher Course so that they can update/upgrade their knowledge and pass it on to the students by integrating the acquired knowledge in their lectures. Faculty members are encouraged to complete higher study for acquiring knowledge and skills like, NET, M.Phil., Ph.D etc.

The Institution always tries to fulfill its quest for excellence in the form of encouraging the teacher educators to attend session on innovative instructional strategies and practice the same in Institution. The following are the various instructional strategies which has been developed and practiced by the Institution teacher educators:

- Life skills Education
- Cooperative Learning Strategies
- Peace Education

The aforementioned techniques of teaching and learning are practiced by the teacher educators of Lingaya's Lalita Devi Institute of Management & Sciences with the student teachers. Some techniques are also practiced by student teachers in the school teaching. Hence the techniques are used for learning at tertiary level as well as at secondary level of education. An evaluative format in the form of rating scale has been developed by the department. The details of the technique Team teaching collaborative Learning practiced in the Institution are as follows:

TEAM-TEACHING

- Selection of a Topic by team of teachers
- Dividing it's into sub topic area.
- Acquiring material related to each sub areas.
- Discussing ideas within the members of team for sharing /exchanging
- Refreshment in the content/sub area
- Delivering the content as team-members in class

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SEMINAR

- Selecting a topic for the seminar
- Announcement of the topic to the students as well as on the notice board
- Grouping of students on the sub theme areas of the topic
- Teacher Educators act as a mentor for each sub-group and thus help them to prepare for the sub themes.
- Making of a paper on the sub-theme by collaboration and cooperative learning strategies
- Presentation of the paper by sub group to the whole class.
- Evaluation of the presentation by teacher educators.

COLLABORATIVE LEARNING

- Involves three steps structure.
- The facilitator introduces the topic and divides the students in accordance to number of subtopics.
- A subtopic is distributed to each group
- The group is given the task of analyzing and understanding the subtopics and citing examples related to the same
- New groups comprising of one student from each previously formed groups are formed.
- The new groups thus formed will have students who have learnt different sub topics
- The members of the new group learn different subtopics from each other
- The facilitator summarizes the entire exercise

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/ mentoring/ academic advise) provided to students?

There is no statistical data in this matter. But Career Guidance and Placement cell of our college oversees the student benefits in all academic, personal, psycho-social support and guidance services through various seminars, workshops related to overall development of the students apart from academic learning in the UG courses. The teaching staff is always available for solving the problems of the students. For Final year students, career counseling cell works, under the

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guidance of a permanent Faculty Member, to get them proper chance in higher studies, research and placement in Job.

The disciplinary and anti ragging committee try to correct and reform the students who are found to have defiant behaviour.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

By faculty

The faculty members use the smart board, PPT, different Audio- Visual mediums, interactive methods and case studies to teach the students in classrooms. The students are encouraged by the faculty to prepare mock press conference and participate in class discussion and debates related with their subject content. Each department frequently organizes the guest lecturers from outside experts so that our students get exposed to new dimensions of the Subject content. This external input keeps them abreast with the recent developments in the concerned subject and need of the environment. This exposure makes the students mentally prepared for meeting future challenges of outside world.

By institute

The methodology of teaching in the Institute is student centric as the teaching methods include interaction, discussion and more and more participation of the students. Institute organizes many cultural events, industrial visits and educational trips. All these events of the Institute are organized, coordinated and effectively managed by the students. Institute has e-cell, departmental reading room, Entrepreneur cell and various clubs for the students. With such exposure, the students learn the skills required for organizing the entire event and they can use such skills in their professional career later. Faculty imparts teaching through PPT, Videos, and Audio system etc. to make the teaching interesting and for creating better learning environment.

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The Department of Education also conduct the practice PSE and Internship programme of the students in the different schools. The students do project works under the supervision of the faculty member of the department.

2.3.9 *How are library resources used to augment the teaching- learning process?*

The central library of the college has large collection of text books, reference books, journals, magazines and newspapers. The library has wi-fi connection is available. Student teachers are given assignments for self study, supervised study wherein they refer to the library resources. During lesson guidance students are sent to do reference work in the library Student teachers use library resources for preparing research projects, seminar, presentations, Inter-Institute competitions on literary activities.

1 . Total collection (Number)

- a. Books
- b. Textbooks
- c. Reference Books
- d. Magazines
- e. Current Journals
 - Indian Journals
 - Foreign Journals
- f. Peer-reviewed journals
- g. Back volumes of journals
- h. E-resources

Titles	Volumes
7513	21,739
7421	21,647
173	219
22	22
	58
	13
	10
	250

- CDs/DVD
- Databases
- Online Journals
- Audio-Visual resources
- i. Special collections (numbers)

175
1
14
10

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2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Since the college follows the academic calendar, no working day is lost. But some lectures are missed due to some occasions like meetings, seminars, any curricular and co-curricular programmes, etc. These are compensated by extra classes to complete the syllabus in due time.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The best way to evaluate the quality of teaching learning process is to acquire the position of our students at University levels in terms of minimum and maximum marks scored by our students, the number of the students qualify with distinction marks, the number of students acquiring their position in the University at the top twenties.

Their participation and success rate in interview process for the purpose of placement and higher studies and that is very satisfactory. Participation and success rate of our students in external competitions like inter college competitions, national level competitions, university level competitions.

The HOD of all department usually takes feedback from students regarding faculties. The HOD takes feedback through the interaction with the students throughout the semester. The feedback is analyzed by the HOD and counseling of the faculty on the basis of the feedback for further improvement/Development of the faculty.

2.4 Teacher Quality

2.4.1- Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The College gives advertisement in leading newspapers and advertisement on the college Website. Eligible candidates are shortlisted on the basis of UGC/NCTE guidelines and invited for personal interview. Assistant Professors/ Associate Professor are selected on the basis of their

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merit, research experience and their performance in personal interview with subject experts nominated by affiliating body.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	5	1	6	4	6	4	26
M.Phil.	0	0	0	0	4	10	14
PG/NET	0	0	0	0	11	15	26
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	02	01	03
PG	-	-	-	-	02	01	03

2.4.2- How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years

The college has the required number of qualified and competent teachers to handle all the courses of all departments. For certain topics, guest lectures are arranged for better understanding.

2.4.3- Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	-
HRD Programmes	4
Orientation Programmes	4

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Staff training conducted by the university	4
Staff training conducted by other institutions	4
Summer /Winter school, Workshop, etc	7

b) Faculty Training Programmes organized

S.No.	Name of Programme	Date & Year	No. of Faculty Attended
1.	Faculty Development programme on Research methodology and data analysis using SPSS.	19-25 Dec 2016	All
2.	International conference on 'Competency Building for Excellence, Innovation & Sustainability'	23-24 Sep. 2016	All
3.	National Conference on 'Competency Building for Excellence, Innovation & Sustainability'	6-7 November 2015	All
4.	FDP on 'Promoting Excellence in Institutions'	23-25 September 2014	All
5.	National Conference on 'Professionalism for Sustainable Development: Barriers and pathways'	12-13 Feb. 2015	All

c) Faculty Development Details

Programmes	% / No. of Faculty
Invited on Resource Person	10/45 (22%)
Participated in workshop / Seminar/ Conference	37/45 (82%)
Presented Paper	38/45 (84%)

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2.4.4- What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

We encourage our teachers to participate in seminars, conferences, training programme at national & international level by providing them study leave, registration fee for participation. Publication of journals, Organizing FDPs. Organizing National & International Conference. College organizes national seminars/ workshop/FDP on crucial issues. Along with this, College organizes Guest lecturers in various upcoming areas in different disciplines for faculty as well as for students.

The faculties publish their research papers in various reputed international and national journals. The teachers present their research papers in different seminars, conferences held in different institutions in India. (Annexure attached)

2.4.5- Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The institution faculty is dedicated and is putting their best efforts to improve the methodology and quality of education in their respective area of interest. Our teachers frequently visits various institutions and universities as Guest Speaker, Keynote Speakers, Chairing the sessions in national/international level in FDP, Seminar & Conferences.

2.4.6- Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the college has introduced evaluation of teachers by students. A performa has been designed to seek suggestions of our students. This Performa is filled up by our students who evaluate their respective teachers on the basis of their teaching style, methodology or pedagogic skills and their interaction level. (The secrecy of this exercise is fully maintained).The feedback is analyzed by the Head of the Institution and corrective measures taken to enhance teaching-learning by the

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institution and time to time counseling session for our students is organized by Head of the Institutions and the HOD of the respective departments.

2.5- Evaluation Process and Reforms

2.5.1- How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

As the Institute is affiliated to GGSIP University, all the evaluation and assessment criteria is prescribed by the University. The students are evaluated through internal as well as external examinations. The weightage of internal marks in theory papers is 25% and external is 75%. For practical papers the internal weightage is 40% and external is 60%. All the evaluation methods are communicated to the students in the orientation programme. All these details are available on the Website of GGSIP University as well as a hard copy of the syllabus is provided to the students. Besides this the evaluation outcomes are also communicated to the student though individual oral and written feedback after every microteaching week. Also individual oral and written feedback is given after assignment, seminar presentation and terminal examination. The respective Heads of Department also gives individual feedback to the student after the terminal examinations.

2.5.2- What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

All evaluation reforms instructed by the university are strictly followed by the institution. Every faculty participate according to university evaluation system, and follow a common scheme of evaluation.

2.5.3- How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Evaluation reforms for internal and external evaluation are discussed with all faculty members and a common mechanism is devised to ensure its fair and effective implementation. An examination committee for internal assessment constituted by the college regulates and guides the implementation of the evaluation processes. This committee, at department level as well as college level, comprises Teacher In-charges of different departments and senior faculty members of the college. The examination Committee maintains the complete data of the evaluation of the students in a planned manner to ensure the implementation of Rules/Regulations of the

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university. Further in case of any grievance of the student regarding their attendance, test marks, assignment discrepancy etc., the examination branch with the help of controller of examination satisfies them as per rules.

2.5.4- Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Internal assessment scheme was introduced by the university & college to improve the learning skills of the students. Under this scheme students are subjected to appear in class/Unit tests, Internal Exam, Internal Viva and project/assignments for which they are awarded marks that are added to the marks obtained in the Session/Semester end exam. This formative assessment has immensely helped students prepare themselves for the session/semester end exams and improve their presentation and problem solving skills. Positive impacts of the system are Students get motivated and have undertaken innovative projects and prepared models. Students have taken up case studies.

2.5.5- Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightage assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The transparency/weightage in the internal assessment is maintained strictly as per university rules and regulations. The college closely monitors the performance of the students through continuous evaluation methods.

The students are evaluated through internal as well as external examinations. The weightage of internal marks in theory papers is 25% and external is 75%. For practical papers the internal weightage is 40% and external is 60%.

Every month, attendance of students is displayed on the college notice board for easy access to the students. Test papers, internal exam sheet and assignment evaluation is shown to the students to ensure a fair evaluation.

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2.5.6- What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

Obtaining minimum passing marks in Session/Semester end examinations & Practicals is the only attribute specified by the university. All students who clear all their papers spread over the whole curriculum by securing for BBA, B.Com.(H), BA(J&MC) and B.Ed. 50% marks in each theory paper and 50% in each practical paper, are declared pass by the university. Those students who could not clear some of the papers are allowed to reappear and clear the backlogs according to the university norms. College/university has clearly specified that each student should get specified marks in internal assessment to be declared as passed. A regular minimum attendance of more than 75% is mandatory for all students to appear in the examination. Those who fail to attend required number of classes are debarred from the examination.

2.5.7- What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

If any student is not satisfied with the evaluation, he/she is free to contact the concerned faculty to seek clarification; concerned faculty not only clarifies the doubts but also guides students for better performance. In case of any grievances regarding the University examination, student can apply for rechecking and reassessment of their answer sheets as per the rules of the University on the subject.

2.6. Student performance and Learning Outcomes

2.6.1- Does the college have clearly stated learning outcomes? If yes" give details on how the students and staff are made aware of these ?

College does have clearly stated learning outcomes, these are expressed in various forms/activities. These are expressed in the vision and mission statement of the College in the prospectus and website of the College. These are discussed in departmental meetings, IQAC meetings, director's speech in various programmes/activities. Students and staff are made aware of these through various meetings, classroom teaching, practical work, interaction sessions, and through various co-curricular, extra-curricular and extension activities organized by the College.

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Expected learning outcomes are reflected by the teaching plans of the teachers. Educational excursions help the students for practical learning outcomes.

Practice teaching and project works by the students in the B.Ed department also aid in the teaching and learning outcomes.

2.6.2- Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Program	2012-13					2013-14					2014-15					2015-16				
	TS	P	D	I	II	TS	P	D	I	II	TS	P	D	I	II	TS	P	D	I	II
B.Ed.	98	98	32	97	1	96	95	17	78	0	94	91	27	91	0	100	97	55	97	0
B.Com. (H)	-	-	-	-	-	48	46	9	31	6	83	83	4	56	23	140	13	23	87	20
BBA	76	76	35	30	11	26	24	29	3	3	262	23	28	3	3	331	31	32	3	3
BA (J&MC)	43	43	11	28	4	39	39	08	27	4	61	61	2	48	5	111	11	19	67	18

TS= TOTAL NUMBER STUDENT IN ALL SEMESTER

P= PASSED

D=DISTINC TION

I=IST DIVISION

II=2ND DIVISION

The college closely monitors the performance of the students through continuous evaluation methods. The evaluation system comprises of two internal exams, assignments, class

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performance evaluation like presentation and a final exam at the end of the session/ semester. Also in the departmental meeting, performance is diagnosed to pinpoint students learning difficulties and necessary remedial actions are identified to improve the performance of weak students. On the basis of internal examination results of the students, they are divided into three categories: slow learner, average and advanced learners. Remedial/Tutorial classes are arranged for students from weaker background.

2.6.3- How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies of the College to facilitate the achievement of intended learning outcomes are structured through:

- Faculty members are required to prepare academic diary/course file before the commencement of each semester which includes lecturer plan, assignments detail, syllabus copy, case studies, important questions and previous year question papers etc.
- Books in the library and hand written notes according to the syllabus requirements from Institute and distributed to students.
- Focus on continuous evaluation of students through class tests, unit tests, seminars, quizzes, Classroom presentations.
- Assignment, project and practical for effective learning.
- Techniques like simulated teaching, Micro teaching are structured for improving effectiveness of teaching learning process.
- Guidance needed to students by the teachers is provided to improve their knowledge and skill in the respective subject.

2.6.4- What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

College has taken many initiatives to enhance the social and economic relevance of the courses. It has started a Career Counseling and Placement Cell, E-Cell which has provided job opportunities to students. In order to make student's more career oriented, competitive exam like CTET, CAT, G-MAT, MAT preparation classes had been conducted during the session. International and National conferences/ Seminars/ Workshops on emerging trends and techniques in diverse fields

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are organized to pave the way for our faculty and students to have interaction with many National and International scholar and experts.

2.6.5- How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The College collects and analyses data on student learning outcomes through classroom interactions, unit tests and mid-term examination, assignments, projects, practical sessions, participation in departmental seminars. The learning outcomes of the students are analyzed in the departmental meeting which is communicated by the HODs. The head of the department in consultation with the departmental faculty members plans and executes various curricular and co-curricular activities for achieving the stated learning outcomes. Departments also arrange tutorial/remedial classes for the students whose progress is unsatisfactory.

2.6.6- How does the institution monitor and ensure the achievement of learning outcomes?

Assessment of the students by way of university results: Firstly, university results are analyzed. Topper students are awarded proficiency prize in the college. The Head and faculty members of the concerned departments monitor the performance/achievement of the students on the basis of the classroom interactions, and mid-term examination, assignments, projects, practical sessions, participation in departmental/institutional/university activities etc.

2.6.7- Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes provide details on the process and cite a few examples.

Yes, we take the monitoring as an indicator. Every faculty members analyze the marks scored by the students in internal as well as external examinations. Accordingly, they take initiatives at their level to bring in the required change through the initiatives like tutorial/remedial classes or modify their teaching style so that new batch of students responds more positively. The teacher monitors the academic growth of the students and design further tests, assignments, seminars accordingly. The parents of irregular students are also informed from time to time. Student centric teaching-learning methods are adopted to ensure the achievements of these learning outcomes.

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CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Lingays Lalita Devi Institute of Management and Sciences is primarily an undergraduate institution affiliated to the Guru Gobind Singh Indraprastha University (GGSIPU). Although the institute has facilities like well equipped IT labs, a rich archive and library to promote research, the university has not yet given its assent to open affiliated research centre in the Institute. However, the college has always promoted research among staff members, faculty and undergraduate students. We have centralized research committee that enable the faculty, staff and students to pursue research at the undergraduate level onwards.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the institution is having dedicated team of research committee that work at centralized level. The centralized research committee is headed by Prof.(Dr.) Manoj Kumar Jha, Director, LLDIMS. The research committee is comprises of at least one faculty member from each departments of the Institute to represent the department research related issues to the management. Under the headship of Director, we have a research advisory committee. The research advisory committee comprises of senior research faculty and experts from the outside. The advisory committee also facilitated time to time by the experts opinion from the reputed organizations like AIMA. The centralized research committee of the institute is responsible for organizing conferences both at national and international levels, faculty development programs, research workshops, brainstorming sessions.

The key decisions taken by this committee for promoting research endeavor are as follows-

- i. The list of reputed refereed impact factor journals is issued and updated frequently to update their knowledge on par with industry standards.

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- ii. Every faculty member is encouraged to publish at least one research paper every year in the reputed refereed impact factor bearing journal. The faculties are motivated to publish with SCOPUS, ISI, SCI listed journals.
- iii. To attend at least one research seminal/symposia/workshop by every faculty member.
- iv. The institution must organize at least one conference/seminar every year at national/international level.
- v. The institution must organize at least one FDP (not less than one week) every year.
- vi. Reduced teaching load of the faculties pursuing Ph. D especially during course work, data collection time. Sabbatical leave is provided with full motivation for the faculty members to pursue doctoral studies.
- vii. Cash award provided for research publication by faculty members for publication in Scopus, ISI and SCI indexed journal and other reputed indexes.
- viii. To install new on-line database “KOHA”, to allow members to search institute library database sitting at their work stations and MOU signed with research software Quest Pro.
- ix. The latest research software’s will be purchased to aide faculty and student research work.
- x. Reputed and latest National and International Journals are subscribed to for the benefit of the faculty and students engaged in research activity.
- xi. Guided the faculty members for getting the funded project and the required motivation is given for implementing the funded projects.
- xii. Regular technical talks / interactions/ brain storming sessions are being organized in latest research topics by Director for involving younger faculty members to pursue research

Impact of the recommendations of research committee:

- i. The Institute has well established ITC labs with latest research software’s to expedite research activities
- ii. The Institute organizes regular National and International level Conference.
- iii. The faculties and students are encouraged to attend national / international conferences
- iv. Departments encourage good number of faculty members for a national /international level conference, seminars, workshops, FDPs etc.,
- v. Various departments are working to get at least one funded research project.
- vi. The Institution has its own research journal “Lingayas Lalita Devi Journal of Professional Studies” under the ISSN No. 2230-987X.

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- vii. The edited book volume of selected papers from the previously held national/international conference is published in collaboration with Enriched Publication.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- i. **Autonomy to the principal investigator** : Research is an integral component of achieving excellence in academics. The Institution provides all possible help for streamlining the research work. Faculty members are involved in their research activities and higher studies, some of them completed their Doctoral degree. The faculties, who are not enrolled for Ph.D., are encouraged to enroll in Ph. D in the upcoming year.
- ii. **Timely availability or release of resources** : The Institute reimburses fifty percent of the registration fee to the deserving students and faculty members for presenting papers in national/international conferences. The process of reimbursement is very speedy it takes three days after completing all the required formalities to get the funds. The full registration fee of the faculty and students are waived off during In- house organized seminars, workshops, FDPs etc.
- iii. **Adequate infrastructure and human resources** : The Institution provides all technical and administrative support to the faculty researchers in the form of computer facility, internet, scanning, printing, latest research software's etc. to facilitate their research endeavor. Research Methodology workshop was conducted to train the faculty in the research work. The library enables the faculty and students to access books, reputed journals, e-journals etc to accelerate research work.
- iv. **Time-off, reduced teaching load, special leave etc. to teachers** : The possible reduction is also done in the faculty teaching load so that the faculties pursuing higher studies or involve in research work will readily submit the deliverables within the accepted time. College management continuously motivates students and faculty members for presenting their research work in international/national conferences. The faculty members are given nine duty leaves to present paper in various conferences, attend workshops, seminars, FDPs, course work.

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- v. **Support in terms of technology and information needs** : The institute understands that the need of the hour is to focus on ICT as an instrument of knowledge dissemination. The institute has a dedicated computer center with internet connectivity available for the faculty and students. The entire campus is Wi-Fi connected to allow faculty and students to access information any time anywhere. The institute central library provide comfortable reading atmosphere through easy to access books and journals via OPAC, online access section, air conditioned separate reading section.
- vi. **Facilitate timely auditing and submission of utilization certificate to the funding authorities** : The institute has not received any funded project. However, evaluation of research activities spending is reviewed annually to set the parameters for the next year.
- vii. **Any other** : To promote research culture, the institution has developed a centralized research committee which works exclusively for the promotion of research work. The Research activities include brainstorming session for the faculty in order to encourage them to undertake research and generate ideas for novel approaches of conducting research.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Institute regularly conducts seminars, guest lectures, conferences etc., for the benefit of both students and faculty members. They do interact with resource persons during the events and develop their knowledge for doing the research. The students are encouraged to present papers in the national/international conference. Faculty members are positive minded to share their technical exposure / specialized knowledge to other faculty members in a monthly discussion which is being conducted by institute research committee. Faculty members are constantly motivated to acquire higher qualifications with full support by providing necessary sabbatical leave. Entrepreneurship cell promote the students to come up with innovative research and business ideas.

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

High end technical research is being carried out by our faculty members in association with various universities.

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S. No.	Faculty Name	Department	University	No. of students pursuing Ph. D	No. of Students completed Ph. D
1.	Dr. M. K. Jha	Management	Lingaya's University(Co Guide) Mewar University(Guide) K.N.Modi university(Guide)	3 1 1	
2.	Dr. K. K. Garg	Management	Lingaya's University(Co Guide)	2	1
3.	Dr. Bharat Kumar	Journalism	Mewar University Jaganath University Lingaya's University(Co Guide)	2	2

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

A number of technical programs is being conducted in association with leading industrial organizations. Majority of the programs are being fully sponsored by our management to encourage interaction with outside world and the activity list is as follows:-

- i. The students are encouraged and engaged to prepare a documentary films on various social issues like girl child education, child labor etc and create awareness among the local village folks.
- ii. Annually the Blood Donation Campaign is organized at the Institute premises in collaboration with Rotary Club, were students, faculty and staff members actively participate.
- iii. The various health camps are organized at the Institute like free eye check up, dental campaign, breast cancer, yoga day etc.
- iv. The institute actively engages its students towards the concern for protecting and conserving environment. The nature walk, environment drive, Swachh Bharat Abhiyan are certain initiatives are taken at the institute faculty and students to develop the consciousness of the youngsters towards nature and environment.

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- v. The Institute organizes various FDPs and training session on Research Methodology, SPSS and other software's related to statistical analysis.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

List of research area of all the faculty members, as mentioned earlier, departments have research centre facility and the faculty members of this institution also actively involved in research. The table below gives the department wise faculty specialization. All of them are guiding the final year's student's projects / paper work in these areas. Few of them are guiding research scholars from other institutions / industries.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college encourages both faculty and student to invite the expert speakers in the field of both academia and industries for conducting various technical programs and also to get good exposure in all latest technologies. Department Professional Associations are always active in organizing the guest lectures and technical symposium throughout the year without affecting the academic schedules.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

College provides the opportunity to its faculty members to pursue Ph. D by offering the required sabbatical leave. The provision has contributed to improve the research culture in the campus largely.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

College library has full access to 63 national, 13 International titles, 240 back volume, 15 leading magazines and 9 national level newspapers. In addition to this our digital library has access to E-Books, E-Lectures and large number of CD-ROM collection for the benefit of students and faculty members. The central research committee also conducts the Research Day where in

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faculty members doing active research would be presenting their work/sharing their knowledge to other faculty members and students for the mutual benefit. In all our labs, we do certainly conduct some additional experiments beyond the prescribed syllabus for ensuring better clarity. The students are made aware by novel teaching methods and importance of patents.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research?

Give details of major heads of expenditure, financial allocation and actual utilization.

As mentioned below, good percentage of total department budget is earmarked for research. The tables given below furnish the major heads of expenditure and actual utilization with specific allocation to equipments, maintenance and books.

Academic Year	Equipments & Machinery (Rupees in Lakhs)	Books (Rupees in Lakhs)	Others (Rupees in Lakhs)	Allocated Fund (Rupees in Lakhs)	Spent Fund (Rupees in Lakhs)
2012-13	1.54	1.73	0.25	4	3.52
2013-14	4.87	3.50	0.35	6	8.72
2014-15	2.30	4.15	0.40	7	6.85
2015-16	2.27	3.99	0.37	8	6.63
2016-17	1.76	3.61	0.48	8	5.85

Apart from the expenditures listed, college management also born the cost of conducting workshops, FDPs, national and international conferences, guest lectures etc. from its own resources.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Although no such seed money is yet provided to any faculty member, but the college provides R & D budget of one lakh to strengthen the intellectual growth of its faculty and students. Apart from that, around 40 students and faculty members have been sponsored by our college

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management for attending International Conferences during the last five years. (BBA and B.Com(H) students to AIMA, Apeejay etc)

The Institute calls for annual requisition from each department to buy equipments, books, software's etc to facilitate research activities in every department. Besides, the institute regularly promote its students and faculties to participate in various national, international conference, seminars, workshops, FDPs, technical assistance etc. for upgrading their knowledge on par with industrial standards so as to fulfill the ISO-research objective adopted by the institution.

3.2.3 What are the financial provisions made available to support student research projects by students?

The students are provided well equipped IT labs, systems, Wi-Fi, internet, well furnished books, facility to get print outs, photocopy, colored photocopy, research software's, newspapers, E journals subscribe, print journals.

The registration fee to present papers and participate in various in-house organized conferences, FDPs, workshops are waived off for the students.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The research committee involving faculty members from different department meets every month to discuss the leading edge research topics in full length with other members for mutual benefits. As a result, many new research ideas had been generated leading to a good number of quality research papers.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

All equipments existing in the labs are calibrated and made available both to faculty members and students. Workshop is conducted by focusing the application of different types of equipments to be engaged by the faculty members. Training and demonstration also carried out using these instruments during workshop for the participants. Similarly for routine practical experiments all available equipments are well accessible to students for their practical purpose.

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In our college, the lab and other research facilities is left open for both students and faculty members during vacation period. Our campus is connected with full fledged LAN facility with numerous workstations in every department and also installed with required latest system and application software packages. Our central library has access to 21,739 volumes and not less than 7513 titles, 240 back volumes, 13 international journals with central computational facility fitted with 10 Mbps internet connectivity which is open for students.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

We are applying to the various government departments/ agencies and other associations for facilitating research and projects and waiting for their response.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

We have research and development cell that works continuously for getting research and projects from various funding agencies. We received funds to organize conferences/seminars and workshops from GGSIP university, NHRC.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college provides well established IT labs, rich data base of books in centralized library, research software's like SPSS, photocopy, colored print outs, expert advice, research workshops, hi speed internet connectivity up to 10 mbps, desktops etc to enable the faculty and students to pursue their academic as well as their research activities.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The computer system, library, IT labs facilities are provided to the prospective faculty involved in active research to carry out research pursuit.

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- Faculty and students always encouraged to interact with industries for exploring the avenues of collaborative research.
- Constant initiatives taken to develop collaborations with Industry, Research Institutes and Abroad Universities etc.
- Deployed full computerization through expansion of Information Management System and developed e-learning facilities.
- Institute has industry institute interaction cell for creating and enhancing new facilities to conduct joint research activity.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

The Institute receives grants from premier agencies like Rotary Club, NHRC for conducting conferences and seminars that facilitates the research and publication.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Students and faculties are provided letter to visit other library's like AIMA, NHRC, MSME etc. to facilitate their research work.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

Our central library is fully computerized by automating the issue of books with bar code reader. The library has 7513 titles, 21,647 textbooks, 219 reference books covering all major fields of management, education and journalism, besides these facilities it has 13 international and 63 national journals with 250 back volumes in a bounded forms. The library sprawled with 1338 sqm of carpet area, spanning the ground floor, first floor and second floor, with conference room and an ample study space. The stock room is at the basement. The ground floor is Air-conditioned. The Library has the following facilities for the faculty, staff and the students: Conferencing, Multimedia, Internet, Reprography and a CD-ROM collection. A book bank facility is available for all the students of LLDIMS.

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A library committee headed by the Director, comprising of all the Heads of Departments, and Student Representatives, meets every semester to discuss the smooth functioning of the library.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The institute management bears the entire expenditure from its own funds, to develop research facilities, the following instruments / facilities created during the last five years for mutual benefit.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

* Patents obtained and filed (process and product)

We are running undergraduate courses in commerce, management, education and journalism & mass communication and hence we are not basically concerned with developing any technical process and product.

* Original research contributing to product improvement – Research studies or surveys benefiting the community or improving the services

* Research inputs contributing to new initiatives and social development

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, our institution publishes the well renowned annual journal “Lingaya’s Lalita Devi Journal of Professional Studies”, ISSN 2230-987X that calls for paper in the field of Management, Commerce, Education, Journalism & Mass Communication. (Detailed Annexure attached)

Proceedings of the Two day International Conference “Competency Building for Excellence, Innovation and Sustainability” held on 23rd - 24th September, 2016 in collaboration with ENRICHED PUBLICATIONS PVT. LTD. is published with ISBN no.- 978-163535437-9.

3.4.3 Give details of publications by the faculty and students:

* Publication per faculty – 7 Papers/Faculty

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* Number of papers published by faculty and students in peer reviewed journals (national / international) – 348 Papers

* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) – 57 Papers

Monographs - 1

* Chapter in Books - 13

* Books Edited - 7

* Books with ISBN/ISSN numbers with details of publishers - 7

* Conference/ Paper Presentation - 120

3.4.4 Provide details (if any) of

* Research awards received by the faculty - 3

* Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally - 8

*Incentives given to faculty for receiving state, national and international recognitions for research contributions - International society for economic development and research awarded senior membership to our two faculty members.

Incentives given to faculty for receiving state, national and international recognitions for research contributions

To encourage quality research work by faculty members, the college management continues to give the following incentives

An incentive of Rs 5000 is given for publishing their research work in International Journal.

An incentive of Rs 3000 is given for publishing their research work in National Journal.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Training and Placement Cell of the Institute interacts with industry to ascertain its needs and if these needs are felt missing in the curricula, the gap is filled by hosting special sessions, guest lecturers etc.

- i. The Institute central training and placement cell representative works in close liaison with the Guru Gobind Singh Indraprastha University centralized placement cell. The representatives frequently attend the meetings call by the GGSIPU and keep update

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- students about the upcoming opportunities shared by the university training and placement cell.
- ii. Centralized training and placement cell of the institution also interact with industries to know their job requirement and the placement officer of this institution acts as a liaison officer between the companies and college management.
 - iii. The training and placement cell of the institute constantly interact with other education institutes and share the opening opportunities.
 - iv. Our college has good alumni base who are currently working with many reputed companies. This group certainly helps us in campus placements
 - v. An assessment is made periodically by the department to ensure the employability objectives of the department – which make sure to prepare the students at par with industry standards.
 - vi. The T&P Cell aids in the assessment of student related industry objectives. The degree to which the objectives are attained is presented in review meeting conducted by our college level Industry Objective Leader and the proper remedial action is taken in the event of any non accomplishment of set objectives.
 - vii. T&P Cell convenes for a meeting with various Industries by inviting expert personals every semester to explore the possibility of making new technical collaboration.
 - viii. The T&P Cell prepares the students for corporate opportunities through organizing sessions to guide students how to prepare curriculum vitae, group discussions, interview, higher studies avenues.
 - ix. The T&P cell also explores the possibility of our students to undergo in-plant training and to carry out their academic project work in such industries and also planning to depute faculty member to undergo industrial exposure during their vacation in reputed industries
 - x. Entertaining the industry in the T&P Cell by engaging them in the following activities:-
 - a. Educating the corporate working by organizing visits at Industries through possible interaction with industry experts.
 - b. Inviting industry experts as a guest speaker to address our students and guide them.
 - c. Sending students to their area of interest corporate for summer internship of 4-6 weeks.
 - d. Deserving candidates are also encouraged to go for summer/winter internships, add-on courses, and competitive courses to make them fit for the industry.

- e. Conducting joint technical programs and events.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The department representative of training and placement cell invite companies to the institute for training and placement drive. Sometimes deserving candidates are also allowed to attend the training and placement drive off-campus. The interested students also participate at university centralized training and placement venues.

The training and placement data base of the companies in which the students were absorbed in past are utilized to bridge the training and placement activities.

Periodically the updated literature about the institution has been sent to prospective companies highlighting the latest achievements including the facilities available with the department.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- i. The training and placement in-charge of each department takes inputs from the other faculty members regarding industrial visits, training and placement.
- ii. The faculty members are always encouraged by reducing the academic and administrative work load while executing consultancy works with the available equipments without any limitation. Each department is motivated to develop the multi disciplinary faculties to address the present needs of both students and industries.
- iii. The live assignments are given to the students to learn by doing.
- iv. The journalism and mass communication students are set free to learn the live sessions through actively working at institute organized events under the direction of experienced faculties.
- v. The labs are always available to the students to be creative and innovative.
- vi. The campus radio is run by the students under the supervision and direction of the experienced studio in- charge faculty.

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3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Lingaya's Lalita Devi Institute of Management & Sciences has collaboration with Ministry of Micro, Small and Medium Enterprises, New Delhi for job oriented programme like export-import, desktop publishing, others computer course, photography and film documentary etc..

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Admin policy: To expand relationship with corporate, industries, and association at national and international levels. To maintain and contribute for the expenses relating with registration charges, annual fees, hospitality with such associations. Utilize for community services schemes.

The policy of the department in sharing the income generated through consultancy is 40:60 basis (staff involved: Institution). There by Sixty percentage (60 %) of the total charges received from the company for the consultancy work will be disbursed to the faculty who are executing the consultancy work.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The student community is being helped by offering scholarships on economic basis. The major strength of this college is its ability to ensure holistic development of students to make them responsible citizens by teaching the moral values.

The college management always motivates the students' social participation and also drives to achieve its goal of providing higher education to create equitable society with ethical values. To provide quality based education to the students by inculcating moral values and research temper.

It aims to pursue excellence towards creating students with high degree of intellectual, professional and cultural development to meet the national and global challenges. The deserving and interested students are given guidance and support to apply for higher studies and job abroad locations.

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The institute is conscious of its role in campus community connection, wellbeing of its neighborhood and has initiated a number of community development activities.

- I. The Journalism and Mass Communication students are encouraged and engaged to prepare a documentary film in the village of Haryana on the topic “Opinions and Awareness of Girl Child Education”. The students created the awareness and knowledge among the community folks about the need to girl child education.
- II. The selected students of Journalism and Mass Communication were given the assignments to educate the local community peoples of mandi village, New Delhi adjacent to the college about the “Awareness Campaign Stop Child Labour”.
- III. Annually the Blood Donation Campaign is organized at the Institute premises in collaboration with Rotary Club. The students, faculty and staff members generously donate blood for noble cause. The students also participate in poster making competition and backed by many prizes and certificates.
- IV. The high tend techno world is giving pressure and stress to youngsters eye. The regular free eye check up campaigns are organized by the Institute in collaboration with Lens Cart organization, where all the students, faculty and staff members gets their eye checked and receive experts advice.
- V. The daily struggles and poor life style the youngsters are forgetting to be health consciousness and ignoring the health problems. The college has in-house well qualified doctor to take care routine health issues of the students, faculties and other staff members. Besides regular Dental campaigns, eye checks up campaigns etc are organized in collaboration with renowned health service providers.
- VI. The consumption of drugs and alcohol and making it part of habits are ruining the youngsters life. With the aim to make them aware about the hazardous after affects of consuming drugs and alcohol, the students are involved to make the campus anti smoking and anti tobacco/drugs free campus. With the support from students, faculty and staff the entire campus is strictly “Anti Smoking/ Anti Tobacco and Anti Drug”. The heavy penalty and strict actions are taken against the students, faculty and staff if found violating the Anti Drug rule. The students regularly prepare posters on the theme and display it around the campus to educate youth about the ill effects of the consumption of hazardous drugs, alcohol and smoking.

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- VII. This is the duty of every responsible member of the society to conserve and protect the environment. The institute actively engages its students towards the “Environment Protection, Conservation and Awareness Campaign”. The students prepare and paste colorful posters to educate and aware the co-students, faculty and staff about the need to conserve environment. The Swatchh Bharat Campaign the students, faculty and staff members took the oath to work towards protecting and conserving the environment through their petite actions in routine life. The students and other institute members are educated to shut lights, computer systems and other electronic equipments when not in use, hard paper boxes are used in class dustbins etc.
- VIII. Towards contributing in the national drive of “Swatchh Bharat movement” called by Hon’ble Prime Minister, on the 2^{ed} October, 2015, the entire institute under the headship of Director took the oath to work towards protecting and conserving the environment through their petite actions in routine life. The pile of garbages were cleaned by the collective hands of the institute students, faculties and staff members in from of the college main gate and in nearby surroundings. The posters are then put at the nearby surroundings to appeal the local citizens not to throw garbage in open. The efforts resulted in permanent removal of garbage and replace by a beautiful ground, utilized for community welfare purposes like organizing weddings, parties, sports games, parking etc.
- IX. The college also provides its space to the neighborhood communities on weekends to organize village mela.
- X. Students and Faculty members have participated in Rahgiri.

3.6.2 What is the Institutional mechanism to track students’ involvement in various social movements / activities which promote citizenship roles?

Through faculty advisors, the student involvement in various social movement activities is observed and also motivated. Faculty advisors are the one to give the required permission to students for participating in such activities and continuously to monitor their progress in such extension activities. Faculty advisor has to file the student achievement in such extension activities in the respective advisor file for record purposes. Extra-curricular activities and value education provides avenues to students to become aware of the social environment, the social evils, citizen responsibility and individual contribution to make the society a better place to live.

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Periodic and regular meetings are conducted for highlighting the social and ethical values. Blood donation, rotary club etc

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The stake holders are invited to visit the campus and its various infrastructural facilities, interact with the members of faculty to obtain necessary information on the overall performance and quality of institution. Parent-Teachers meeting are regularly being conducted to know about academic performance and quality of their wards and to provide constructive suggestions to improve the overall performance and quality of their wards and quality of institution. Periodically performance reports are being sent to the stake holders through SMS, e-mails, web publication and also through hard copies.

3.6.4 How does the institution plan and organize its extension and outreach programmes?

Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students. The college is continuously organizing a number of extensions and outreach activities which are directly connected with students academic, social, cultural, community services etc., and the college management with the help of many voluntary organizations and NGOs organizes the outreach programs. The Rotary Club has conducted several blood donation camps and tree plantations. The expenditures for the same are generally borne by such organizations if any is being reimbursed by our college.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The college performs various activities through different NGOs and other forms of community development services. During induction, the coordinators of these sections will narrate students on the benefits and scope of the extension activities. The information about the proposed activities is disseminated on the college notice board, circulars, web notifications, and also by oral interaction / briefing by section in charges.

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3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- i. The students are encouraged and engaged to prepare a documentary film in the village of Haryana on the topic “Opinions and Awareness of Girl Child Education”. The students created the awareness and knowledge among the community folks about the need to girl child education.
- ii. The selected students were given the assignment to educate the local community peoples of Mandi village, New Delhi adjacent to the college like about the “Awareness Campaign Stop Child Labour”.
- iii. The economically weaker students are facilitated through education loan from bank and EWS scheme of the GGSIPU.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students’ academic learning experience and specify the values and skills inculcated.

The college performs various activities through different NGOs and other forms of community development services. During induction, the coordinators of these sections will narrate students on the benefits and scope of the extension activities. The information about the proposed activities is disseminated on the college notice board, circulars, web notifications, and also by oral interaction / briefing by section in charges.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The college is continuously organizing a number of extension and outreach activities which is directly connected with students academic, social, cultural, community services etc., the college management with the help of many voluntary organizations and NGOs organizes the outreach programs. The Rotary Club has conducted several blood donation camps and tree plantations. The expenditures for the same are generally borne by such organizations if any is being reimbursed by our college.

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3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has constructive relationships with organizations like NIELT, Rotary Club, MSME etc.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Through interactive sessions with industry experts by way of periodic meetings:-

- Deputing faculty members for exposure to industrial practices
- In plant training and industrial visits for students
- Guest lectures by industry experts
- Getting permission to carry out experiments in institutes of repute
- Allowing incubation of startup companies
- Faculty sent on sabbatical leave to other institutes of higher learning
- Our College interacts with the State, National and International organizations for executing various research activities

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Although we have no formal MoUs agreements but on mutual interest and personal relationships with industry stakeholders we facilitate the activities like Training, Placement, development of training facilities for students, Guest Lectures, Participation in technical events etc. Some of the important organizations are: NHRC, NHRD, AIMA, BSE, Times Pro etc.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

- The IT labs
- The library
- The college has taken a Question Pro Software
- Licensed software.

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3.7.4 Highlighting the names of eminent scientists/participants, who contributed to the events, provides details of national and international conferences organized by the college during the last four years.

The list of eminent personalities visited at the college is attached with departmental evaluative reports.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

Although we have no formal MoUs agreements but on mutual interest and personal relationships with industry stakeholders we facilitate the following activities:-

a) Curriculum development/enrichment we have linkages with industry and academia.

b) Internship/ On-the-job training we send our students to industrial establishments during summer internship phase in 4th semester and industrial visits to observe the corporate structure and working.

c) Summer placement as per the GGSIPU norms students under go for summer internship for 6-8 weeks in various courses offered by the institute.

d) Faculty exchange and professional development the faculties are pursuing Ph. D from various reputed Universities. Faculty also encouraged participating in guest lectures, FDPs, national and international conferences.

e) Research: Faculty members are motivated to enroll for Ph.D.

f) Consultancy

g) Extension

h) Publication faculties are publishing research articles, books with reputed publishers and Journals.

i) Student Placement the students are found more inclined towards higher studies however the companies in the campus are invited at the college for placement drive. Students are also sent to centralized placement cell opportunities.

j) Introduction of new courses the B. Com (H), an undergraduate level course is introduced by the college in the year 2013 after getting the affiliation from GGSIPU.

k) Student exchange: NA

l) Any other The College does not have signed any MOU and agreement with the organizations.

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3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

The college gives all types of help to the faculty for research, consultation and collaboration activities. However institution has planned to establish linkage and collaborations related to academic and research, also working on conducting joint technical programs and events with other organizations. Inviting Expertise from various divisions from other industries for delivering Guest Lectures, key note address in Conferences, invited speaker in workshops and symposiums.

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Criterion IV: Infrastructure and Learning Resources.

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

- (a) **Academic activities**
 - (b) **Co-curricular activities.**
 - (c) **Extra- Curricular activities and sports.**
- (a) The Institute is well equipped with necessary infrastructure for creating good environment for carrying out Academic activities. It has spacious well ventilated classrooms including tutorial room, a well stocked library, staff room, seminar hall, Auditorium, Cafeteria, Ground water tank, Transport facility across Delhi and NCR, Wi-Fi campus, R-O water supply and on each floor 100% power backup for uninterrupted academic activity, online UPS.
- (b) The Institution provide full facility for carrying out Co-curricular activities by way of organizing Conferences/Seminars, workshops guest speakers, presentations, competitions, event management, General events, debates etc. for which adequate infrastructure exists.
- (c) The Institution provides good infrastructure for extra-curricular activities like indoor and outdoor games. Game facilities. The Institute sponsors students for cultural programmes, plays, competitions at university organized programmes, Inter-the Institute and Inter-university competition etc. The Institute has a band which is very much liked by the students. Community services are carried out by the students in neighbouring villages and carryout street plays and making short films for creating awareness amongst the masses against social evils.

4.1.2 Enclose the Master Plan of the Institute campus indicating the existing physical infrastructure and the projected future expansions.

(Please refer Annexure No. XI)

4.1.3. Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The Institute has more than adequate infrastructure for carrying out its academic and co-curricular/extra curricular activities. Against the requirement of about 5000sq ft of space we have 8223 sq.ft. of built-up area and total area is 0.91 acres. which will be able to cater to our

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futuristic needs. The augmentation of facilities in an educational Institution is an ongoing project. The library and various laboratories are constantly been upgraded and stocked. A communication lab is under process of being created. Maths Lab has been added. An Industrial R.O plant with a Capacity of 250 ltr./hour has been installed, Automatic 162 KVA Generator. Besides this maintenance of infrastructure is carried out on day to day basis. The Institution is very proud of having a spacious Auditorium which is fully air-conditioned and has state of art light and sound system.

4.1.4. Does the institution provide facilities like common room, separate rest rooms for women students and staff?

Yes, the Institute has facilities like separate boys and girls common room. Which are well equipped with the necessary infrastructure and Gym facilities.

4.1.5. How does the institution plan and ensure that the available infrastructure is optimally utilized?

Enough planning by way of preparation of time-table and activities is done to ensure optimum utilization of common resources like Library, Canteen, Auditorium tutorial rooms, Seminar Halls, music room and dance room. All the activities and sessions in the Institution are planned keeping in view of making optimum use of the infrastructure available. Such use of venue for activities is notified to the staff and students through the Institution time table displayed on the notice board. Internally the furniture and the infrastructure of the room are temporarily re-arranged to suit particular needs of the activities conducted. This is mostly resorted to in our multi-utility rooms with all the departments.

The guest lectures, seminars, workshops, student counseling, tutorials, brainstorming sessions, remedial sessions, campus orientation, are carried out in multi utility rooms and Tutorial rooms. The cultural activities, competitions and intercollegiate activities, are conducted in the auditorium and Seminar rooms.. The guidance of practice lessons, micro teaching sessions and simulated lessons are conducted in different groups in the multipurpose and class rooms. These rooms are also used for personality Development Programs (PDP). Multipurpose rooms and some classrooms are equipped with LCD Smart board projector and sound system.

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The classrooms are provided with lockers to facilitate students to temporarily store their books and belongings. Each locker is shared by two students.

The Institution has a separate boys and girls common room which are equipped with gym facilities. Girls can work out here as per their convenience. It is quite spacious where students can relax and rest in times of infirmity.

The Institution has long and spacious corridors which have notice boards for display of notices related to admissions, placement, results, collegiate and intercollegiate activities, examinations, practicum and weekly time table.

4.1.6. How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

For the differently-abled students we have provision of ramp and provision to hold classes on the ground floor. However, to date no differently-abled student has been nominated by the University during the central counseling for admission into our Institute. A provision for installation of lift is made and material has already been procured. We have also in process to installed the lift very soon which connect all the floors.

4.2. Maintenance of infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

a. Land	NIL
b. Building	Rs. 90,000
c. Furniture	Rs. 65,000
d. Equipment	Rs. 85,000
e. Computer	Rs. 1,30,000
f. Vehicles	Rs. 80,000

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4.2.2. How does the institution ensure optimal utilization of budget allocated for various activities?

Institute budget is prepared by the finance committee and passed by the Institute managing committee. The budget allocation are made in accordance with priorities and as per the requirements of the various departments.

4.2.3. Does the institution appoint staff for maintenance and repair? Not, how are the infrastructure facilities, services and equipment maintained?

The institute has outsourced its housekeeping staff. Additionally we have staff for day to day maintenance of works/electrical problems. For major maintenance work contract is awarded to outside agencies. The system is working well. The maintenance of equipment is similarly resorted to.

4.3. Library as a Learning Resources

4.3.1 Does the library have a Library Advisory Committee? What are major responsibilities

Yes, the library has an advisory committee whose function includes ascertaining the curriculum/general awareness, need of the faculty and students in so far as procurement of books/periodicals and journals are concerned. Formulation of rules and regulations for observance of faculty and students in the library, distribution of books. Discipline, user-services, Inter-library co-operation and networking are also using the purview of the Library Advisory Committee.

The main functions of the library committee are:

- To assist the librarian in formulating general library policies and regulations which govern the functions of the library,
- To interpret the purposes and needs of the library to the administration, faculty, and the student body
- Act as a forum for the discussion of matters relating to the provision of library services
- Advise the librarian in the determination of the policy for the library
- Advise academic board in regard to University library services, present an annual report on its activities to the Academic Board and Council, through its members

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- The Library Advisory Committee scrutinizes the list of book to be procured for the library
- The Committee meets frequently to review matters of importance to accord better facilities for the users of the Library.
- Monitor the operations of the Library.
- Prepare library annual budgets for presentation to management for consideration.
- Monitor budget performance throughout the year.
- Provide an avenue for the Friends of the Library and the community to participate in development and maintenance of library resources.
- Keep the needs of users under review to ensure that the library is constantly adopting to the demand.
- Keep the human and physical resources of the library under constant review.
- Regularly review the opening hours of the library to maintain a balance between staffing resources and demand.

4.3.2 How does the library access, use and security of materials?

Library ensures access, use and security of materials by keeping vigilance and assessment through out the year. Materials which get damaged in course of use are repaired regularly. The Library of Lingaya's Lalita Devi Institute of Management and Sciences has an open system for its users, may it be the students, faculty or the staff. The user can go straight go to racks and can access the books or the information him self. Beside accessing the catalogue on net worked computer. The library has fully automated issue and return of library Books.

The users have the OPAC (online public access catalogue) which is placed inside the library and the students can use it for searching the book availability. Also the students are given the orientation program for the optimum utilization of the library materials.

For the security of the library materials, the library has CCTV installed at every corner. It prevents the mutilation of the books and prevents stealing to a great extent. Also the gate entry registers are placed in the library for the security purpose for the students and faculty and is monitored by the library staff.

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4.3.3 What are the various support facilities available in the library? (Computers, Internet, Band Width, reprographic facilities etc.)

The library provides various facilities to its users which are mentioned as under

- Computers
- Wi -Fi enabled environment
- Reprographic facilities.
- Internet facilities
- Digital access through digital library and DELNET
- Automated receipt and issue of books through Bar Coding, use of scanners and computers.

4.3.4 How does the library ensure purchase and use of current title important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

The library is very active in purchasing the new or current titles whichever comes to the market concerning the subjects and titles of general reading too. The catalogues sent by various publishers, requisition sent by the Heads of the Department or various faculty members, organizing book exhibitions, ensures the purchase of the current titles and important journals (National and International).

Usage of the current titles is ensured by displaying them on the new arrival racks and current awareness services given by the library.

LLDIMS Central Library has rich collection of books i.e. Total Titles of 7513 and 21,739 Volumes, which has following as a Books Bank 240 titles and volumes 4791 and for management 1523 titles and 4378 volumes for Journalism 974 titles and 2079 volumes and Education has 3060 titles and 7997 volumes in the library apart from Subject Books library has General Books which has 1697 titles and 2308 volumes collection. Library has 22 Magazines and 9 Titles and 100 volumes of News papers which has sharing basis for all Departments, Library has a 13 international and 63 national journal. Beside of this, library has 9 international and 3 national online journals with back volumes as a CD form.

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The amount spent on new books and journals during the last five years is as follows:

S.No	Year	Amount (Rs.)
1	2012-2013	173168
2	2013-2014	350199
3	2014-2015	415537
4	2015-2016	399563
5	2016-2017	361671

4.3.5 Give details on the access of the on-line and internet services in the library to the students and faculty? (Hours, Frequency of use, Subscriptions, Licensed software etc.)

The institution has got a 10 mbps dedicated leased Broadband line from The Sky net for making the campus Wi-Fi enabled. Since the campus has Wi-Fi enabled environment, therefore the users have full access rights to use the internet facility anywhere in the campus. The library has the digital access and e-access for its end users whenever the library is open. The frequency of usage of digital and online resources is about 10-15 users per day.

4.3.6 Are the library services computerized? If Yes, to what extent?

Yes the library services are totally computerized.

4.3.7 Does the institution make use of INFLIBNET/DELNET/IUC facilities? If yes, give details.

Yes. The Institution has subscribed DELNET facilities.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

Library staff ensures that the faculty and students are aware of the latest acquisition of the library and facilitate them about the new acquisitions by displaying them on “New Arrivals” rack in the library.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.

YES, Through DELNET.

4.3.10 What are the special facilities offered by the library to the visually and physically Challenged persons?

Separate counters and sitting space can be provided to physically challenged persons. As to date no visually or physically challenged students has been sponsored by the university through its centralized counseling sessions.

4.3.11 List the infrastructural development of the library over the last two years.

Our Institute Library has developed a lot during the last five years. Many structural changes have taken place from time to time. The library has grown with the users growth. Below mentioned are some changes which have taken place during the tenure of last five years:

- Separate digital section including the internet facility and latest computers have been installed.
- Reprographic machine has been added with the growth of the work.
- Separate reading hall has been established for the users.
- Centralized Air Conditioned reading room for the users.
- More book racks and wooden racks to place the books have been added..
- Staff has been increased
- Furniture and fixtures have been added with the library growth.
- Seating arrangement has been increased to 140.
- Total Number of study tables has been increased to 20.
- 8 Computer systems for online access.
- For the security of the books and other materials, CCTVs have been installed at every corner of the library so that the books are not lost, stolen, misplaced or mutilated etc.
- Bar codes are generated for the automation process of the documents.
- Staff at the gate of the library is placed for security.
- Display facility of new arrived books has been organized in the library.
- There are about Two printers and One Scanner in the library for printing/digitization and other work in the library.
- Xerox facility is also provided to the faculty, staff and the students as well.

4.3.12 What other information services are provided by the library to its users ?

Library is kept open through out the year from 08.45 am to 04.00 pm every day excluding Sunday and gazette holidays. New arrivals, Newspapers, Magazines are made available to the students. There is common reading room for reading news paper, books, reference books etc

4.4 ICT as Learning Resources

4.1.1 Does the institution have up to date computer facility? If yes, give details on the available hardware and software (Number of computers, computer students ratio, stand alone facility, LAN facility, configuration, licensed software etc

Yes, the Institute has an up-to-date computer facility.

The details are

- 200 computers
- computer-student ratio is 1:5
- stand alone facility is available
- availability of LAN facility
- licensed software
- **10 mbps dedicated broadband leased line from sky - net for Wi-Fi campus and 5 MTNL connections to serve as backup.**

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

The Institute provides computing facilities through its computer labs and departmental computer centre. Users have access to necessary domain specific applications. The Institute has installed “the Institute excel” ERP software which takes care of academic/administrative functions including Library.

4.4.3 How are the faculty facilitated to prepare computer aided teaching/learning materials? What are the facilities available in the college for such efforts?

Each faculty member is given training on best practices in ICT and is taught how to use multimedia projectors and visual aids as well as effective Internet use to maximize productivity. The faculty is provided with computers with internet access. All classrooms in the Institute are

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equipped with data projector, projection screen a PC with internet access and necessary complementary teaching aids

4.4.4 Does the institution have a website? How frequently is it updated? Give details.

Yes, the institution has a website. It is www.lldims.org.in. It is updated periodically. All the information of the Institute regarding admission, merit list, cut off percentage, facilities available etc. are given in detail on the website.

4.4.5 How often does the institution plan and upgrade its computer system? What is the provision made in the annual budget for update, Deployment and maintenance of the computers in institution?

The up gradation of Institute computer systems is a continuous process. Separate provision is made annually for computer hardware/software requirement.

4.4.6 How are the computers and their accessories maintained (AMC etc.)

The Institute endeavors to provide Computer facility to each faculty member. The maintenance of all computers and accessories is done through IT Service Centre which has dedicated full time staff. The major repairs of hardware system are off loaded to market.

4.5 Other Facilities

4.5.1. Give details of the following facilities:

- a. Capacity of the hostels (to be given separately for boys and Girls).
- b. Occupancy :
- c. Rooms in the hostel (to be given separately for boys and Girls) :
- d. Recreational facilities :
- e. Sports and Games (Indoor and Outdoor) facilities :
- f. Health and Hygiene (Health care centre, Ambulance, Nurse, Qualified Doctor) Full time/part time etc.
 - a. We have separate hostel for Boys and girls having a capacity of 18 students each.
 - b. Since the hostel facility has been recently created as on date it is unoccupied.
 - c. 6 rooms for girls and 6 rooms for boys each with a provision for 3 beds and allied infrastructure.
 - d. . For recreational facilities Indoor and outdoor sports

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- Music room
- Dance room
- Gymnasium
- Photography club
- Media appreciation club
- We club
- Music (vocals & instrumental)

e) **Sports and games (Indoor and Outdoor) Facilities:**

Indoor sports:

- Table tennis
- Carom
- Chess
- gymnasium

Outdoor Sports:

- Basket ball
- Cricket
- Volley ball
- Badminton

Indoors- Caroms, Weight lifting, Chess, Table Tennis, Badminton

Outdoors- Cricket, Volleyball etc.

f) We have outsourced our housekeeping department which looks after the cleanliness of the Institute. Health and hygiene is given utmost importance.

We have a separate Health care center (Medical Room) which is looked after by one qualified (MBBS) Doctor. He is also assisted by a Compounder. The Institute has a vehicle for ferrying the patient to hospital in case of emergency.

4.5.2. How does the institution ensure participation of women in intra and inter institutional sports competitions and cultural activities?

Yes, women constitute 5% of the Institute students. They take active part in collegiate and intervarsity sports competitions and cultural activities.

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4.5.3. Give details of the common facilities available with the institution (Staff room, Day care centre, Common room for students, Rest room, Health Centre, Vehicle parking Guest house, canteen, telephone, Internet care, Transport, Drinking Water etc.)

The Institute provides following facilities:

- Staff room
- Separate common rooms (Rest rooms) for girls and boys
- Health centre
- Vehicle parking
- Hostel
- Canteen
- Telephone
- Wi-Fi facility
- Transport facility A.C. Buses across Delhi & NCR
- Filtered and chilled Drinking water through industrial 'RO' System.
- Round the clock power back up
- 24 Hours Security
- Centralized Xerox facilities.
- Binding facility
- Automatic generator 162 KVA
- Ground Water Tank : Capacity 12000 ltrs

4.6 Best Practices in Infrastructure and Learning Resources.

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

- Modern construction and infrastructure of high standards.
- Excellent academic facilities and learning environment and congenial learning environment. Academic support services include well equipped technology/science labs and workshops, computer labs with latest hardware/software and well stocked libraries.
- Science/Technology/Computer labs equipped with latest equipment/machines/ hardware, etc.
- Licensed software.
- Extensive Net working in the campus

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- Spacious and well stocked libraries with e-journals, databases and computerized functioning.
- Dedicated power backup to avoid disruption of teaching/learning
- All classrooms fitted with latest communication equipment for supplementing classroom teachings LCD projector, CPUS.
- Well managed hostels for outstation students.
- Sky-net Wi-Fi Campus Through leased 10 mbps broad band connection with back up through MTNL connections.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- Yes, the institution publishes its updated prospectus and academic calendar every year for integrated information concerning to all departments of Lingaya's Lalita Devi Institute of Management and Sciences- BJMC, BBA, B.Com & B.Ed.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

We LLDIMS provide Rs.1500 annual scholarships to 3 students of each departments- BJMC, B.Ed., B.Com and BBA; Apart from this, our Institute provided also College Bus Fee-ships of Rs.15,000 for 5 students. Also, we provided Fee -Ships to 3 students in 2015-16 of Rs.10,000 each of each departments through our association with Rotaract Club established at LLDIMS by Rotary Club International.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Two percent students get financial assistance from GGSIP University, Delhi state government and these students belong to ESW section.

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections Students to participate in various competitions/National and International

Under ESW scheme GGSIP university DSW (Dean Student Welfare) provides facilities and scholarships and financial assistance to students belonging to SC/ST, OBC and Economic weaker section for participating in National sports, and other competitive events. Students with physical

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disabilities - LLDIMS provide special facilities, medical assistance, etc, those students who are physically disable or especially able category.

Medical assistance to students: health centre, health insurance etc.

Yes, there is a medical room in our college. Students are provided medical first aid and medicines and a regular MBBS doctor and one nurse is appointed by management to extent medical services to the students and faculty members.

Organizing coaching classes for competitive exams

In order to prepare the students for various competitive examinations, classes like Career Counseling, Spoken English, and Group Discussion and personality development are conducted.

BJMC department, BBA and B.com organizes various quizzes and competitive events for students so that they can be prepared for competitive exams for government and corporate companies jobs.

BBA department has collaborated with IMS coaching institute to provide job oriented coaching classes.

LLDIMS gives its all departments students – Personality Development Classes coaching for this, professionals for soft skill development among students are hired and they provide various workshops and competitive quizzes and group discussion sessions.

Skill development (spoken English, computer literacy, etc.,)

- The department has a curriculum Lab. Where skill development programs like Spoken English, Group Discussion, Personality Development, Vedic Mathematics, IT and Computer literacy are conducted. Yoga is an integral part of our skill development process. BBA, BJMC , and B.Com department have collaborated with various government and non-government agencies like MSME, AIMA, various media professionals for providing management and media related industry specific skill development to students.

Support for “slow learners”

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- We always try to ensure that the slow learners are not neglected and left out of the mainstream. Hence Remedial Classes, Tutorial Classes, Doubt clearing sessions are conducted to keep them at par with others.
- LLDIMS – its all departments, provide Tutorial classes in routine classes to those students who are “slow learners” and subject specific teachers give them particular kind of problem solving helps so that any doubts of theirs could be resolved.

Exposures of students to other institution of higher learning/ corporate/business house etc.

- Yes. Department of Education provides exposure to the students to other institutions for internship, Training and higher learning.
- BJMC, BBA and B.Com departments provide exposure to the students to other institutions like Indian Institute of Mass Communication, AIMA, through sending them for taking participation in various inter-collegiate competitions and prepare them to appear in entrance examinations for higher courses. Our students get selected for the last 3 years in higher learning institutions like IIMC, New Delhi, Jamia Millia Islamia University, Pune university, Mumbai University.

Publication of student magazines

LLDIMS publishes its student magazine titled- Lingaya’s voice monthly and News letter titled – Parispand regularly by BJMC students under guidance of BJMC faculty members. LLDIMS Persona Magazine is published by its faculty members.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The Institute has the structured support and mentoring mechanism with director and head of the respective departments- BJMC, B.Com, BBA, & B.Ed. Apart from this, every class has in-charge as the class counselor or mentor. They are assigned for personalized attention and counseling for a particular group. The faculty members provide proper guidance, counseling for good attendance and give them the proper knowledge and understanding about the concerned subjects. Mentors evaluate their knowledge and performance through conducting weekly and

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monthly class test and finally give their report and interact with their parents in parent-teacher meeting. We have the EDP (Entrepreneurial Development Program) Cell in our institution.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- *additional academic support, flexibility in examinations
- *special dietary requirements, sports uniform and materials
- *any other

Extracurricular and co-curricular activities are an integral part of the teaching and learning process of B.Ed. Department. Different competitions like sports, games, quiz, essay, debate are conducted every year to inculcate a sense of participation and achievement.

LLDIMS used to organize the annual festival- 'Zeal' , our students take participation in 'Anugoonj' cultural festival organized by GGSIP university. Film festival participation, Quiz participation, Debate and sports meet at GGSIP University and Lingaya's University as Inter-collegiate and inter-university competition and our students get meritorious rank in these participation.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

Many of our students have been showing their excellence in securing important and lucrative jobs in both private and public sectors over these years. BJMC students are provided best media and communication knowledge along with General knowledge so that they can be prepared for competitive exams like GRE/TOTEL/CAT/ Central and State government jobs , Civil Services exams. Our student got selected as Army officer in 2013 after passing competitive exams- C.D.S. exam. BBA and B/Com students get prepared for various management exams like CAT and GRE through our faculty and mentor members.

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5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Counseling sessions is given to the students during college hours and beyond. Tutorial classes, Doubt clearing classes, Career Counselling sessions are conducted. The strong rapport between the teachers and the students even takes them to their personal and psycho-social levels. It not only ensures the academic progress but also the safety and general well-being of the students

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes all Departments of LLDIMS provide guidance to the students in matters relating to better career options, job opportunities choice of the subjects and courses like Soft Skills, Communication skills, ICT and Computer knowledge. We prepare and nurture them to keep pace with the present social, national and global needs. There is no provision for placement and campus interviews.

BJMC students get practical media industry job oriented training in its Audio-visual lab . our students make corporate and short-films for Rotary Club international and other government and non- government agencies.

Our Institution LLDIMS has placement and training cell to support our students of all departments- BJMC, BBA, B.Com and B.Ed. as we organize campus selection test and interviews time to time and send our students on internships in various corporate companies and media companies and our education department send students to various schools for the teaching-training. Our placement and training cell has various collaboration with other companies and organizations to give Entrepreneurship training to our BJMC and BBA students under the aegis of MSME government of India, EDP cell and CASI global New York , Mumbai India for giving CSR training to our students so that they can be fit into Corporate world, for BJMC students- D.D. News, DD Sports, Times of India, Nav Bharat times, Hindustan, Panchyajanya, Organizer, Zee News, News Nation, Sahara Group, Dainik Jagran Group, Dainik Bhaskar Group, Amar Ujala, and other content.

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The institution organizes the placement drive on its own with the collaboration with GGSIP university placement cell and various companies like- for BBA students, GuestHouser.com, Hospitality industry, GMR companies maintaining International Airport, and many more companies visit to recruit management and media students.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. The college has grievance redressal cell in which any students' problem heard and get resolved within stipulated time period by the team of senior teachers in presence director of the institute. (Details attached in list of committees).

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Our institution has strong provisions for resolving issues pertaining to sexual harassment. There is a separate Women Cell which monitors any such complaints. There is a high power committee headed by the Director to look into this very important and sensitive aspect. (Details attached in list of committees).

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes we have an Anti-Ragging Committee under the guidelines of UGC and Supreme Court and its committee members are from various sections like- Faculty members, Management, Parents, etc. which has been operating very efficiently and no such cases were reported during the last four years. (Details attached in list of committees).

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institute provides time to time some financial assistance in terms of prizes, rewards and reimbursement of tuition fees. We also have tie up with NGO's and social organizations like rotary club and NHRC and they extend welfare services to our students.

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5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The institute has established its Alumni association for the ex-students so that they can interact with each other in peers and with their teachers and professors for career progression and their social well-being.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Students progressing Higher Education or Employment for the last four batches-

Program	2013	2014	2015	2016
BJMC	95%	97%	98%	98%
BBA	90%	92%	94%	93%
BCom	97%	98%	94%	95%
Bed.	98%	90%	91%	90%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme	2012	2013	2014	2015
B.Ed	100%	100%	99%	97%
BJMC	100%	98%	99%	98%
BBA	98%	92%	96%	97%
B.Com	99%	96%	97%	99%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The Department extends all possible help to facilitate smooth progression to employment.

- Active participation and involvement of our senior faculties in the preparation of curriculum of the university.
- Curriculum based on today’s needs and demand.
- Teaching and training of Soft Skills to keep the students ready for jobs and vocations.
- Through and timely guidance at every step of student career.

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BJMC , BBA and B.Com departments invite Industry experts in our campus and organize special Guest lectures , work shops and seminars and conferences to give industry exposures to our students and in this process, they get internships in various industries companies.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Special attention and support is provided to the students who are at the risk of failure and drop out. Remedial classes are taken where each and every student is given personal attention.

To minimize the drop out rate of students we give special attentions and counseling regarding their educational, financial and social problems addressing them on the utmost priority.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

As a part of our holistic development and approach of teaching and learning we provide plenty of scopes and facilities to our students in games and sports. Annual Sports is a routine event which is conducted in winter. Outdoor Games like cricket, football, volley ball, badminton, and indoor games like table-tennis chess, caroms are played.

Cultural programmes like Song, Dance, Rangoli competitions, Annual College Drama are organised every year.

Sr. No.	Program department	Event – Cultural /sports/extra-curricular activities	Year
1	All departments- BBA, BCom, Bed, BJMC Event	ZEAL cultural fest organized at LLDIMS every year.	2013, 2014, 2015, 2016
2	Independence Day	It is organized every year	Every year
3	Freshers' Party & Fare well party	Every year	-
4	Teachers' Day	Every year	
5	Hindi Divas – BJMC	Every year	
6	ZEAL	Every year	
7	Anugoonj- GGSIP university Delhi	Every year	
8	Annual Sports Day	Every year	
9	GGSSIP university, Sports Meet	Every year	
10	Rotary Club organize Blood Donation camp and Health camp	Every year	2013, 2015, 2016

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5.3.2 Furnish the details of major student achievements in cocurricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Our students have achieved sports medal in inter-collegiate level competitions , Theatre competitions, cultural festivals etc.

Sr. no.	Event name	Participation and year
1	GGSSIP University Sports meet in Long Jump	BJMC student got Long Jump gold medal in 2016
2	Theatre – Anugoonj, One act play	LLdIMS students won special prizes in competition in 2015-16
3	Film and documentary film making	BJMC students got documentary film award in 2013

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institution remains in constant touch with the Alumni, seeks their help and opinion in various matters for its overall growth. They actively participate in activities like Blood Donation, Plantation, and Annual Get-together etc

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Board Decoration Completion, college magazines are brought out by LLDIMS students.

List of Publications and materials brought out by our students are given below.

Sr. No.	Names of Publication of Magazines and others by students	Year of publications
1	Lingaya's Voice student magazine	2013, 2014, 2015
2	Students' ZEST magazine	2013, 2015,
3	News letter Parispand	Monthly , in year 2013, 2014, 2015, 2016
4	Persona , News magazine by LLDIMS	In year 2014, 2015,

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5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

We have constituted students committees for organizing different events/activities. They are actively involved in promoting and maintaining cultural, sports, annual fest, students awareness programmes, taking care of academic development and alumni associations.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them

Cultural committee, Alumni Committee, Anti-ragging committee, Library committee, sports committee. One student Male and one student female from every departments get on board in these committees.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The Institution has established LLDIMS Alumni Association in April 2016. This platform is given to LLDIMS students (LLDIMS management being a patron of this committee) for their career development and social well-being. Alumnni committee members are ex-students from our college and they elect their representatives and officials through elections and voting system.

The students get interact with each other via digital media mode like email, bulk SMS through ERP system and tele-calling & Whatsapp. The Institution website has separate section for students to provide input/feedback/grievances/ any other information. They are supposed to meet once in a month. LLDIMS Alumni Association is registered committee and legal binding.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership.

6.1.1. State the vision and mission statement of the institution and give details on how the institution.

- a) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education Policies of the Nation?**
- b) Translates its vision statement into its activities?**

Lingaya's Lalita Devi Institution has made a niche for itself in the arena of education by spreading its fragrance with budding Professionals who are nurtured and groomed towards excellence to serve the society. The Institution maintains its focus on the vision and mission for effective governance and leadership. It believes in empowering emerging evolving and encompassing towards development of a global knowledge society.

VISION

Emerge as an educational centre for providing facilities of professional Education to students and thus facilitating them for a pivotal role in Nations' program of growth and development. To transform our students into thoroughbred educational professionals for a humane society. This is done by using variety of innovative approaches so as to become an Institution with a close social, educational and industrial interface.

MISSION

Lingaya's Lalita Devi Institution of Management & Sciences, strives to provide the best Educational professional training to its students. It seeks to develop skills, knowledge and improve the overall personality of the students with respect to education as well as responsibility towards the society. The Institution is dedicated to improve social and economic standards of the society by working for human welfare through education. Its objectives are :

- Instill applied knowledge with theoretical background in order to develop mind which is more professional, intellectual and conforms to the recent required skills for the respective profession and to be entrepreneur so that our students can generate jobs in the country.
- Transform students into knowledge workers who would be trained not only for the field of their choice but at the same time would work for the societal welfare.

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- Make a constant effort to develop culture of intelligence that would help for the upliftment of the society.

The vision & Mission of the Institution is communicated to the students, teachers, Staff & other stakeholders through the web Site of the Institute, prospectus also, predominately communicated through the orientation programme conducted by the Institute at the beginning of the every academic year.

- a) Being a part of the system of Higher Education, the institution has liability to follow the objective of Higher Education policies of the Nation.
- b) The vision and mission of the institution is to acquaint students from all the sections of society especially to educate the under privileged sections to bring them into the mainstream so that they can contribute to economic welfare.

6.1.2 Enumerate the Management's commitment, leadership- role and involvement for effective and efficient transaction of the teaching – learning process.

The Managing Committee which is the apex body of the Institution comprises of distinguished academicians and eminent personalities who are committed to the cause of disseminating quality education. The Management adopts a democratic and transparent style of functioning with the Director receiving complete autonomy in carrying out the day to day functioning of the Institution. At the same time the management takes keen interest in being kept informed about the various endeavors undertaken by the Institution.

In order to make teaching learning process effective, faculty members are encouraged to undertake programmes focusing on innovative teaching practices. Leaders are motivated to provide full support to their team to promote a culture of teaching which is beyond the boundaries of the classroom. Management also provide support in form of resources required to develop such a culture in the institution.

6.1.3 How does the management and the Head of the institution ensure the responsibilities are defined and communicated to the staff of the institution.

The management takes stringent effort in conducting the recruitment and selection process in order to hire best of the candidates. The Director of the Institution in consultation with the

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management divide the academic work into different portfolio, for each portfolio committees of 3-4 staff members are formed with one of them as coordinator of committee.

The teachers are assigned different committees according to their experiences and abilities. These committees meet the Director on regular basis to discuss the details of the planning and execution of the work. Prior to the commencement of the session the committee holds a meeting and submit the reports to the Director giving the details of annual planning of the activity and execution of work along with quality assurance determination. Teachers further extend membership of the committee to a team of 3-4 students so that they can inculcate managerial skills in students. Students are given different positions in form of team leader and members. These team leaders and members are selected after a careful scrutiny by faculty members, head of the department and director.

6.1.4 How does the management/Head of the institution ensure that adequate information (from feed back and personal contacts etc.) is available for the management, to review the activities of the institution?

The Director of the Institution takes active part in the qualitative development for the progress of the Institution. The Institution ensures valid information for feedback by getting feedback forms filled up by students and the staff members after the completion of each activity of the Institution and by regularly interacting with the present students of the Institution. The Director and Management also participate in deliberations at Grievance Redressal Cell and collect feedback and suggestions, thereby sort-out the difficulties of the faculty members and students for smooth functioning of the Institution. Faculty presentation are conducted in order to review the performance of the members of the institution and to gauge the loopholes in the system so that rectified measures can be taken.

6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

As reflected in the aforementioned discussion of Criterion VI, 6.1.4, the Institution management is well informed and aware of the progress of the academic and non academic activities of the Institution. The Director pays utmost attention to review faculty accomplishments with the Institution Management through the annual written reports and regular oral interaction. The management has an open door policy for meeting and interacting with the faculty. The management encourages and supports the faculty's role in bettering the effectiveness and

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efficiency of the Institutional process by providing the necessary backing, assistance and resources to support the endeavor. The letters from the management appreciating the faculty's commitment and dedication to the entire educational transaction is an immense source of impetus for the faculty. Appreciation is also done in form of informal meeting and success party to encourage all the stakeholders of the institute.

6.1.6 Describe the leadership role of the head of the institution in governance and management of the institution.

The Director works as a link among various pillars of education. He facilitates complete independence of thought and action in curriculum transaction. The Director of the Institution provides the administrative staff complete freedom and authority to take decisions in the administrative tasks assigned to them. Faculty and the staff members are given a specific job for which they are trained and have to assume responsibility for the same. There is regular reporting by the administrative staff of the tasks completed to the Director of the Institution. There is decentralization of tasks and handling of portfolios. The Director of the Institution motivates the faculty to take initiative in having an innovative conduct of curriculum for which there is an allocation of technological and print resources. Such freedom to experiment enables the faculty to be equipped to respond to new educational situations in a flexible and creative manner.

Overall the Institutional leadership displays sensitivity to others' well being and feelings, predisposition towards participatory decision making processes, and penchant to enable the Institutional personnel to work towards and contribute to social change and effective educational processes.

6.2. Organization Arrangements.

6.2.1 Give the organization structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

The organizational structure is headed by director of the institute comprising the next level of head of the departments of management, commerce, journalism and education followed by faculty members of respective departments.

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With a view to provide and ensure proper organization of administrative, financial and academic functions and monitoring of student's activities of the Institution, there are committees in the organizational structure of the Institution. The Director in consultation with the Management and faculty allocates the Committees before the commencement of the academic year. The overall In-charge in co-ordination with the Director ensures the effective and smooth functioning of the Institution. The details of each committee and its function are as follows:

- 1) **Central coordination and Academic Committee-** The committee is responsible for overall coordination between various departments of the institute. The committee consists of the director of the Institute and all administrators of the department
- 2) **Research and Audit Committee-** The committee looks into the research publications of the faculty, publications of the institute, conduct of faculty development programme, seminar, workshops, etc. Also it will look into regular audit activities of the institute.
- 3) **Examination Committee:** The Examination Committee holds meetings before and after every Examination to plan date sheet, format for question papers and allocate duties, etc.
- 4) **Proctorial Committee:** Discipline Committee holds its' fortnightly meeting and review different disciplinary matters related to students, teaching and non-teaching staff and report to the Director for necessary disciplinary action.
- 5) **Cultural Committee:** The committee consists of faculty personnel and students. The committee frames and reviews the schedule of various cultural activities to be done in the Institution periodically.
- 6) **Housekeeping and Infrastructural Maintenance Committee:** the committee consists of administrative staff looking into the matters related to infrastructural development and cleanliness of the institute
- 7) **Library Committee:** It holds meetings at periodic intervals to discuss the needs and requirements felt by the Staff and Students through meetings of student representatives and other student council members and updating is done accordingly.
- 8) **Sports and Canteen Committee:** It holds meeting once in every month. The committee members look into the matters related to food supply in college premises, its quality and taste. They are also responsible for sports activities organized in the institute as well as coordination for sports activities organized in other university or institute.

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- 9) **Transportation Committee:** the committee hold meeting in the beginning of every semester. Faculty in charge for each transport is appointed. The committee looks into the transport organization across Delhi- NCR to make proper arrangements in commuting.
- 10) **Website and IT Maintenance committee:** the committee sees website maintenance and updating of website and related matters.
- 11) **Revenue Grants Committee:** The committee deals with the financial matters of the Institute and maintains financial records in coordination with accounts department.

Besides institutional committees, every department form departmental committee for smooth functioning within the department. Some of the departmental committees are:

- Morning assembly committee
- Industrial visit and tours committee
- Examination committee
- Discipline committee
- Placement and industry interface committee
- Time table and class arrangement committee
- Student grievance committee
- Coordination committee for departmental work

6.2.2. To what extent is the administration decentralized? How does the institution collaborate with different sections/Departments and personnel of the institution to improve the quality of its education provision?

The institute provides complete decentralization. Each Committee is headed by senior Faculty member and a host of other members from faculty, non- teaching and students who take decisions to improve the academic environment of the institution thereby de-centralizing the administrative process. The head of the institute coordinate with each committee so that continuous evaluation of committee can take place.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

The meeting of all statutory bodies and concerned committee is held frequently to discuss the various problems of the students. Each committee has fixed its stipulated time to conduct

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meetings. There is effective internal co-ordination among teachers. Work is distributed as per the skills and competencies of faculty members. Responsibilities of various committees are regularly monitored by the Director.

6.2.4 Does the institution have a Grievance Redressal Cell for employee?

If yes, what are its functions? List the number of grievances redressal during the last two years.

Yes, the institution has Grievance committee. Complete confidentiality is maintained while solving issues related to student or faculty grievance. The institution has the associations of teaching staff and non-teaching staff as well. The association looks after the requirement of the persons concerned with. For example, the non-teaching staff is provided uniform on their demand. In the governing body of the management, the representatives from teaching and non-teaching staff are selected for redressing their complaint, if any, exists. No such cases were reported in the last two years.

6.2.5 How many times does the management meet the staff in academic year? What are the major issues discussed during the last meetings.

The management usually meets at the start of every semester to discuss the problems and approve the budget for various welfare schemes for students and employees etc. Also faculty presentation is organized by management in which they invite experts to gauge the improvement in quality of faculty. Frequent one to one interactions are arranged as and when required.

6.2.6. Is there a cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell.

There is a Women Cell in the Institute. The Women Cell is vested with the power to redress grievances related to sexual harassment of women students/staff in the campus. No case of sexual harassment has been reported in last two years.

6.3 Strategy development and deployment

6.3.1. Describe the procedure of developing the perspective institutional plan. How are the teachers, students and Administrators involved in the planning process?

The development of the institution is a continuous process. The most important feature of the recent planning is developing a culture of aggressive research in the institute by encouraging

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faculty to undertake projects outside the organization, attending FDP, conducting workshops, sending them as resource persons, providing process of getting the Institute accredited by NAAC. These committees run by co-ordination among teachers, administrative staff & students.

6.3.2. How are the objectives communicated and deployed to all levels to ensure individual employee's contribution for the institution development?

The HODs supervise the academic contribution of the faculty and the conveners of different committees ensure the participation of its' members thus ensuring that they contribute for the institutional development.

6.3.3. List the different committees constituted for the management of different institutional activities. Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations held during the last two years.

Details have been given in 6.2.1 and 6.2.2.

6.3.4. Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

Yes, the prospectus, The Institute Excel and the website contain all the data. We have also implemented ERP system.

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision- making and performance improvement ? If yes, give details.

The data of previous performance is utilized for further development. Feedback is taken as suggestion and areas of improvement to develop the stakeholders of the institute. Appreciation awards are given to those who demonstrate continuous improvement.

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating providing conducive environment, etc.)

The Institution provides platform for growth and development to all the faculty members and students. The friendly atmosphere creates a sense of belongingness and thus all activities are

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carried out in a pleasant atmosphere. The Director, faculty members and all the students share their knowledge, innovation, and creativity. The faculty members are deputed for various academic development programs like seminar, workshop, conference, symposia, etc.

Cooperation:

The Director of the Institute and Heads of Department creates a conducive environment, where every member of the Institution is asserted to be independent thinking coworkers. The Director follows the process of consensus decision-making where the agreement of most faculty members is taken in the resolution of tasks to be done. Due attention is given by the Director to the dissemination of information about any educational or administrative decision taken by all members of the Institution. This has created a strong internal coordination and cohesive between all units of personnel functional in the Institution.

Sharing of expertise:

The faculty is intrinsically and extrinsically motivated to experiment innovative strategies in their classroom sessions which are observed and imbibed by the other faculty. Such observations of co faculty's classroom practices facilitate Institutionalization of a new teaching learning practice. A unique feature of the Institution is the Intellectual Sharing' sessions which are conducted biannually and at times triennially also. These sessions provide a platform for the faculty of the Institution to share amongst themselves their experiential observations of an innovative strategy implemented in the classroom and the competencies acquired by them.

Creating/providing of conducive environment:

In order to meet the ever changing demands of the student population the Institution encourages the faculty to empower themselves by upgrading their Personal, Pedagogical, Andragogical and Technological competencies by attending various international, national, state and regional level workshops, seminars and conferences and implementing the same through classroom transactions. Faculty members are provided unconditional and wholehearted support to initiate novel Instructional strategies. The Institution provides a technical support to the teacher educators to technologically enhance their educational transactions by equipping each classrooms of the Institution with LCD projector and internet facility. The Institution also motivates the faculty to enhance their technological skills by providing flexibility and freedom to take technology related courses.

The Institution encourages the principle of being ‘Life Long Learners’ and this is reflected in the numerous in-service certificate, diploma and degree courses undertaken by the faculty to endow themselves with requisite and relevant knowledge for creating Professionals of highest caliber.

6.4 Human resource Management.

6.4.1 What are the mechanisms for performance assessment (Teaching, Research and Service) of faculty and staff? (Self- appraisal method, comprehensive evaluation by students and peers) Does the institution use the evaluation to improve teaching/research of the faculty and service of the faculty by the staff? If yes, how?

For performance assessment of staff members the following steps are taken into consideration:

- Teachers are required to fill self-appraisal proforma which is submitted to the Director and the management.
- Faculty presentations are conducted and one to one discussions are organized by the director and management of the institute to appraise faculty performance. Some lectures/seminars/workshops conducted by faculty are also videotaped. The respective faculty is encouraged to view the video recording and introspect.
- Expert interviews are conducted to gauge the overall performance of the faculty members.
- We have also adopted a mechanism to collect written and oral feedback from students regarding syllabus, faculties, infrastructure, facilities and other aspect concerning to qualitative development.
- The Director plans out academic programs taking into consideration student’s feedback.
- Faculty members prepare report of teaching, research and extension service and submit the same to the Director. Professional development of the faculty is the key aspect of all activities.
- Feedbacks are taken from the employers of organizations wherein students complete their summer internship, with regard to the strengths, weakness and performance level of students and faculty in particular and Institution in general. The inputs received from students, faculty, industry and employers are analyzed for enhancing the academic and administrative process at the Institution and management level.

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- The performance assessment process is designed to offer a positive opportunity for all staff members to recognize, develop and build upon the skills and experience they already bring to their work and to encourage them to reach their full potential.
- All faculty members are encouraged to observe the lectures/seminars/workshops conducted by the other faculties. Feedback is given to the concerned faculty for the improvement of the same. The confidentiality of the entire process is maintained.
- The faculty members are allowed to analyze their student appraisal forms so that they are able to understand, appreciate and correct wherever necessary the concerns of students. The faculty is encouraged to evolve solutions to any issue identified so that they feel more involved and in control of the entire process.

6.4.2 What are the welfare measures for the staff and faculty? (Mention only those which affect and improve staff well-being, satisfaction and motivation).

The welfare measures for the staff and faculty are taken according to the ordinances issued by the state government from time to time.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills.

- We recruit staff through the policies decided by the University.
- Advertisement for the requirement of staff is published in the leading newspapers followed by interview through the University Panel. Good grades and awards/honors are given to retain the faculty.
- Utmost care is taken to see that all the rules and regulations framed by the statutory and regulatory bodies like the State Government, UGC, and are followed while making regular appointments.
- The Institution enjoys a good reputation and has no difficulty in recruiting fully qualified and competent faculty. Whenever there is a vacancy, proper advertisements in the local dailies are given. The entire process of advertising and recruitment is completed within forty days as per the guidelines of the Government.
- Similarly whenever there is a vacancy of administrative staff, similar procedure is adopted.

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- The service conditions for the faculty are uniformly observed as laid down by the University, NCTE and the State Government and for the administrative staff the service conditions are as laid down by the State Government.
- The Institution has a very transparent mechanism in recruitment and disbursement of salary. Necessary benefits are extended to every unit of the staff. The Institution environment fosters to the professional and personal development of one and all as result deserving and competent staffs are retained by the Institution.
- The institution also takes best of the efforts to retain star performers by appreciation and recognition of their work and rewarding them for their contribution in institution building.

6.4.4. What are the criteria for employing part- time/adhoc faculty? How are the recruitment conditions of part- time/adhoc faculty different from that of the regular faculty? (Eg. Salary Structure, Workload, Specializations).

Employment of part-time/visiting faculty is need based and temporary in nature. The part-time/visiting faculty is paid honorarium as per the service rules of the institution.

6.4.5. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conference, workshop, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The institution supports and ensures professional development of its faculty.

- The teachers are motivated to participate in conference, seminars/workshop etc by providing them on duty leaves. They are motivated to attend refresher programs during lean period.
- Faculty members are also motivated to video tape their lectures and share them online so that they can receive due recognition of their work.
- The teachers are also encouraged to lead the students to the University and inter-University sports competitions.

6.4.6. How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up gradation and training of the staff? If yes, give details.

The Institution conducts staff development program. Some major program are mentioned below conducted in last 2 years

- Faculty development Program on Research Methodology
- ICT training program
- Personality development program
- Training program for effective microteaching
- Expert Lectures

The Institution has conducted staff development programme to facilitate the conceptual and skill up gradation of its faculty.

6.4.7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. Budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conference, workshop, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The institution provides staff rooms to faculty and space in the Central Library to keep them updated and carry out their research work.

The institute also provides reimbursement to faculty members who participate and present papers in various national and international conferences. Faculty members are also paid bonus based on their scores assessed through evaluation process.

6.5 Financial Management and Resources Mobilization

6.5.1 Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, details of the sources of revenue and income generated during the last three years.

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No, the Institution is a self-financed Institution and is not getting any kind of grant or financial assistance from government or any other agency. It is managed from the income received only from students' fees. Deficit, as and when occurring, is compensated by the management from its own funds.

Yet, the institution has collaborated with some non-Governmental institutes and University to conduct welfare programs and conferences and seminars by getting financial support from these institutes.

6.5.2. What is the quantum of resources mobilization through donations? Give information for the last two years.

The Institute received donation from Rotary Club and has organized a free campaign on health awareness in the Institute itself.

6.5.3. Is there adequate budget to cover the day- to- day expenses? If no, how is the deficit met?

The management bears the expenses of day- to – day needs. Hence there is no deficit.

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocation over the past two years). Provide income expenditure statements.

Details given in Annexure VII

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedure and the audit reports for last two years.

The accounts of the Institution are audited regularly by an approved CA. The Institution has Statutory Auditors who conduct audit on quarterly basis which involves scrutiny of fees, vouchers, cash book, ledger and disbursement of funds, salary payment, payment of allowances such as DA, HRA, CCA, and TA and other expenditure incurred. There is no pending audit, objection raised or dropped. The auditors also checks various circulars and important notifications pertaining to accounts and arrears, bills in order to ensure complete transparency in the financial procedures followed in the Institution.

6.5.6 Has the institution computerized its finance management systems? If yes, give details

The Institution has computerized its finance management systems with the help of customized software called Glodyne. The software has interlinked modules:

- Fees Module- Student profile is created along with details regarding the fees.
- Salary Module- Individual staff profile including the details of appointment, date of increment, monthly salary bill, and yearly salary of the staff.
- Accounts Module- Payment vouchers which are entered through Bank Accounts.
- Administrative Module – All Administrative activities are monitored.

6.6 Best practices in Governance and Leadership.

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution.

The Governance and leadership of the Institution is in complete synchronization with the vision and mission statement.

- The governance of the Institution is based on total democracy, flexibility, transparency and decentralization of the work. Decisions are taken in a democratic manner through dialogues and mutual accord arrived through brain storming. The leadership aims at bringing about Total Quality in the working and therefore adopts measures where the strengths of each faculty is tapped and utilized for growth of faculty and Institution.
- The Director chairs all the meetings of the council, where he guides the proceedings in a democratic manner. In the planning and implementation of all academic activities, the Director seeks opinion from the coordinator of the entire course before taking the final decision. He regularly interacts with the management to ensure appropriate allocation and utilization of resources for the preparation of students.
- Complete authority is given to faculty members to undertake new initiatives and bring entrepreneurial changes.
- Policymaking powers are delegated to the various committee conveners as they are given autonomy to plan and implement curriculum transaction for each course. They also receive all relevant feedback from the students, staff, parents and other stakeholders and place it before the Director in the monthly meetings. This has ensured a second line of effective leadership in the Institutional management.

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- The leadership adopts austerity in financial management so as to provide funds for need based academic growth.
- There is internal and external auditing of the academic and administrative activities done via staff meeting, Local Managing Committee meeting, and periodical reporting to GGSIPU.
- The focused and goal oriented leadership has succeeded in mobilizing huge funds for research and academic activities through different agencies. The institution takes effort in increasing the number of linkage and tie ups and collaboration with government agencies to further mobilize funds for proper development of the institute.
- Efforts are also taken to improve ICT infrastructure of the institute to provide full support to all the stakeholders. The leadership has built state of the art learning and physical resources.
- The Institution has diversified its activities and is a center for higher education and research.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

It is indeed a matter of pride for all of us to have an eco-friendly campus which abounds in lush green trees and plants. Over the years it has been nurtured and developed so carefully that now we find it aesthetically pleasing. Its ambience is highly conducive for teaching and learning. The building design has green features with an exclusive provision garden and green areas and the institution makes all possible efforts to keep the campus clean and green.

The institute promotes Go Green Policy and focuses on the major problem area, identifies solution to them and as a regular practice the staff members evaluates campus activities and suggests measures to minimize the pollution and saving of natural resources. The details of the measures are as follows:

Air Pollution:

1. The parking places of the vehicles are outside the campus.
2. The institute campus has been declared as No Smoking zone and any kind of such activities are declared punishable.

Noise Pollution:

1. The institute campus has been declared Silence Zone.
2. Plantation along the road and boundary wall has been done to reduce noise pollution.
3. The use of mobiles and other audio devices in the class and corridors has been prohibited.

Water Pollution:

1. Cleaning program of campus is done every week.
2. Water tanks are cleaned on a regular basis and area surrounding water resources is maintained clean and dry as much as possible.

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Land Pollution:

1. To discourage use of plastic and other non biodegradable articles the institute is declared.
2. The use of earthen pots is encouraged where ever it is possible.
3. E-waste consciousness is developed among the students by the staff members.

Besides these steps to fight all kinds of pollution the institute has also taken some other initiatives on its own to sustain its go green policy.

Energy Conservation : Energy Conservation has been placed at top of our priority. Actions taken for energy conservation during the last four years are :

1. Use of CFL (Compact florescent light)
2. To install Earth Leakage Circuit Breaker on each floor has been proposed.
3. Awareness programmes by organizing various competitions like poster painting, essay writing, are held regularly and talks have been arranged for students.

Water harvesting : Applied for permission from Delhi Jal Board.

Efforts for Carbon neutrality :

Some measures have been taken by the college:

- 1) Transformation from paper to electronic mode. The staff members have been told to use the email and digital documents so that to decrease the use of paper as much as possible. General orders for all the faculties in the college are circulated through email and the daily notices regarding the student related information are provide on the College Portal of the college.
- 2) Printing on both sides of the paper is done to prevent the waste paper.
- 3) As the college is eco friendly, it prohibits use of such materials which release carbon dioxide causing health hazards. Paper work is reduced by and ERP System and online communication of circulars and notices.

Plantation :

1. 'Virksha Ropan Abhiyan is organized by our students from different departments.
2. Each student is given a plant and instructed to plant it in his/her home and rear it properly.

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3. Tree guards are sponsored by Teachers to the Plants Planted in the area of the college to protect them from animals.

Any other – Broken glass and plastic, rubber and poly-urethane material is disposed at a proper place as defined by Municipal Corporation (during).

Hazardous waste management

Hazardous waste materials like plastic, polythene, waste chemicals and broken glasses are disposed properly to prevent the harmful effects on people and environment. Use of polythene and plastic is strictly prohibited. Educational Posters are displayed in the college campus for this awareness.

e-waste management

Government guidelines are followed to dispose of the old and out dated electronic appliances. In consultation with IT Department we maintain records of e-wastage and we replace old electronic appliances with new set of electronic appliances. We claim zero tolerance on e-waste management.

7.2 Innovations :

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

1. Introduction of Value Based Holistic Teaching Learning System and Activity Based Methods.
2. The entire system work on effective use of ERP System. Students have access to ERP in order to update academic and administrative information.
3. Computer literacy programme for nearby areas was held in our campus.
4. Awareness programme regarding cleanliness- related to SWACHH BHARAT ABHIYAN was held in our campus.
5. Course coordinators maintain records of students. This information is given to parents and we seek their opinion and advice.
6. Reflective techniques and reflective practices in the teaching learning process have been incorporated in the B.Ed. programme. Trainee teachers are assigned specific activities in which they have to give detailed account of reflections on various aspects of the school which they go to for their teaching practice. We evaluate the teaching skills of trainee teachers through

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scientifically prepared Performa along with the staff of school where trainee teachers are sent for Pre School Experience.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the institute.

1. 3E: A Pathway to Sustainable Development (S D)

(3E = Education, Employment and Environment)

2. Students' Mentoring, and Development Program as a tool to Value Based Quality Education

Value Based Quality Education= f [Mentoring (M), Emotional and Development Program (D)]

$VBQE = f (M, D)$

1. Title of the Practice :

3E: A path way to Sustainable Development (S D)

(3E= Education, Employment and Environment)

2. Goal :

The basic objective of any Higher Education Institution (HEIs) is not only to impart the basic knowledge of the subject or course curriculum and finally provide them the degrees rather to make them fit and suitable to make them independent in terms of their livelihood so as to stand on their own feet. Not only the educational institutions are merely limited up to education and employment rather they are also responsible for cultivating themes related to protection and preservation of environment for the safety and welfare of human beings, nature and the universe to ensure sustainable growth and development of business and society and ultimately this will lead towards understanding sense of spirituality that will be reflected with their thought process, behavior, action and accomplishment. Hence, HEIs and other professional institution need to initiate such programs and practices for contributing to Sustainable Development is the at both the domestic and global level.

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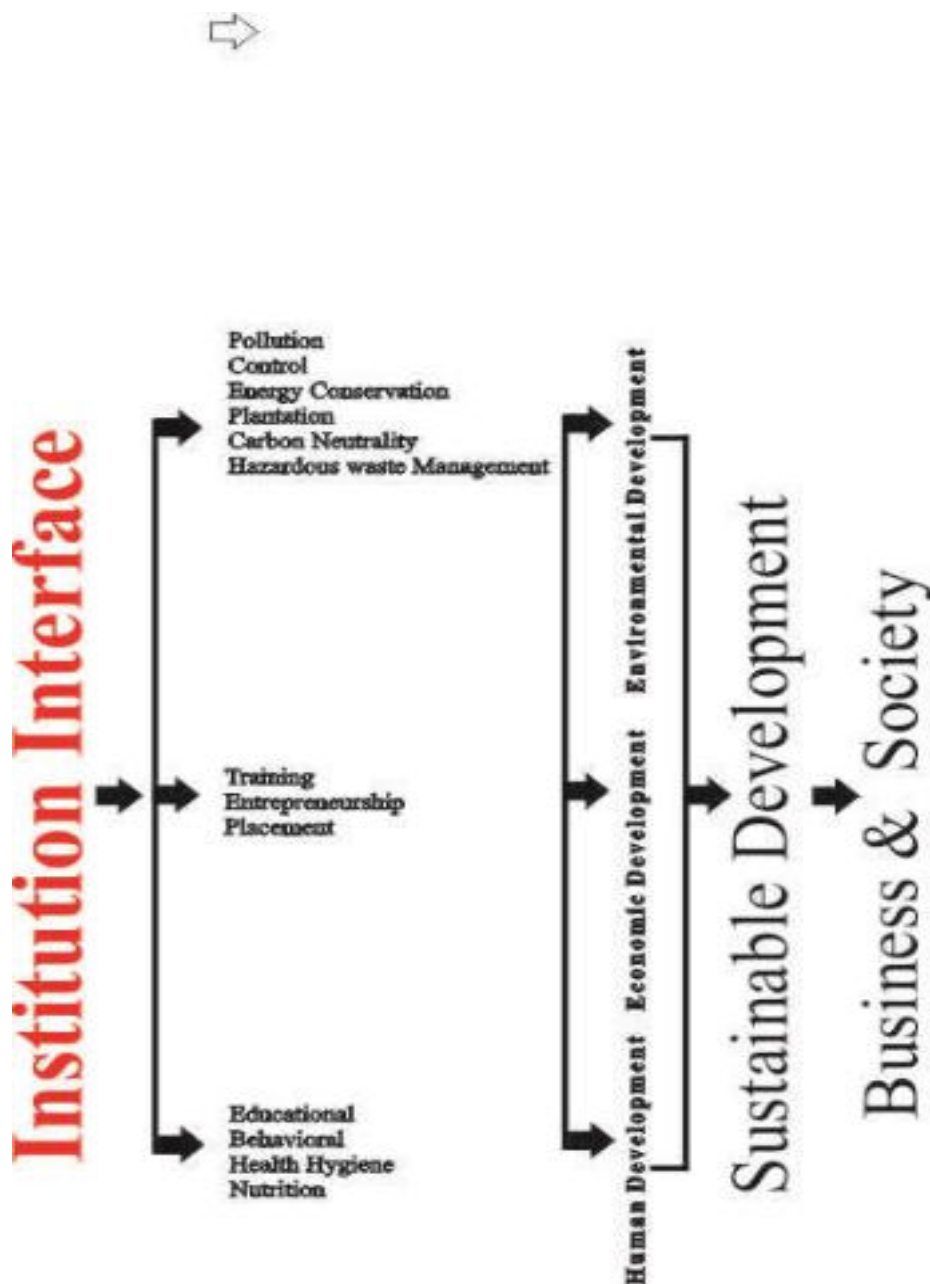
3. Context

The entire universe is highly concerned with sustainable development of business and environment. The issues are generally addressed in conferences, seminars, research papers organized by business organizations, institutions, agencies and civil societies. In order to achieve the target and ensure the sustainable development we need to take initiative from the educational institutions engaged in professional education and producing young talented youth in various fields and disciplines. This is imperative for the institution to use their resources for cultivating the ideas to their students and engaged their faculty members for working hard so as to produce the right set up competent and bonafide set of young citizens to contribute the maximum of their skills and abilities for getting employment and also to contribute for the sustainable development.

4. Practice

Human development, economic development and environmental development are the main constituent for gaining sustainable development. Institutions should take utmost care for gaining these development and device system and programme that can ensure attainment of human development, economic development and environmental development.

Theoretical Frame work of Practice - I



1. For human development LLDIMS takes utmost care for the following set of activities
:

a) Educational development (IQ: Intelligence Quotient)

Effective teaching learning with the help of modern teaching tools like LCD projector, smart board, ICT devices and well equipped IT lab and library.

Teaching methods based on active participation of students in the class room with the help of various set of activities like case study, management games, presentation, report writing, quiz

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test, regular conduct of workshop by in house faculty members and outside experts from industry, market, business and professional associations etc.

Monitoring and Evaluation of quality and effectiveness being conducted by class mentors and HODs with prescribed set of instructions and guide line so as to adjudge outcome and efficiency of the teaching learning system.

Behavioral Development (EQ: Emotional Quotient)

The institute is not only concerned for sharpening talent of the students rather we are also responsible for shaping their behavior so as to cater their services to business, society and institutions with appropriate set of behavior. For this purpose LLDIMS consistently organize personality Development Programs and Career Counseling programs by reputed agencies and in house faculty members.

b) Health and Hygiene:

As our institution comprises heterogeneous group of students coming from diverse demographic and economic background, we take care for their health, hygiene and nutrition by organizing guest lectures and seminar and yoga camp, cancer awareness programs for improving their health and life style. Our students and teachers are also involved in educating people to nearby rural and semi urban areas

Economic Development

As our country bets on largest youth population in the world, the professional institution is also responsible for producing the people with diverse skills and providing opportunities for their earnings and livelihood. For this purpose we have started Entrepreneurship cell and incubation centers for sustainable development in association with premier international organization (CASI) apart from full fledged Training and Placement cell headed by a senior teacher.

Environmental Development

The institution adopts sincere and effective measures for environment so as to contribute to minimize carbon and green gas emissions and hence inculcate a deep sense of environment protection and preservation amongst the students. For this purpose we have various set of provisions and mechanism as stipulated in criterion (7.1.1)

5. Evidence of Success

This practice has resulted in easy and fruitful and many association like are keen to work jointly with this institution. Students have participated in such activities and a positive change can be seen in overall atmosphere.

6. Problems encountered and resources required

Sometimes students hesitate in participation and not ready to take up such additional set of activities and prohibit from participating in such programs but still they are being brought into main stream by initiating effective counseling and motivational talks by experts.

Practice: II

1. Title of Practice

Students' Mentoring and Development Program as a tool to Value Based Quality Education

Value Based Quality Education = f [Mentoring (M), Development Program (D)]

$$VBQE = f (M, D)$$

2. Goal

LLDMS is deeply concerned with imparting value based education with a view to inculcate a strong value system within the individual students so as to build up a descent character, frame a positive thought process, display a desirable behavior and perform effectively and efficiently on working platform. This is dedicated to produce a right set of workforce for business, industry and society that can minimize unethical practices and ensure holistic approach for human well being and upliftment of society.

3. Context

Mentoring programs are often considered because of the positive effect. Although mentoring systems are not new to academia, LLDIMS have developed non-traditional mentoring approaches to address specific student's needs. We are paying attention to the influences of instructional contexts on mentoring and the kinds of learning opportunities that mentoring creates for novice teachers in different contexts for the overall development of students. When designing mentoring programs & arranging mentoring relationships, we try to understand how to restructure contexts and help mentors learn how to mentor. Best on the observations and in-depth study of the students interaction with the mentors we arrive at diagnosing the basic traits of individuals and accordingly the institution device a mechanism for transformation of individual students as per criteria of the contemporary need of business and environment. Although this has been frequently done by various designated trainees and HR consultants but keeping in view economic students and institutional moral responsibility towards conversion and transformation of the students, We have introduce this practice in our institute.

4. Practice-

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For effective mentoring system and development programmes for values based quality learning our institution practicing following activities-

(a) Mentorship-

We divide each class in the group of 30 students with one faculty mentor. Every faculty give maximum effort to collect all the data pertaining the information of student's strength, weakness, personal interest and maintain a data sheet in terms of overall evaluation of the students.

(b) Development programmes-

- (i) Counseling cell comprising of the senior faculty members counsel the students based on their strength and weakness. Further, based on suggestions by the experts they are suggested for undergoing certain HR activities & interventions.
- (ii) Psychological labs – We have exclusive provisions for psychological labs activities where students undergo for strengthen their emotions and attributes. For this purpose different set of activities are carried out like – interaction with students, gaining feedback and personal opinion of students on certain issues, organizing team activities and group exercises for their psychological development and to inculcate positive attitude in their work life.
- (iii) Training and development cell- Based on the feedback of above said cells the respective students are advised to undergo for training and different developmental activities for a prescribed time period. For this purpose we engage them in presentation activities, group assignments, peer learnings and involving them in various college and social activities and sometimes we also organize the excursion and industrial visits for gaining insights and evolution of strong psychological bonding so as to work interdependently in various situations.

5. Evidence of Success

This practice has resulted in successful manner and we got very good feedback from parents. Our Alumni also appreciated such practice very much. And this has proved as the most successful efforts in terms of maintain long-term relationship with major stake holders.

6. Problems encountered and resources required

Sometimes students are not open up and share their feeling and not move up for participating in such programs but still they are being brought into main stream by initiating effective counseling and motivational talks by experts.

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Evaluative Report of the Department

1. Name of the department **Management**
2. Year of Establishment **2005**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
BBA-Undergraduate course (affiliated to GGSIPU University)
4. Names of Interdisciplinary courses and the departments/units involved
N.A
5. Annual/ semester/choice based credit system (programme wise)
BBA- **Semester System**
6. Participation of the department in the courses offered by other departments
N.A
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
 1. One day workshop on Bar-coding in collaboration with MSME
 2. Organized a HR summit in association with C-DAC NOIDA in Jan. 2014
 3. Organized a workshop on ESDP in Collaboration with MSME in Mar. 2015
 4. Organized a CSR Awareness Training Program in association with Corporate Social Responsibility and Sustainability Institute, New York.
8. Details of courses/programmes discontinued (if any) with reasons
N.A
9. Number of teaching posts

	Sanctioned	Filled
Professors	4	4
Associate Professors	3	3
Asst. Professors	12	18

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

S.No	NAME OF THE FACULTIES	ACADEMIC & PROFESSIONAL QUALIFICATION	DESIGNATION	SPECIALIZATION	EXPERIENCES	No. of Ph.D. Students guided for the last 4 years
1	Dr. M.K Jha	Ph.D MBA	Prof. (Director)	HRM	30	3
2	Prof. Jivan Kr. Chowdhury	Ph.D MBA, M.Phil	Professor	Law	39	NIL
3	Dr. K.K. Garg	Ph.D MBA (PGDBM), M.Sc(Maths), M.A. Eco	Professor	QTOR and Math's	22	3
4	Dr. Pranav Mishra	Ph.D MBA(MBE), M.Phil, UGC-NET	Assoc. Professor	Econom ics	14	NIL
5	Dr. Mittu G. Matta	MBA, Ph.D	Assoc. Professor	Marketi ng	12	NIL
6	Mr. Mohit Kapil	M.Com, B.Ed	Assistant Professor	Internati onal Business	4	NIL
7	Ms. Himani	B.Com, M.Com, C.S	Assistant Professor	HRM	7	Nil
8	Ms. Sushma Sharma	M.Phil, MBA, Mcom M.Ed	Asstt. Professor	Strategic Manage &HRM	8.9	NIL

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9	Ms. Kritiy Gulati Mehta	MBA UGC-NET	Asstt. Professor	Marketi ng	7	NIL
10	Mr. Sumit Sehrawat	MBA	Asstt. Professor	Account ing and Taxation	6.3	NIL
11	Ms. Priyanka Tyagi	M.Tech	Asstt. Professor	DBMS	4.5	NIL
12	Mr. Atul Rathore	M.Tech GATE-Qualified	Asstt. Professor	HTML and MIS	4.5	NIL
13	Mr. Rajeev Gupta	MBA, M.Phil, Thesis Submitted	Asstt. Professor	General Manage ment	20	NIL
14	Ms. Kamini	MBA UGC-NET	Asstt. Professor	Law and HRM	6	NIL
15	Mr. Ravi	MA (English)	Assoc. Professor	English and Communi cat	30	NIL
16	Mrs. Kirti Sharma	MBA, Net	Assistant Professor	Finance	4	Nil
17	Mrs. Sangeeta Joshi	M.Tech, M.Phil	Assistant Professor	IT	8	Nil
18	Mr. Sudeep Gautam	MBA, NET B.Tech	Assistant Professor	General Manage ment & MIS	4	NIL
19	Prof. Nikhil Kumar	M.Tech	Professor	PDP	34	NIL
20	Mrs. Shrestha Dabral	MBA, NET Ph.D(Pursuing)	Assistant Professor	General Manage ment	6	NIL
21	Mr. Manoj Sharma	M.Tech, B.Tech	Assistant Professor	IT	9	NIL
22	Mrs. Shweta Punhani	M.Com, NET	Assistant Professor	Finance	1	NIL
23	Mr. Harsh	MBA, NET	Assistant Professor	HRM	5	NIL
24	Mr. Anurag	M.Com, NET, M.Phil	Assistant Professor	General manage ment	10	NIL
25	Dr. Alok Dubey	MBA, Ph.D	Assistant Professor	General manage ment	3	NIL

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11. List of senior visiting faculty

<i>Name of the Faculty</i>	<i>Qualification</i>	<i>Designation</i>	<i>Specialization</i>	<i>Experience</i>
<i>Mr. Karan</i>	<i>MBA</i>	<i>Assistant Professor</i>	<i>Business law</i>	<i>10</i>
<i>Prof. Soman Chakarvarty</i>	<i>Ph.D</i>	<i>Professor</i>	<i>Law and taxation</i>	<i>28</i>
<i>Mr. Chander Shekhar</i>	<i>MBA</i>	<i>Associate professor</i>	<i>General Management</i>	<i>13</i>
<i>Mrs. Bhawna Mehra</i>	<i>MBA</i>	<i>Assistant Professor</i>	<i>Marketing & HR</i>	<i>12</i>

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

NA

13. Student -Teacher Ratio (programme wise)

1:15

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

S.No	Designation	Sanctioned	Filled
1	Typist	1	1
2	Lab Assistant	2	2

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Ph.D-6

M.Phil -6

PG-13

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Nil

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17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received

S. No.	Name of the Organization	Grant Received(In Rupees)	Year/Session
1.	IFFCO	<ul style="list-style-type: none">• 20,000• 20,000	2013 2014
2.	MSME	<ul style="list-style-type: none">• 50,000• 50,000• 50,000	2012 2013 2014
3.	NHRC	<ul style="list-style-type: none">• 50,000• 50,000• 1,00,000(proposed)	2014 2016 2017
4.	Rotary Club International, Delhi	<ul style="list-style-type: none">• 50,000• 1,20,000	2013 2015
5.	GGSIPIU-DSW	<ul style="list-style-type: none">• 1,00,000	2016

18. Research Centre /facility recognized by the University
N.A

19. Publications:

- * a) Publication per faculty -7 papers per faculty
- * Number of papers published in peer reviewed journals (national / International) by faculty and students- 149
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)- Google Scholar-32
- Monographs – Nil
- Chapter in Books-4

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- Books Edited-2
- Books with ISBN/ISSN numbers with details of publishers-1
- Citation Index
- SNIP
- SJR
- Impact factor

Impact Factor	No. Of Papers
0-2	45
2-5	12
>5	4

* h-index

Name of the Faculty	h-index
Dr. Pranav Mishra	1
Dr. M.K. Jha	2
Dr. Jivan Kumar Chaudhary	2
Dr. Mittu Matta	1

20. Areas of consultancy and income generated
Project Submitted under PMKVY Scheme-3.5 Crore

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards....

Our Faculty as members in the following journal forums

- 1 Dr. Pranav Mishra Editor-LLDIMS
2. Dr. Pranav Mishra Editor- International journal of management and technology research
3. Dr. Pranav Mishra Member of Global Institute of flexible system
4. Dr. K.K. Garg Member of AIMA
- 5 Dr. Pranav Mishra Member of AIMA

Dr. Parnav Mishra Senior member of International Economics develop and research center Hongkong

22. Student projects

12 Percentage of students who have done in-house projects including inter

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departmental/programme 100 percent

- PDCS Minor Project Report
- Major project Report
- DBMS Lab File
- HTML Lab
- IT LAB PROJECT

13 Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

100 % in summer Internship project report (4th Semester)

23. Awards / Recognitions received by faculty and students

- Award Received in Theater by Students in Anugoonj Annual Fest-2016 organized by GGSIPU-
- Best Research Paper Awarded to the faculty member on topic “ Interpretative Structural Modeling Techniques”, Pacific Business Review, International, Nov, 2013
- Best teacher awarded by the Institute (LLDIMS)
- Best Student of the Month awarded by the Institute (LLDIMS)
- Meritorious Students received cash prize and certificates by the Institute (LLDIMS) every year

24. List of eminent academicians and scientists / visitors to the department

1. Dr. kamal Singh Senior Advisor in NHRC
2. Prof. Sanjeev Mittal (dean of USMC in GGSIPU)
3. Dr. Anuja Pandey (Associate professor in AIMA)
4. Prof. K.K Aggarwal (Former Vice chancellor of GGSIPU)
5. Swati Mahiwal (Chairperson of Delhi Commission for Women)

25. Seminars/ Conferences/Workshops organized & the source of funding

S. No.	Event	Topic	Date
1.	International Conference	Competency Building for Excellence Innovation and Sustainability	23-24, Sep, 2016
2.	National Conference	Competency Building for Excellence Innovation and Social Change	6-7, Nov., 2015

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3.	International Conference	Competency Building for Excellence Innovation and Social Change	11-12, Sep, 2015
4.	National Conference	Recession Issues and Challenges	29 th Nov., 2014
5.	National Seminar	Foundations of Management, Commerce, Economics and Cognitive Sciences	29 th Nov, 2013
6.	Workshop	Promoting Excellence in Institute	23-25 Sep, 2014
7.	FDP	Research Methodology and Data Analysis	19 th -25 th December, 2016
8.	FDP	Quality in Teaching and Innovation	Sep, 2015

14 Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BBA	N.A(Admission process is governed by GGSIPU)	362	248	114	Male 95% Female 99%

*M = Male *F = Female

15 Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BBA	79	21	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, SSE, Civil services, Defense services, SSC etc.?

18 students-SSE

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29. Student progression

Student progression	Against % enrolled
UG to PG	52
PG to M.Phil.	3
PG to Ph.D.	0.2
Ph.D. to Post-Doctoral	Nil
Employed	
• Campus selection	10
• Other than campus recruitment	30
Entrepreneurship/Self-employment	4.8

30. Details of Infrastructural facilities

a) Library **Yes**

b) Internet facilities for Staff & Students Availability
For all staff and students

c) Class rooms with ICT-4 facility. There is a fully equipped (With projector and smart board) seminar hall in our department which has sitting capacity for about 100 students

d) Laboratories (IT Lab)-1

e) Girls common room-1

f) Music & Dance Room-1

31. Number of students receiving financial assistance from college, university, Government or other agencies

S. No.	Enrollment No.	Name of the Student	Batch
1.	02519201715	Karan Goel	2015-18
2.	02119201715	Himanshu Sharma	2015-18

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32. Details on student enrichment programmes (special lectures / workshops /Seminar) with external experts

DEPARTMENT OF BUSINESS ADMINISTRATION

Industrial visits of students

S. No.	Company	Purpose	Date	Semester	Concern Person
1.	Botanical Garden	Environmental Awareness	8 th Feb, 2017	6 th Semester	Dr. S.C. Gupta
2.	BSE	Industrial Exposure	19 October, 2016	3 rd and 5 th Sem.	Mr. Rajiv
3.	Mother Dairy	Industrial Exposure	24 October, 2016	1 st and 3 rd	Mr. Mohit Khera
4.	NSIC, Okhla	Industrial Exposure	3 rd October, 2016	2 nd Semester	Mr. Ramesh Krishnan
5.	RBI	Industrial Exposure	September 8, 2016	3 rd and 4 th Semester	Mr. kamal

GUEST LECTURES

S. No.	Date	Guest Lecturer	Topic	Semester
1.	31 st Jan., 2017	Mr. Ashish, Times Pro	Digital Marketing	All Semester
2.	19 th Jan., 2017	Shavsi Global Services	Career in Banking	6 th Semester
3.	17 th Jan.,2017	Mr. Bhattacharya, BSE	Career in Stock Market	4 th and 6 th Semester
4.	12 th Jan., 2017	Mr.Ashish, NIELT	“Go Cashless”	All Semester and Faculty
5.	22 nd August, 2016	Dr. Alok Bansal, IMS	How to crack CAT Exam?	IV and VI Semester

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6.	19 th August, 2016	Prof. Sanjeev Mittal (Dean of GGSIPU)	Motivation Lecture	All Semester
7.	17 th March, 2016	Mr. Pradeep	Career at insurance sector	IV and VI
8.	1 st March, 2016	Mr. Ajay Bakshi	Career at Banking Sector	VI Sem
9.	16 Feb, 2016	Mr. Nishant, IMS	How to crack MBA CAT exam	All Semester
10.	28 th January	Prof. Nikhil Kumar (Emeritus)	PDP	All Semester

Workshop Organized 2016-17

1.	14 th Jan., 2017	Mr. Vikram Singh, Question Pro software	“Workshop on Question Pro software”	All Students and Faculty members
2	12 th Jan., 2017	Mr. Ashish, NIELT	“Go Cashless”	All Semester and Faculty
3	21 st October, 2016	Mr. Mukul Jain, SEBI	“Workshop on Financial Market”	4 th and 6 th Semester

Faculty Development Programme 2016

1. 7 days FDP on Research Methodology and Data Analysis in LLDIMS on 19th -25th Dec., 2016.
2. 2 days FDP on Quality Teaching in LLDIMS on 26th -27th August, 2015

33. Teaching methods adopted to improve student learning

We follow a focused approach on making the learning methods interesting and participative. We continuously put efforts to make the Teaching learning programme effective and informative. At the same time, we try to make the students feel involved

1. Lecture method
2. Case study
3. Research based teaching

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4. Problem solving method
5. Project method
6. Student Presentation and seminar
7. Remedial teaching

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty and students are actively participating in society welfare work. The institute is associated with NHRC and Rotary Club International, New Delhi, Corporate Social Responsibility and Sustainability Institute, New York. The institute worked for neighbourhood and has initiated a number of community development activities like swatch bharat Abhiyan , Ek Deep Veeron ke Naam, Rahgiri, yoga day, financial awareness, Awareness among youth and community to promote to go cashless.

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35. SWOC analysis of the department and Future plans

SWOC ANALYSIS

STRENGTH	<ul style="list-style-type: none">• Management curriculum has high Industry exposure and supports in enhancing students' employability skills.• Institute located in semi urban area that is easily approachable to all sections of the society.• Well Maintained Infrastructure, Departmental Library, ERP system, smart classrooms.• Discipline and value education for holistic development of students.• Organized National and International level seminars, conferences, workshops for students and faculty development.• Transport Facility available across Delhi, NCR.
WEAKNESS	Students coming from village areas nearby face a little difficulty initially to integrate with other students.
OPPORTUNITY	<ul style="list-style-type: none">• Using innovative and advanced teaching methodology• Collaboration with national and international organizations for better prospect
CHALLENGES	<ul style="list-style-type: none">• Develop a strong research culture and encourage faculty and students to enhance their competency

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Evaluative Report of the Departments

1. Name of the department – **COMMERCE**

2. Year of Establishment – **2013**

3. Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Masters; Integrated Ph.D., etc.) – Integrated

B.Com(H) – UG (Affiliated to GGSIPU University)

4. Names of Interdisciplinary courses and the departments/units involved - **NA**

5. Annual/ semester/choice based credit system (programme wise)

B.Com(H) – Semester System

6. Participation of the department in the courses offered by other departments - **NA**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

- **Organized a HR Summit in Association with C-DAC Noida in Jan, 2014**
- **Organized one day workshop on Bar-coding in collaboration with MSME**
- **Organized one day Workshop on IPR and ESDP in collaboration with MSME**
- **Organized a CSR Awareness Training Program in association with Corporate Social Responsibility and Sustainability Institute, New York.**
- **Collaboration with various private as well as PSUs for summer internship of students.**

16 Details of courses/programmes discontinued (if any) with reasons **NA**

17 Number of teaching posts

	Sanctioned	Filled
Professors	1	1
Associate Professors	1	1
Asst. Professors	7	7

18 Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. Etc.,)

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S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. K.K Garg	Ph.D. PGDM M.A (Eco.)	Professor	Quantitative Techniques	25 years	4
2	Dr. Anurag Kumar	Ph. D. M. Phill. M. Com. MBA	Associate Professor	Corporate Accounts	10.5 years	1
3	Dr. Shikha Gupta	Ph. D (Finance) M. Com. MBA NET	Assistant Professor	Micro Finance	7.7 years	2
4	Ms Ankita Dhamija	MBA, NET Qualified pursuing Ph.D	Assistant Professor	OB	8 years	0
5	Mr. Barun Kr. Jha	Ph.D (Pursuing) M Com NET- JRF	Assistant Professor	Finance	6.5 years	0
6	Mrs. Susmita Chaturvedi	Ph.D (Pursuing) M Com NET	Assistant Professor	Taxation	8 years	0
7	Ms. Neha Kalra	M Com MBA NET	Assistant Professor	HRM	4 years	0
8	Ms. Radha Yadav	B. Ed. M Com NET	Assistant Professor	Economics	1.6 years	0
9	Ms. Priyanka Agarwal	MBA B.COM(H)	Assistant Professor	Management	1 year	0
10.	Dr. Sweta Singhal	MBA B. Com.	Assistant Professor	Finance	Nil	0

19 List of senior visiting faculty – Nil

20 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty – Nil

13. Student –Teacher Ratio (programme wise) **1:15**

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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

S. No.	Designation	Sanctioned	Filled
1	Typist	1	1
2	Lab Assistant	1	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ Mphil / PG.

- No. of Faculty with Ph. D – 03
- No. of Faculty with P.G. - 07

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received – Nil

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received

S. No.	Name of the Organization	Grant Received (in Rs.)	Year/Session
1.	IFFCO	<ul style="list-style-type: none"> • 20,000 • 20,000 	2013 2014
2.	MSME	<ul style="list-style-type: none"> • 50,000 • 50,000 • 50,000 	2012 2013 2014
3.	NHRC	<ul style="list-style-type: none"> • 50,000 • 50,000 • 1,00,000(proposed) 	2014 2016 2017
4.	Rotary Club International, New Delhi	<ul style="list-style-type: none"> • 50,000 • 1,20,000 	2013 2015
5.	GGSIPIU-DSW	<ul style="list-style-type: none"> • 1,00,000 	2016

18. Research Centre /facility recognized by the University – NA

19. Publications:

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* a) Publication per faculty – **9 Research Paper/ Faculty**

* Number of papers published in peer reviewed journals (national /international) by faculty and students – **80**

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, Google Scholar, etc.) -- **11**

* Monographs – Nil

* Chapter in Books – **04**

* Books Edited – Nil

* Books with ISBN/ISSN numbers with details of publishers- **01**

* Citation Index

* SNIP

* SJR

* Impact factor-

Impact Factor	No. of Papers
0-2	38
2-5	11
>5	3

H-Index -

Name of Faculty	H-index
Dr. K K Garg	3
Dr. Anurag Kumar	1
Dr. Shikha Gupta	1
Ms. Ankita Dhamija	2
Mr. Barun Kumar Jha	1

20. Areas of consultancy and income generated -
Project Submitted for PMKVY (Rs. 3.5 carors)

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

Editor in LLDIMS Journal – Dr. K K Garg, Dr. Shikha Gupta and Mr. Barun Kr. Jha

Member of AIMA, New Delhi – Dr. K.K.Garg and Mr. Barun Kr. Jha

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22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme - **100%**

- **SUMMER INTERNSHIP PROJECT**
- **MAJOR RESEARCH PROJECT REPORT**
- **TALLY PROJECT**
- **FINANCIAL MODELLING PROJECT**
- **IT LAB PROJECT**

21 Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies – **100 % IN SUMMER TRAINING INTERNSHIP PROJECT REPORT**

23. Awards / Recognitions received by faculty and students

- **One Faculty member has been awarded by NET-JRF and Five Faculty members have been awarded by NET.**
- **Award Received in Theater by Students in Anugoonj Annual Fest-2016 organized by GGSIPU**
- **Best Research Paper Awarded to the faculty member on topic “Demand Side Issues of Financial Inclusion and Interpretative Structural Modeling Techniques”, Pacific Business Review, International, Nov, 2014**
- **Best teacher awarded by the Institute (LLDIMS)**
- **Best Student of the Month awarded by the Institute (LLDIMS)**
- **Meritorious Students received cash prize and certificates by the Institute (LLDIMS) every year**

24. List of eminent academicians and scientists / visitors to the department

List of eminent academicians/visitors to the department

S.No.	Name	Designation & Organization	No. of Students Attended
1	Dr. Kamal Singh	Director, NHRD, New Delhi	40
2	Mr. Ashish	MD, BSE	56
3	Prof Narender Ahuja	IMT	56

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4	Prof. Sanjeev Mittal	USMS, GGSIP University	120
5	Prof. Ashish Aggarwal	SOM, IGNOU	35
6	Dr. Amit Sirivastaa	IITTM, GWALIOR	60
7	Mr. Chander Sekhar	AIMA	50
8	Dr. Anuja Panda	AIMA	50

22 Seminars/ Conferences/Workshops organized & the source of funding

23 National

S. No.	Event	Topic	Date	Source of Funding
1.	International Conference	Competency Building for Excellence Innovation and Sustainability	23-24, Sep, 2016	LLDIMS
2.	National Conference	Competency Building for Excellence Innovation and Social Change	6-7, Nov., 2015	GGSIPU
3.	International Conference	Competency Building for Excellence Innovation and Social Change	11-12, Sep, 2015	LLDIMS
4.	National Conference	Recession Issues and Challenges	29 th Nov., 2014	LLDIMS
5.	National Seminar	Foundations of Management, Commerce, Economics and Cognitive Sciences	29 th Nov, 2013	LLDIMS
6.	Workshop	Promoting Excellence in Institute	23-25 Sep, 2014	LLDIMS
7.	FDP	Research Methodology	19-25 Dec.	LLDIMS
8.	FDP	Quality in Teaching and Innovation	Sep, 2015	LLDIMS

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24 Student profile programme/course wise:

Student profile programme/course wise

Name of the Course/Program	Applications Received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Com (H)	NA (GGSIPU admission process is followed)				
	2014	37	26	11	100
	2015	55	35	20	100
	2016	56	43	13	100

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Com (H)	82	18	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

SSC – 08 students

29. Student progression

Student progression	Against % enrolled
UG to PG	45 %
PG to M.Phil.	---
PG to Ph.D.	---
Ph.D. to Post-Doctoral	---
Employed	
• Campus selection	35%
• Other than campus recruitment	15%
Entrepreneurship/Self-employment	5%

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30. Details of Infrastructural facilities

a) Library **YES**

b) Internet facilities for Staff & Students – **YES (For all the staff and students)**

c) Class rooms with ICT facility – **2**

d) Laboratories – **YES**

- IT Lab – 01
- Music Lab – 01
- Dance Room – 01
- Common Room- 0
(Details in Annexure – III)

31. Number of students receiving financial assistance from college, university, government or other agencies

S. No.	Enrollment No.	Name of the Student	Batch	Scheme
1.	02319288815	Taruna	2015-18	EWS
2.	41119288816	Ravi Mohan	2016-19	EWS
3.	00819288816	Ekansh Upadhyay	2016-19	EWS
4.	42419288815	Himanshu	2015-18	POST-METRIC

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts :-

Guest lecture was delivered by experts from academic and corporate background in the field of management. Students relished the knowledge shared by these experts and look forward to such sessions.

S. NO.	Event	Key Speaker	Topic covered	Date
1.	Lingaya's University	Maj. Nikhil	Effective Teaching and Learning Process	19 th Sep,2016
2.	SEBI	Mr. Mukul Jain	Financial Awareness among Youngsters	31 st Aug, 2016
3.	IMS	Mr. Nishant	How to crack CAT Entrance Examination	22ed Aug, 2016
4.	GGSIU	Mr. Sanjeev Mittal	Motivational Lecture	19 th Aug, 2016

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5.	Bajaj Capital	Mr. Pradeep and Mr. Ritesh	Carrere at Insurance sector	17 th March, 2016
6.	Genpact	Mr. Ajay Bakshi	Career in Banking Sector	1 st March, 2016
7.	IDBI	Mr. Chandra Shekhar	Career in Banking Sector	17 th Feb 2016
8.	IMS	Mr. Chinnappa Reddy	How to Crack MBA CAT Exam	16 th feb 2016
9.	Lingayas University	Mr. Nikhil	PDP session	28 TH Jan 2016

LIST OF WORKSHOPS/FDPs/SEMINARS/CONFERENCES

Industrial Visits/Workshops/Seminars/Conferences:

EVENT	COMPANY	DATE	PARTICIPANT STUDENTS
WORKSHOPS	SEBI	31 ST AUG, 2016	FIRST YEAR
WORKSHOPS	GRE SUMMIT	16 TH AUG, 2016	ALL SEMESTER
ORIENTATION DAY	LLDIMS	6 TH AUG, 2016	FIRST YEAR STUDENTS
PDP SESSIONS	LINGAYAS UNIVERSITY	MONDAY/THURSDAY EVERY WEEK	ALL YEAR STUDENTS
INDUSTRIAL VISIT	BSE	27 TH OCT, 2016	SECOND YEAR AND THIRD YEAR STUDENTS
INDUSTRIAL VISIT	MOTHER DAIRY	24 TH OCT, 2016	FIRST YEAR STUDENTS
INDUSTRIAL VISIT	NSIC	5 TH OCT, 2016	FIRST YEAR STUDENTS
WORKSHOP	Professionalism for Sustainable Development Barriers and Pathways	12 th -13 th Feb, 2015	FOR ALL FACULTY AND STUDENTS

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CAMPAIGN	Blood Donation Camp	5 th Feb, 2015	ALL YEAR STUDENTS
ATS Microsoft	Advanced Ms Excel	7 th April,2015	ALL SEMESTER STUDENTS

PDP sessions

PDP sessions were conducted for students to enrich them and boost up their confidence level and develop positive outlook for life and healthy behavior. Students were mentored on skills for appearing for interviews and preparation of CV.

33. Teaching methods adopted to improve student learning

- **Activity based teaching**
- **Audio visual aids**
- **Case studies**
- **Role playing**
- **Practical**
- **Industrial visits**
- **Lecture and discussion**
- **Group discussion and Debates**
- **Guest lectures and Workshops**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty and students are actively participating in society welfare work. The institute is associated with NHRC and Rotary Club International, New Delhi, Corporate Social Responsibility and Sustainability Institute, New York. The institute worked for neighborhood and has initiated a number of community development activities like Swatch Bharat Abhiyan , Ek Deep Veeron ke Naam, rahgiri, yoga day, financial awareness, Awareness among youth and community to promote to go cashless.

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35. SWOC analysis of the department and Future plans

SWOC ANALYSIS

STRENGTH	<ul style="list-style-type: none">• Commerce curriculum has high employment potential, moral and social values• Institute located in urban area serving all upper, middle and lower class students• Well Maintained Infrastructure, Departmental Library, ERP system, smart classrooms• Discipline and value education for holistic development of students• Organized National and International level seminars, conferences, workshops for students and faculty development• Transport Facility available across Delhi, NCR
WEAKNESS	Students coming from nearby village areas face a little difficulty initially to integrate with other students.
OPPORTUNITY	Using innovative and advanced teaching methodology Collaboration with national and international organizations for better prospect
CHALLENGES	Develop a strong research culture and encourage faculty and students to enhance their competency. Located in interiors of Delhi but we have overcome through institute transport, and frequent DTC and Feeder buses.

Future Plans

- Student Exchange Programme with other institutions
- Start the Post-Graduate Programmes in Campus
- International Conference on Digital India, Sep, 2017
- FDP on Quality Research Methods

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Evaluative Report of the Departments

1. Name of the department: **Education**

2. Year of Establishment: **2005**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

B.Ed. – UG (affiliated to GGSIPU University)

4. Names of Interdisciplinary courses and the departments/units involved

- **NA**

5. Annual/ semester/choice based credit system (programme wise)

B.Ed – Semester System.

6. Participation of the department in the courses offered by other departments

- **NA**

7. Courses in collaboration with other universities, industries, foreign institutions etc.

-The Department has collaboration with several public schools and government schools for Pre School Experience and Internship programme.

8. Details of courses/programmes discontinued (if any) with reasons

- **NA**

9. Number of teaching posts

	Sanctioned	Filled
Professors	1	1
Associate Professors	2	2
Asst. Professors	13	10

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. Etc.,)

S.No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Mala Dixit	Ph.D., MA, M.Ed.	Professor	Teaching of Social Science	18	0
2	Dr. Manju Sharma	Ph.D., MA, M.Ed.	Associate Professor	Teaching of Hindi	14	0
3	Dr. Amruta Panda	Ph.D., MA, M.Ed.	Associate Professor	Teaching of Social Science	9	0
4	Ms. Rohini Jain	M.Sc., M.Ed.	Assistant Professor	Teaching of Integrated Science	2	0
5	Ms. Joyti Sehrawat	M.Sc., M.Ed.	Assistant Professor	Teaching of Integrated Science	2	0
6	Ms. Neelam Tomar	M.Sc., M.Ed.	Assistant Professor	Teaching of Mathematics	2	0
7	Mr. Mayank Dixit	MA, M.Ed.	Assistant Professor	Teaching of Social Science	6 months	0
8	Ms. Geetanjali Kashyap	MA, M.Ed.	Assistant Professor	Teaching of Hindi	1	0
9	Ms. Arooshi Thakur	MA, M.Ed.	Assistant Professor	Teaching of English	6 months	0
10	Ms. Pooja Pawar	MA, M.Ed.	Assistant Professor	Foundation Paper	6 months	0
11	Mr. Masroor Hasan	M.P.Ed	Sport Instructor	Sports	6 months	0
12	Mr. Rashid Ahemad	MFA	Art Instructor	Fine Arts	6 months	0
13	Ms. Monika	M.Sc.	Assistant Professor	Mathematics	6 months	0

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25 List of senior visiting faculty-

Sr.	Name	Designation	Affiliation
1	M.C. Sharma	Professor	IGNOU
2	M.A. Siddiqui	Rtd. Profesor	Jamia Milia Islamia
3	Dr. Sushil Dhiman	Associate. Professor	University of Delhi

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

- NIL

13. Student –Teacher Ratio (programme wise)

- B.Ed – 1:15

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

Sr.	Designation	Sanctioned	Filled
1	Librarian	1	1
2	Library Assistant	1	1
3	Assistant	2	1
4	Lab In charge	1	1
5	Lab Assistant	1	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ Mphil / PG.

- 03 – Ph.D.

- 10 – PG

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.

- NA

17. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR, etc. and total grants received-

S. No.	Name of the Organization	Grant Received	Year/Session
6.	IFFCO	• 20,000	2013
		• 20,000	2014
7.	MSME	• 50,000	2012
		• 50,000	2013
		• 50,000	2014

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8.	NHRC	<ul style="list-style-type: none">• 50,000• 50,000• 1,00,000(proposed)	2014 2016 2017
9.	Rotary Club International, New Delhi	<ul style="list-style-type: none">• 50,000• 1,20,000	2013 2015
10.	GGSIPO-DSW	<ul style="list-style-type: none">• 1,00,000	2016

18. Research Centre /facility recognized by the University - **NA**.

19. Publications:

a) Publication per faculty – 5

Number of papers published in peer reviewed journals (national / international) by faculty and students -54

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)

- Google Scholar – 4

* Monographs – NIL

* Chapter in Books – 2

* Books Edited – 0

* Books with ISBN/ISSN numbers with details of publishers – 3

* Citation Index

* SNIP

* SJR

* Impact factor

* h-index

20. Areas of consultancy and income generated

- **NA**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

- **Our faculty as members in following journals and committee**

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- Dr. Mala Dixit, Member in International Forum of Research in Education

- Dr. Mala Dixit, Editor in LLDIMS Journal

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

- **100%**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

- **Students of third semester have done their internship programme in different schools**

23. Awards / Recognitions received by faculty and students

- Two teachers are JRF.

- Six teachers have cleared NET examination.

- Award Received in Theater by Students in Anugoonj Annual Fest-2016 organized by GGSIPU.

- Best teacher awarded by the Institute (LLDIMS)

- Best Student of the Month awarded by the Institute (LLDIMS)

- Meritorious Students received cash prize and certificates by the Institute (LLDIMS) every year

24. List of eminent academicians and scientists / visitors to the department

- (i) Professor M.C. Sharma from department of education of IGNOU
- (ii) Retired Professor M.A. Siddiqui from department of IASE of Jamia Milia Islamia
- (iii) Retired Associate. Prof. Dr. Sushil Dhiman from MVCOE, University of Delhi.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

b) International

- Workshops-06

- (i) Mindfulness by B.K. Shilpa on 29/09/2016
- (ii) Guidance and 166ounseling by Mr.Priyam Sharma on 05/04/2016
- (iii) CTET by Mr.Gupta on 19/02/2016
- (iv) Cancer awareness for girls by NGO can support on 25/01/2016

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- (v) Promoting excellences in institution 23/09/2014 by Prof. Nikhil Kumar
- (vi) First Aid by L.C. Gupta on 11/02/2013

- Conference/Seminar-03

- (i) International conference on competency building excellence innovation and sustainability 2016 on 23rd-24th 2016
- (ii) Seminar on Gender issues in Education 08/09/2014
- (iii) Faculty Seminar series- 26/02/2014-06/03/2014

Dr. Tarannum Jatri, Mr. Sangat Sharma
Mr. Amandap Kaur, Dr. Gopal Thakur

All the workshop and seminars were financed by LLDIMS.

12 Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Ed.	GGSIU admission process is followed	200	4	196	100%

*M = Male *F = Female

(GGSIU admission process is followed, being affiliated college to GGSIPU)

13 Diversity of Students (Current session- B.Ed)

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2016	86	14	0
2015	89	11	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- 5 Students cleared CTET exam in 2016.

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29. Student progression

Student progression	Against % enrolled
UG to PG	25
PG to M.Phil.	10
PG to Ph.D.	5
Ph.D. to Post-Doctoral	NIL
Employed • Campus selection • Other than campus recruitment	- As CTET is mandatory before placement so no recruitment has been done, although we have conducted CTET workshop for students. - 45
Entrepreneurship/Self-employment	-20

30. Details of Infrastructural facilities

a) Library – YES

b) Internet facilities for Staff & Students - ICT resource room & Wi-Fi enabled campus for all Staff & Students

c) Class rooms with ICT facility- Smart classrooms are available

d) Laboratories-

Curriculum Lab-01

Psychology Lab- 01

Board Room- 01

Art Room-01

ICT Lab-01

Music Room-01

Dance Room-01

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31. Number of students receiving financial assistance from college, university, government or other agencies-

S.No.	Name of Student	Name of Programme	Name of institute	Enrollment no.
1	Kamlesh	B.Ed.	LLDIMS	2519202116
2	Reena	B.Ed.	LLDIMS	4619202115
3	Km. Bandna Vishavkarma	B.Ed.	LLDIMS	41319202115
4	Kamaljeet kaur	B.Ed.	LLDIMS	41619202115
5	priyanka	B.Ed.	LLDIMS	4819202116

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts.

- Guest Lectures -08
 - (iv) Teaching learning aids and classroom management for teaching learning process by Prof.M.C. Sharma-August 2016
 - (v) Recent trends and inncreations on educational evaluation by Prof. M.C. Sharma 13/04/2016
 - (vi) Critical examination of role of ICT by Prof. M.C. Sharma on 09/10/2015
 - (vii) Education and marginalized by Dr.Deepti Srivastav on 24/09/2015
 - (viii) Nurturing creations thinking among teaching community by Dr. Amit Ahuja on 26/02/2015
 - (ix) Teaching strategies by M.C. Sharma on 06/02/2014
 - (x) Human approach in classroom management by M.A. Siddiqui on 28/09/2013
 - (xi) Educational technology by M.C. Sharma on 26/02/2013
- Workshops-06
 - (vii) Mindfulness by B.K. Shilpa on 29/09/2016
 - (viii) Guidance and 169ounseling by Mr.Priyam Sharma on 05/04/2016
 - (ix) CTET by Mr.Gupta on 19/02/2016
 - (x) Cancer awareness for girls by NGO can support on 25/01/2016
 - (xi) Promoting excellences in institution 23/09/2014 by Prof. Nikhil Kumar

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(xii) First Aid by L.C. Gupta on 11/02/2013

- Conference/Seminar-03

- I. International conference on competency building excellence innovation and sustainability 2016 on 23rd-24th 2016

- II. Seminar on Gender issues in Education 08/09/2014

- III. Faculty Seminar series- 26/02/2014-06/03/2014

- Dr.Tarannum Jatri, Mr.Sangat Sharma

- Mr.Amandap Kaur, Dr.Gopal Thakur

- Technical sessions/ exposure-one

- (i) NHRC Sponsored training program on human rights issues with special focus on women and child right on 22/02/2016

33. Teaching methods adopted to improve student learning

a. Activity based teaching

b. Collaborative Learning

c. Case studies

d. Role playing

e. Peer learning

f. Problem Solving

g. Lecture and discussion

h. Group discussion and Debates

i. Guest lectures and Workshops

j. Internship

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The faculty and students are actively participating in society welfare work. The institute is associated with NHRC and Rotary Club International, New Delhi. The institute worked for neighbourhood and has initiated a number of community development activities like swatch bhara Abhiyan , Ek Deep Veeron ke Naam, rahgiri, yoga day, financial awareness, Awareness among youth and community to promote to go cashless.

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- Department works with several local primary and secondary schools to engage with children who come from backgrounds that don't traditionally prioritize tertiary education and help them understand the benefits of higher learning..
- Department conducted a Bal-Panchayat for nearby schools students.
- Extension activities as visit to slum, visit to inclusive setup school for teaching and learning are the part of curriculum. These are utilized as training programmes for students.

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35. SWOC analysis of the department and Future plans

STRENGTH	<ul style="list-style-type: none">• B.Ed curriculum has high employment potential, moral and social values• Institute located in urban area serving all upper, middle and lower class students• Well Maintained Infrastructure, Departmental Library, ERP system, smart classrooms• Discipline and value education for holistic development of students• Organized National and International level seminars, conferences, workshops for students and faculty development• Transport Facility available across Delhi, NCR
WEAKNESS	<ul style="list-style-type: none">• Students coming from rural background.
OPPORTUNITY	<ul style="list-style-type: none">• Using innovative and advanced teaching methodology• Collaboration with national and international organizations for better prospect• Various guest lectures, workshops and personality grooming sessions are conducted to provide students with the opportunities of self growth. It is highly satisfying to groom some of the avid learners and to expose them to various avenues and possibilities• To start M.Ed. course.• Organize Faculty Development Programme.
CHALLENGES	<ul style="list-style-type: none">• Develop a strong research culture and encourage faculty and students to enhance their competency• To create a stronger brand image to attract more students from a bigger geographical area and competing with many similar institute.• Located in interiors of Delhi but we have overcome through institute transport, and frequent DTC and Feeder buses.

Future Planning – Department is planning to start M.Ed. and B.P.Ed. courses in future.

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Evaluative Report of the Departments

12 Name of the department – **Journalism and Mass Communication**

13 Year of Establishment **2005**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

BJ(MC)/BA(JMC)- UG (Affiliated to GGSIP University)

14 Names of Interdisciplinary courses and the departments/units involved **N/A**

15 Annual/ semester/choice based credit system (programme wise)-
BA(JMC)/ BJ(MC) – 6 Semester in 3 years

16 Participation of the department in the courses offered by other departments
N/A

17 Courses in collaboration with other universities, industries, foreign institutions, etc.

- **Organized a HR Summit in Association with C-DAC Noida in Jan, 2014**
- **Organized Short Term Courses on Bar-coding in collaboration with MSME**
- **Organized Workshop on IPR and ESDP in collaboration with MSME**
- **Organized a CSR Awareness Training Program in association with Corporate Social Responsibility and Sustainability Institute, New York.**
- **NDTV audience research department has collaborated with LLDIMS since 2012 for BJ(MC) students visits and interaction with NDTV media person.**
- **Lok Sabha T V has collaborated with LLDIMS for campus shoot and audience since 2015 for BJ(MC) students for programme production.**
- **News World India quest relation department has collaborated with journalism department since 2014 for the students industrial visit and youth based programme.**
- **LLDIMS journalism department has collaboration with News 18 (in 2017).**

18 Details of courses/programmes discontinued (if any) with reasons **N/A**

19 Number of Teaching posts

	Sanctioned	Filled
Professors	1	1
Associate Professors	2	3
Asst. Professors	12	14

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10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience		No. of Ph.D. Students guided for the last 4 years
					Teaching	Industrial	
1	Dr. Bharat Kumar (HOD)	Ph.D. MA	Professor	Print Media	10 Yr.	18 Yr.	1 Ph.D. Awarded, 3 Pursuing
2	Dr. Dilip Kumar	NET/JRF Ph.D. – Political Science Ph.D – Journalism and mass communication MA	Associate Professor	Media Research, Media Laws & Ethics and Global Media Scenario Contemporary Issues Radio	5Yr.	8Yr.	3 Pursuing
3	Mr. Anjani Kumar Srivastava	Ph.D. (Pursuing) M.Phil in Mass communication	Asst. Professor	Public Relation, Print Journalism & Media Research	8 Yr.	14 Yr.	
4	Dr. Gaurav Yadav	Ph.D. M. Phil, MJMC BJ(MC)	Asst. Professor	New Media, Design & Graphics and Production	6 Yr.	2 Yr.	
5	Mrs. Sheweta Gaur	Ph.D. (Pursuing) M.Phil MMC BA(H) Journalism	Asst. Professor	Public Relation, Design & Graphic and Radio Journalism	5 Yr.	3 Yr.	

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6	Ms. Harmeet Kaur	Ph.D. (Pursuing) M. Phil, MJMC BJMC,	Asst. Professor	Advertising and Media Management	2 Yr.	NA	
7	Ms. Priyanka Tyagi	NET, Ph.D. (Pursuing), M.Phil. MA,	Asst. Professor	Television Journalism, Radio journalism and Contemporary Issues	7Yr.	NA	
8	Ms. Meenakshi K. Singh	NET/JRF, Ph.D (Pursuing). M.Phil., MA	Asst. Professor	Contemporary Issues, Communication Theories	5Yr.	NA	
9	Mr. Abhik Arora	MJ(MC)	Asst. Professor	Production	1 Yr.	3Yr.	
10	Mrs. Priya Raghav	Ph.D. (Pursuing) M.Phil. English	Asst. Professor	Print Media and HPBI	1Yr.	NA	
11	Ms. Krin Bala	Ph.D. (Pursuing) M.Phil.	Asst. Professor	Writing Skills	6Yr.	6Yr.	
12	Mr. Rakesh Prakash	Ph.D. (Pursuing) MJMC BJMC,	Asst. Professor	T.V Journalism	1Yr	12 Yr.	
13	Mr. Mukesh Bora	Ph.D. Puruing MJMC	Asst. Professor	New Media	2 yrs	1 yrs	
14	Mr. Alok	Post Gradation in Journalism	Asst. Professor	T. V. Journalism	5 Yr.	10 Yr.	
15	Ms. Aman Gill	Ph.D. Pursuing MJMC	Asst. Professor	Writing Skills	2 Yrs.	2 Yrs.	

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16	Mr. Praveen Chandra	NET MJMC	Asst. Professor	Print Journalism	6 Yrs.	6 Yrs.	
17	Dr. Shiv Kripa	Ph.D MA (JMC)	Associate Professor	Print Journalism	8 Yrs.	12 Yrs.	
18	Dr. Raj Kumar Singh	Ph.D. MCPR	Assistant Professor	Public Relations	1 Yr.	15 Yrs.	

11. List of senior visiting faculty **13**

S. No.	Name	Organization
1.	Dr. Vijay Sharma	ABP News
2.	Mr. Neeraj Rajpoot	ABP News
3.	Mr. Dinesh Tiwari	Assistant Editor (HT Media Ltd.)
4.	Mr. Vidyut Prakash Maurya	Senior Editor (HT Media Ltd.)
5.	Ms. Pallavi Arora	Executive, OGLIVY and Mather
6.	Dr. Ved Prakash Vadik	Senior Politics Journalist
7.	Ms. Vinita Yadav	IBN7
8.	Prof. J.S. Yadav	IIMC Dean
9.	Dr. Durgesh Tripathi	Assistant Professor, GGSIP University (University school of Mass Communication)
10.	Mr. Pranav Vats	News World India
11.	Mr. Sanjay	Lok Sabha TV Channel
12.	Mr. Rahul Makin	RJ 104 FM
13.	Ms. Kayanat kazi	Photo and travel journalist

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty **N/A**

13. Student -Teacher Ratio (programme wise) **1:15**

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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

S.No.	Designation	Sanctioned	Filled
1	Typist	1	1
2	Lab Assistant	2	2

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

- **Ph.D.-4**
- **M.Phil.-8**
- **PG-6**

14. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

- Teaching in School of open learning university of Delhi.
- International documentary prepared by BJ(MC) department.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

S. No.	Name of the Organization	Grant Received(Rs.)	Year/Session
1	IFFCO	<ul style="list-style-type: none"> • 20,000 • 20,000 	2013 2014
2	MSME	<ul style="list-style-type: none"> • 50,000 • 50,000 • 50,000 	2012 2013 2014
3	NHRC	<ul style="list-style-type: none"> • 50,000 • 50,000 • 1,00,000(proposed) 	2014 2016 2017
4	Rotary Club International, New Delhi	<ul style="list-style-type: none"> • 50,000 • 1,20,000 	2013 2015
5	GGSIPIU-DSW	<ul style="list-style-type: none"> • 1,00,000 	2016

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18. Research Centre /facility recognized by the University
N/A

19. Publications:

- * a) Publication per faculty- 6
- * Number of papers published in peer reviewed journals (national / international) by faculty and students – 79
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) Google scholar, Scopus – 17, National-14
 - * Monographs
 - * Chapter in Books- 3
 - * Books Edited- 5
 - * Books with ISBN/ISSN numbers with details of publishers- 2
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

20. Areas of consultancy and income generated

Project Submitted for PMKVY- 3.5 crore

File no-

21. Faculty as members in

a)National committees b) International Committees c) **Editorial** Our faculty as members in the following journals:-

S. No.	Faculty name	Organization
1	Mr. Anjani Srivastava	Editor in LLDIMS Journal
2	Mr. Anjani Srivastava, Dr. Gaurav Yadav	Editorial board AMIC

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		Singapore
3	Mr. Anjani Srivastava	Member of Vivekananda Institute foundation
4	Dr. Bharat Kuamr	Editorial board advisory in chankaya varta
5	Dr. Gaurav Yadav, Ms Sheweta Gaur Sharma and Ms. Harmeet Kaur	Member of AICMA
6	Dr. Dilip Kumar	Newspaper association of India consulting editor
7	Dr. Dilip Kumar	International journalist association joint secretary
8	Dr. Dilip Kumar	American central library
9	Dr. Dilip Kumar	British Library
10	Dr. Dilip Kumar	IIPA

22. Student projects- Percentage of students who have done in-house projects including inter departmental/programme **100 %**

1. Minor project of Communication
2. Minor project of Design & Graphics
3. Minor project of Computer
4. Minor project of Print Journalism
5. Minor project of Photography
6. Minor project of Radio Journalism & Production
7. Minor Project of Operation & Handling of Video Equipment
8. Minor Project of Television Journalism & Production
9. Minor Project of New Media
10. Minor Project of Advertising
11. Minor Project of Event Management
12. Minor Project of Media Research
13. Minor Project of Writing Skills
14. Minor Project of Personality Development
15. Minor Project of Health Communication

Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

100 %

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1. Summer Training Report
2. Functional Expose Report
3. Final Project
4. Comprehensive Viva

23. Awards / Recognitions received by faculty and students

- Award Received in Theater by Students in Anugoonj Annual Fest-2016 organized by GGSIPU-
- Best Research Paper Awarded to the faculty member on topic “Demand Side Issues of Financial Inclusion and Interpretative Structural Modeling Techniques”, Pacific Business Review, International, Nov, 2014
- Best teacher awarded by the Institute (LLDIMS)
- Best Student of the Month awarded by the Institute (LLDIMS)
- Student And Faculty won Prize in Documentary making Ministry of Science and Technology, IP college of Women (DU), FIMT (IP), MASSCO Media.
- Student won gold Medal in Long Jump in annual sports meet organized by GGSIPU.
- Meritorious Students received cash prize and certificates by the Institute (LLDIMS) every year
- Won Prize in Photography.
- PDF from IIT Delhi
- Panelist in news channel
- JRF qualified
- Net Qualified

24. List of eminent academicians and scientists / visitors to the department

S.No.	Name of the speaker
1.	Ms. Pallavi Arora (Executive, OGLIVY and Mather)
2.	Mr. Neeraj Rajpoot (ABP News)
3.	By Mr. Manish Azad (Free Lance RJ)
4.	Dr. Ved Prakash Vadik (Senior Politics Journalist)
5.	Ms. Vinita Yadav (IBN7)

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6.	Prof. J.S. Yadav (IIMC Dean)
7.	Dr. Saima
8.	Dr. Durgesh Tripathi
9.	Mr. Pranav Vats
10.	Mr. Sanjay (Lok Sabha TV Channel)
11.	Mr. Rahul Makin (RJ 104 FM)

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

S. No.	Event	Topic	Date	Source of Funding
9.	International Conference	Competency Building for Excellence Innovation and Sustainability	23-24, Sep, 2016	LLDIMS
10.	National Conference	Competency Building for Excellence Innovation and Social Change	6-7, Nov., 2015	IP University
11.	International Conference	Competency Building for Excellence Innovation and Social Change	11-12, Sep, 2015	LLDIMS
12.	National Conference	Recession Issues and Challenges	29th Nov., 2014	LLDIMS
13.	National Seminar	Foundations of Management, Commerce, Economics and Cognitive Sciences	29 th Nov, 2013	LLDIMS
14.	Workshop	Promoting Excellence in Institute	23-25 Sep, 2014	LLDIMS
15.	Work Shop	Short Film Making	2013	LLDIMS
16.	National Seminar	Contemporary Media Practice in Subaltern Indian Society	21 March 2014	LLDIMS
17.	FDP	Quality in Teaching and Innovation	Sep, 2015	LLDIMS
18.	Work Shop	Film	2016	LLDIMS
19.	National Seminar	Human Rights Child Rights Issues	2016	LLDIMS
20.	FDP	Research Mythology	July, 2016	LLDIMS
21.	Work Shop (5 days)	Research Mythology	June 2015	LLDIMS
22.	FDP	SPSS	13 -1 - 2015	LLDIMS

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26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA(JMC)/ BJ(MC)	NA (GGSIPU admission process is followed)	294	154	140	100%
	2013		16	20	
	2014		31	30	
	2015		66	44	
	2016		41	46	

*M = Male *F = Female

27. Diversity of Students *

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BJMC	80	20	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- Defense
- SSC

29. Student progression

Student progression	Against % enrolled
UG to PG	45%
PG to M.Phil.	-----

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PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
• Campus selection	35%
• Other than campus recruitment	15%
Entrepreneurship/Self-employment	5%

30. Details of Infrastructural facilities

a) Library **YES**

b) Internet facilities for Staff & Students - **YES FOR ALL THE STAFF & STUDENTS (10 MBPS)**

c) Class rooms with ICT facility - **Smart Class Rooms - 2**
Seminar – 1
Auditorium-1

d) Laboratories -

Editing lab	-	1	Audio lab	-	1
Video lab	-	1			
Communication lab	-	1			
Dance room	-	1			
Music room	-	1			
Common room	-	2 (1 girls, 1 boys)			
IT lab	-	1			

31. Number of students receiving financial assistance from college, university, government or other agencies

EWS Scheme under GGSIPU

S.No.	Enrollment No.	Name	Batch
1.	04719202414	Ranjan Rastogi	2014-17
2.	04919202414	Asha	2014-17

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3.	03319202415	Priscilla	2015-18
4.	40219202415	Atul Roy	2015-18

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

SO.NO.	EVENT	TOPIC & KEY SPEKER	DATE
1.	WORKSHOP	PHOTOGRAPHY- MS. KAYANAT KAZI	20-01-2017
2.	Campaign	Environment Campaign	2016
3.	Workshop	FILM FESTIVAL -APEEJAY INSTITUTE	28-30 September 2016
4.	Guest Lecture	Mr. Neeraj Rajpoot (ABP News)	03-02-2016
5.	Industrial Visit	Jansatta (Indian Express)	29-01-2016
6.	Guest Lecture	Dr. Ved Prakash Vadik (Senior Politics Journalist)	15-09-2016
7.	Guest Lecture	Ms. Vinita Yadav (IBN7)	26-10-2016
8.	Industrial Visit	Focus News	05-11-2016
9.	Industrial Visit	Vibha Printing Press	05-11-2016
10.	Guest Lecture	Dr. Durgesh Tripathi(Associate Professor IP University)	7-04-2016
11.	Guest Lecture	Mr. Sanjay (Lok Sabha TV Channel)	11-09-2015
12.	National Conference	Contemporary Media Practice in Subaltern Indian Society	06-11-2015 to 07-11-2015
13.	Workshop	Students Visit one day workshop at BLS	06-10-2015
14.	Guest Lecture	Ms. Pallavi Arora (Executive, OGLIVY and Mather)	01-10-2015
15.	Film Festival	CMS VATAVARAN	8-10-2015
16.	Guest Lecture	Dr. Saima	01-04-2015
17.	Industrial Visit	LOK SABHA CHANNEL	07-04-2015
18.	Guest Lecture	By Mr. Manish Azad (Free Lance)	15-09-2015
19.	Industrial Visit	NDTV	
20.	Guest Lecture	Mr. Rahul Makin (RJ 104 FM)	
21.	Industrial Visit	DOORDARSHAN	07-04-2015
22.	Industrial Visit	DOORDARSHAN	07-04-2015
23.	International Conference	International Conference on "Competency building for excellence,	11 th & 12 th September 2015

NAAC SELF STUDY REPORT 2017

		Innovation and social change ”	
24.	Guest Lecture	Prof. J.S. Yadav (IIMC Dean)	29-08-2014
25.			
26.	Industrial News Agencies	UNI AND PTI	16-10-2014

33. Teaching methods adopted to improve student learning

- a. Activity based teaching
- b. Collaborative learning
- c. Case studies
- d. Role playing
- e. Peer Learning
- f. Problem Solving
- g. Lecture and discussion
- h. Group discussion and Debates
- i. Guest lectures and Workshops
- j. Quiz

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The faculty and students are actively participating in society welfare work. The institute is associated with NHRC and Rotary Club International, New Delhi, Corporate Social Responsibility and Sustainability Institute, New York. The institute worked for neighbourhood and has initiated a number of community development activities like swatch bharat Abhiyan , Ek Deep Veeron ke Naam, rahgiri, yoga day, financial awareness, Awareness among youth and community to promote to go cashless.

Prepared shorts films, documentary on social issues and awareness among the society.

NAAC SELF STUDY REPORT 2017

35. SWOC analysis of the department and Future plans

SWOC ANALYSIS

STRENGTH	<ul style="list-style-type: none">• Commerce curriculum has high employment potential, moral and social values• Institute located in urban area serving all upper, middle and lower class students• Well Maintained Infrastructure, Departmental Library, ERP system, smart classrooms• Discipline and value education for holistic development of students• Organized National and International level seminars, conferences, workshops for students and faculty development• Transport Facility available across Delhi, NCR• Advanced Equipments and upgraded Audio-Video Lab, Editing Lab and Audio lab.
WEAKNESS	<ul style="list-style-type: none">• Student coming from nearby village area and it is difficult to cop up with other students coming from urban area.
OPPORTUNITY	<ul style="list-style-type: none">• Using innovative and advanced teaching methodology• Collaboration with national and international organizations for better prospect
CHALLENGES	<ul style="list-style-type: none">• Develop a strong research culture and encourage faculty and students to enhance their competency• Located in interiors of Delhi but we have overcome through institute transport, and frequent DTC and Feeder buses.

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Post-accreditation Initiatives

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years. The narrative may not exceed ten pages. (Refer section IX of Guidelines for Assessment and Accreditation)

LLDIMS is due for the 2nd cycle of accreditation. The ongoing sustenance of quality is reflected in the A grade achieved in the 1st cycles. (1st cycle: A Grade with CGPA of 3.14,3.10). The institution not only continues to sustain quality but has also initiated new measures to enhance quality. To build a culture of excellence all the stakeholders of LLDIMS have been involved directly or indirectly through logically planned and committed decisions. The members of the Managing Board, the teachers, the students, non - teaching staff, parents and alumni have all worked together toward Quality sustenance and its enhancement. We give our students the attributes of functional and social relevance, Value based quality education, mental ability and physical dexterity, efficacy and reliability. We have also tried to address the concerns of the socially and economically disadvantaged. The vision of our founding fathers has helped us set directions and create a student focused learning environment. E-cell, Traing & placement cell, Career counseling cell – are the initiatives gave the road map which is being re-visited to enhance quality and redefine our future goals. Various strategies have been adopted to ensure quality enhancement. The members of the managing board believe in leading by example and have closely associated themselves with various committees to ensure the qualitative growth of the college. The state-of the art facilities along with the advanced ICT tools installed in buildings have made the experience of teaching – learning more enriching. Wi-Fi facilities have been made available in the staff room and the faculty corner of the library in the main building as well as throughout the new building. There are plans to make it available on the entire campus. The new Interactive Learning Center in the form of different labs have the latest computing facilities and also we have a language lab. Due to popular demand three more undergraduate programmes have been started B.Com (H) have an additional division. Some green and energy saving initiatives have also been implemented.

In the main building a structural and an electrical audit have been completed and as per the recommendations of the BSES the necessary measures have been taken. The newly purchased equipments, online UPS in laboratories also comply with these norms. 363 In view of the terrorist attacks on educational institutes a security audit has been conducted by the police department and a public address system and CCTV cameras have been installed. Growth in research amongst the faculty is encouraged by the management which is reflected in them attending various conferences/ seminars and workshops. There is also a substantial increase in the number of students in last 4 years.

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The Teachers' Academic forum an endeavor of the teachers and by the teachers in addition to organizing workshops / seminars; publishes a research journal which is now refereed with an ISSN number. To add value to the curriculum many departments have introduced Certificate courses in collaboration with other institutions / corporate houses, some of which are job-oriented. To establish a systematic approach and effective implementation of teaching plans the introduction of a teacher dairy has been initiated by the institution. Interactive and LCD projectors in many classrooms have facilitated innovative teaching practices. The Mentor Cell has been started to after he needs of these students as well as 364those with learning disabilities. At the time of admission the students are identified and besides counseling them, their progress is monitored and necessary support is provided to help them overcome their inadequacies, if any. After admission the Principal addresses students belonging to the reserved category to orient them about the general information about the college, government policies, the scholarships available, and acquaints them with this process. The college has not only sustained these endeavors but has also initiated further linkages with CASI and MSME programme is a new initiative.

The college as started new cells; the Extension Activity Cell, Nature Club and E-cell. those already in existence have achieved newer heights. The College Social responsibility Cell achieved newer dimensions and forged new collaborations. Welfare erasures have been initiated for the non-teaching staff through workshops on office skills, wealth management, stress management, and professional development of laboratory staff to improve the overall efficiency. The CSR conducts health camps particularly for the non-teaching staff in collaboration with hospitals. The Women's Development Cell conducted a health check-up for our girl students. Our E-cell has taken a great leap forward. Three of our teachers have become qualified educators and two of them are mentors. Some of our student members are entrepreneurs.

The IQAC of the college has always been active. We have organized 2 international seminars, 5 national seminars, no. of workshops and FDPs. We also got 2(f) from UGC and in process of 12(b) approval.

Main achievements of the Institution as a result of significant quality sustenance and enhancement measures in Last Four Years is being summarized as follows :

- UGC (2F) Approval
- New Course Introduce B.com (H).
- Organized two International Seminars
- Organized 6 National Seminar at Department Level
- Organized 2 national Seminar at Institute level
- Organized 4 Faculty Development Program

NAAC SELF STUDY REPORT 2017

- Organized No. of Workshops in Association with MSME.
- Publication of Institute Journal with ISSN No. 2230-987X
- Published Conference Proceeding with ISBN No.
- Organized 2 Day Cultural Fest from Last Four Years (Zeal)
- Increased in Students Strength.
- No. of Awards in Documentary / Film Making by Students.
- No. of text book and volumes Increased in Library.
- Smart board and ICT enabled class room.
- Increased the Transport facilities for the students.
- Won Gold Medal in Annual Sports Meet.

“Annexure to be attached latter on after your perusal and advise “

NAAC SELF STUDY REPORT 2017



Lingaya's Lalita Devi Institute of Management & Sciences

Approved & Affiliated by UGC/UP University & Deptt. of HCT of Delhi

NAAC Accredited 'A' Grade Institution

847-848, Mandi, Kirti Mandir, New Delhi - 110017

Ph: +91 11 26651112-3, Email: director@lmsu@iprsl.com, director@lalitaimesc@lingaya.com

www.lmsu.org.in



Declaration by the Head of the Institution


I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: New Delhi

Date: 04.02.2017


Signature of the Head of the
institution with seal:

DIRECTOR
LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI, KIRTI MANDIR,
NEW DELHI - 110017

Head Office:
P-2, K-9, V-6, J-6, Saket Road,
New Saket Metro Station,
NDF Road, New Delhi - 110028
Ph: 011-46719238

City Office (Embassy):
K-3-4A, Ring Road,
Sec- 10 Market Part 3,
New D27 Residential Complex,
Ph: 011-2629-4271/10, 4142132

www.lingayasgroup.org

Admin. Office (Gurgaon):
First Floor in 5th Building,
Durg Executive Club Gurgaon,
Anand Park Road Gurgaon,
Ph: 011-26088777, 34-964280009

"Pursuing Excellence With Human Touch"

NAAC SELF STUDY REPORT 2017



Lingaya's Lalita Devi Institute of Management & Sciences

(Approved & Affiliated by UGC/University & Govt of NCT of Delhi)

NAAC Accredited 'A' Grade Institution

847-848, Mandi Road, Mandi, New Delhi-110047

Ph: (011) 26621112-3, Email: director@lingayasgroup.org, naac@lingayasgroup.org

www.lingayasgroup.org



Date : 04.02.2017

CERTIFICATE OF COMPLIANCE

This is to certify that Lingaya's Lalita Devi Institute of Management & Sciences, 847-848, Mandi Road, Mandi, New Delhi-110047 fulfills all norms :

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body (such as UGC, NCTE, AICTE, MCI, DCI, BCI etc.) &
3. The affiliation and recognition is valid as on date.
4. In face of the affiliation/recognition is withdrawn by the authority concerned the same will be informed to NAAC immediately.

In case the affiliation/recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or recognition by the Regulatory Council, in the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Place : New Delhi

(Dr. M. K. Jha)

Director

DIRECTOR

LINGAYA'S LALITA DEVI INSTITUTE
OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI

110047

First Floor, 50, Connaught

Place, New Delhi-110008

Ph: 91-11-26101111, 11-26101112

Head Office:
F-2, 8th Ave, 24, Indraprastha,
New Delhi Metro Station,
4th Road, New Delhi-110028
Ph: 011-43718230

City Office (Gurgaon):
S-3, 44, Sector 29,
Gurgaon, Haryana, India
Near Old Fertiliser Company
Ph: 91-12-432121, 432122

www.lingayasgroup.org

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NAAC SELF STUDY REPORT 2017

Annexure I



Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi-110006 - Website: <http://ipu.ac.in>

Ref. No. : IPV/DR(Aff)/LDI/82/2005/377

Dated : 29th July 2005

To
The Director/Principal
Lalita Devi Institute of Management & Sciences
847-848, Mandi Road
Village Mandi
New Delhi -110047

Sir,

Sub: Provisional affiliation for conduct of Bachelor of Journalism & Mass Communication & B.T.S (Travel & Tourism Management) programmes for the academic session 2005-2006.

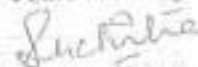
1. In terms of Section 3(21) of the Indraprastha University Act 1998, with the prior approval of Board of Affiliation, I am directed to convey the approval for grant of provisional affiliation to Lalita Devi Institute of Management & Sciences 847-848, Mandi Road Village Mandi New Delhi -110047 to conduct BJMC & BBA (Travel & Tourism Management) programmes both of three years duration with the maximum permitted intake of 60 students each, during the academic session 2005-2006. The provisional affiliation is subject to the following conditions:-

- (i) That the society shall adhere to the provisions of the Act, the Statute, the Ordinances and regulations of the Guru Gobind Singh Indraprastha University and will comply with all the standing orders, directions given from time to time & shall furnish an undertaking to this effect on the format enclosed as Annexure 'A'.
- (ii) That the Institution shall be required to comply with the (a) General Standards for affiliation of new institutions/ programmes (Appendix-B), (b) General Standards in respect of quality parameters (Appendix - C) and (c) Specific Standards for affiliation of BJMC & BBA programmes as laid down by the University.
- (iii) That the admission for the session 2005-2006 shall be in conformity with the procedure as approved by the University / Government & the Institution shall not announce admissions directly under any circumstances.
- (iv) That the course curriculum & fee structure will be as prescribed by the University/ State Govt.
- (v) That the Institution shall be ready to arrange for the joint FDR as prescribed below along with the agreement as directed by the University:
(a) First installment of Endowment fund - Rs. 5 lakhs (Rupees three lakhs only) per programme

Yours truly,

- (vi) That the Institute will not run any unaffiliated course(s) in the same premises where University approved programme(s) is being conducted and will not use the brand name of the Institute approved by the University for any other admission/teaching activity/conduct of any programme at any other campus not approved by the University.
- (vii) That the Institution will ensure that the Director / Principal along with required faculty members are in positions as per the norms of the university and a report to this effect duly verified by the Director be submitted to the University within one week from the date of commencement of the programme.
- (viii) That administrative and supporting staff shall be recruited and paid as per the norms/standards of the University/UGC. Regular salaries along with permissible allowances as per the extant rules of UGC will be paid to all from the date of commencement of the course.
- (ix) The computer center shall be made fully functional with a provision of atleast 30 terminals for each programme with latest configuration, licensed software including visual studio etc. before the commencement of academic session.
- (x) That a professional and computerized library complete in all respects along with reading room facility shall be made operational and a report to this effect should be submitted to the University along with a list of titles, volumes, reference books, journals and magazines available after due verification by the Director / Principal.
- (xi) That the Institution shall put all efforts to arrange for guest speakers' extension lectures, study material, teaching aids as per the requirement of the course curriculum throughout the session.
- (xii) To ensure smooth functioning of the Institution, the management committee must provide a separate budget for each programme so as to promote its planned growth for this academic session.
2. The compliance report for aforesaid conditions and DHE stipulations be made available to the University within 15 days from the issuance of this letter.
3. In the event of infringement/ contravention or non-compliance of any of the conditions, guidelines, norms and regulations prescribed by the University from time to time, the University shall be free to withdraw affiliation & take further appropriate action, without consideration of any related issues, and the liabilities arising out of such withdrawals would be solely that of the institution.

Yours faithfully,

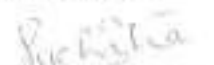

Dr. Suchitra Kumar
Dy. Registrar [Affiliation]

Dated: 29th July '18

Ref. No. IPV/DR(Aff)/LDI/82/2005/11178

Copy to:

1. Director, Directorate of Higher Education, S. Sharnath Marg, Old Secretariat, Delhi - 110054


Dr. Suchitra Kumar
Dy. Registrar [Affiliation]

KNHC/NCTE/IT-3/DH-207/ 10727
Code: **APN00425**

Date: 23/09/2005

ORDER

LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCE, 847-848, MANDI ROAD,, VILLAGE MANDI , NEW DELHI-110047, DELHI submitted an application to the Northern Regional Committee of National Council for Teacher Education for grant of recognition for **B. ED.** Course of 1 year duration in terms of section 14(1) of NCTE Act, 1993.

2. Now, therefore, in exercise of the powers vested under Section 14(3)(c) of the NCTE Act, 1993, the Regional Committee hereby grants recognition to **LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCE, 847-848, MANDI ROAD,, VILLAGE MANDI , NEW DELHI-110047, DELHI** for **B. ED.** course with an annual intake of **100** seats, w.e.f. **21/09/2005** subject to compliance of the following conditions before commencement of the academic session:

- Appointment of the faculty members duly qualified and staff as per the norms of NCTE/ State Govt./ UGC is to be completed before the commencement of the session.
- The countersigned statement of all faculty members from the Registrar of the concerned University should be submitted before the commencement of the academic session.
- The institution shall adhere to all the other regulations and guidelines as framed by NCTE from time to time.
- The institution shall within one month of the receipt of Recognition order, convert the Endowment Fund account into a Joint Account in the form of FDR for a period of not less than 60 months (Five Years) in a Nationalized Bank only to be operated along with an official of the Regional Committee.
- That the Reserve fund for an amount equal to three months salary of the Teacher & Staff be created within one month from the date of issue of this order and maintained in the form of FDR in favour of the management/ institution, for a period of not less than sixty months (Five Years) in a Nationalized Bank.

Non-compliance of the above mentioned conditions shall cause action under Section 17(1) of NCTE Act, 1993.

3. The recognition is subject to the condition that the affiliating University shall ensure that, among other things, the institution has appointed required number of faculty members (including Principal/ Head of Department), as per the norms of the NCTE / UGC / Affiliating University.

4. Further, the recognition is subject to fulfillment of all such other requirements as may be prescribed by other regulatory bodies like UGC and State Government, etc.

5. The institution shall submit to the Regional Committee a Self Appraisal Report at the end of each academic year along with a copy of the approval of the affiliating University / State Directorate of Education about the appointment of faculty members and the Statement of Annual Accounts duly audited by a Chartered Accountant.
6. If the institution contravenes any of the above conditions or any of the provisions of the NCTE Act, Rules, Regulations and/or order made or issued there under, the Regional Committee may withdraw the recognition under the provisions of Section 17(1) of the NCTE Act, 1993.
7. Please acknowledge receipt of this order together with its enclosures.

By Order,

(N.R. Murali)
Regional Director

The Manager,
Government of India,
Department of Publications, (Gazette Section),
Civil Lines, Delhi-110 054

Copy to:

1. The Secretary, Department of Elementary Education and Literacy, Ministry of Human Resource Development, Government of India, Shiksha Bhawan, New Delhi.
2. The Education Secretary, Govt. of NCT of DELHI, Old Secretariat, Delhi
3. The Director, Directorate of Higher Education, I/C Teacher Education, Govt. of NCT of DELHI, Old Secretariat, Delhi
4. The Director / Registrar, **GGG IP University, Kashmiri Gate, Delhi** - to ensure compliance of the clause 3 of the recognition order. In case the institution is not found to have complied with the said requirements, the concerned department shall withhold the affiliation and report the same to NRC- NCTE.
5. The Member Secretary, National Council for Teacher Education, Hans Bhawan, Wing - II, 1, Bahadur Shah Zafar Marg, (Near ITO), New Delhi-110002
6. The Chairman / Secretary, **Gadde Charitable Educational Trust, C-181, Sarvodaya Enclave, New Delhi - 17**
7. The Principal, **LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCE, 847-848, MANDI ROAD,, VILLAGE MANDI , NEW DELHI-110047, DELHI - A** copy of procedure for reaction of fixed deposit in joint account towards Endowment Fund and Reserve Fund is enclosed
8. The Under Secretary, Computer Section, National Council for Teacher Education, Hans Bhawan, Wing II, 1, Bahadur Shah Zafar Marg, (Near ITO), New Delhi-110002
9. Computer Cell (NRC)

Regional Director

Annexure II



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Lingaya's Lalita Devi Institute of Management and Sciences
Mandi, affiliated to Guru Gobind Singh Indraprastha University, New Delhi as
Accredited
with CGPA of 3.10 on four point scale
at A grade
valid up to July 04, 2017*

Date : July 05, 2012



*H. Harjaini
Director*





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्था

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Lingaya's Lalita Devi Institute of Management and Sciences

Place : Mandi, New Delhi

Criteria	Weightage (W _i)	Criterion-Wise Grade Point Averages (C _i GPA)	W _i X C _i GPA
I. Curricular Aspects	050	2.30	115
II. Teaching-Learning and Evaluation	450	3.62	1629
III. Research, Consultancy and Extension	100	2.05	205
IV. Infrastructure and Learning Resources	100	3.40	340
V. Student Support and Progression	100	2.60	260
VI. Governance and Leadership	150	2.80	420
VII. Innovative Practices	050	2.70	135
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 W_i \times C_i \text{ GPA} = 3104$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 (W_i \times C_i \text{ GPA})}{\sum_{i=1}^7 W_i} = \frac{3104}{1000} = \boxed{3.10}$$

Grade = **A**

Descriptor = **VERY GOOD**

Date : July 05, 2012



H. K. Gupta
Director

- This certification is valid for a period of Five years with effect from July 05, 2012
- An Institutional CGPA on four point scale in the range of 3.01 – 4.00 denotes A grade (Very Good), 2.01 – 3.00 denotes B grade (Good), 1.51 – 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
सिद्धान्तकालेन ज्ञानमिदं प्राप्यते वा न्ययानेन संभवति

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Department of Teacher Education
Bingaya's Lalita Devi Institute of Management and Sciences
Mandi, affiliated to Guru Gobind Singh Indraprastha University, New Delhi as
Accredited
with CGPA of 3.14 on four point scale
at A grade
valid up to July 04, 2017.*

Date : July 03, 2012



H. Karan
Director



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
 An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Department of Teacher Education
 Lingaya's Lalita Devi Institute of Management and Sciences
 Place : Mandi, New Delhi

Criteria	Weightage (W _i)	Criterion-Wise Grade Point Averages (Cr, GPA)	W _i X Cr, GPA
I. Curricular Aspects	050	2.70	135
II. Teaching-Learning and Evaluation	450	3.60	1620
III. Research, Consultancy and Extension	100	1.95	195
IV. Infrastructure and Learning Resources	100	3.55	355
V. Student Support and Progression	100	2.60	260
VI. Governance and Leadership	150	2.90	435
VII. Innovative Practices	050	2.70	135
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 W_i \times Cr, GPA = 3135$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 (W_i \times Cr, GPA)}{\sum_{i=1}^7 W_i} = \frac{3135}{1000} = \boxed{3.14}$$

Grade = **A**

Descriptor = **VERY GOOD**

Date : July 03, 2012



H. K. Ramesh
 Director

- This certification is valid for a period of Five years with effect from July 03, 2012
- An Institutional CGPA on four point scale in the range of 3.00 - 4.00 denotes A grade (Very Good, 2.00 - 3.00 denotes B grade (Good), 1.00 - 2.00 denotes C grade (Satisfactory)
- Score rounded off to the nearest integer

THE INSTITUTE PROFILE

With the changing world scenario and the rapid technological development new and innovative professions are coming up every now and then. Gadde Charitable Educational Trust has come up with Lingaya's Lalita Devi Institute of Management & Sciences (LLDIMS) to provide education which is not only upto the standards of the present times, but also aims to churn out hard core professionals.

Lingaya's Lalita Devi Institute of Management & Sciences is a sister organization of Lingaya's Group of Institutions and affiliated to Guru Gobind Singh Indraprastha University and approved by Govt. of NCT of Delhi. Lingaya's Lalita Devi Institute of Management & Sciences achieved 'A' Grade through NAAC Accreditation. The strength of the Institution is their experienced faculty, in-campus placements and mentorship of students.

The Institute established in 2005 aims to match its standards with the top most professional colleges of the country. The best of facilities and environment are provided to the students for their overall development. Our dream is to give the students not only quality education but also provide them opportunities in their respective professions through placement.

LLDIMS situated at Mandi Hills is an institute which aims to provide first level professional cadres in various specialized fields like management, media, education etc. The institution truly believes in developing analytical ability, critical valuation, creative things and moral values in our students.

Its location in the clean and green environment, far from the maddening crowd of the city in the lap of Aravali Hills, makes the institute free from the hustle and bustle of the city and also provides a pollution free environment ideal for studies.

COURSES & ELIGIBILITY

S. No.	COURSES	INTAKE	DURATION	ELIGIBILITY
1	Bachelor in Business Administration (BBA)	180	3 Years	All the candidates who wish to study at Lingaya's Lalita Devi Institute of Management & Sciences should appear for CET (Common Entrance Test of GGSIP University) with 50% marks in their XII standard.
2.	B.Com (Hons.)	60	3 Years	All the candidates who wish to study at Lingaya's Lalita Devi Institute of Management & Sciences should appear for CET (Common Entrance Test of GGSIP University) with 50% marks in their XII standard.
3.	Bachelor in Journalism & Mass Communication (BJMC)	120	3 Years	All the candidates who wish to study at Lingaya's Lalita Devi Institute of Management & Sciences should appear for CET (Common Entrance Test of GGSIP University) with 50% marks in their XII standard.
4.	Bachelor in Education (B.Ed.)	100	2 Years	Candidates with atleast 50% marks either in the Bachelor's or Master's Degree or any other qualifications equivalent thereto, are eligible to appear for CET of GGSIP University for admission to the programme. Admission is made as per the Government/University policy.

- All of the above courses are recognized by Govt. of NCT of Delhi and affiliated to Guru Gobind Singh Indraprastha University.
- Affiliated to SCERT and recognized by NCTE, Jaipur.
- 10% Seats are reserved for Management Quota, which are filled up as per the norms and standards of GGSIP University.

CAMPUS & INFRASTRUCTURE FACILITIES

➤ **SEMINAR HALL**

The Institute has centrally air conditioned, sounds proof, well designed seminar hall with a seating capacity of 125 persons at a time and is equipped with the latest audio- visual equipment. The hall is utilized for conducting guest lecturers, seminars, workshop and other such programmes from time to time.



➤ **INFORMATION TECHNOLOGY LAB**

Equipped with the latest software and technology, our air-conditioned computer lab is one of the best once can find any where. Right from software required for developing journals, photographs to hardware like scanners and laser printers everything is available readily. This is to facilitate learning of our students in their respective professional courses.



➤ **TRANSPORT**

The institute provides buses for commuting for the students, which help them in reaching college conveniently and on time, (The nearest metro station is Chhatarpur)



➤ **HOSTEL**

The institute has hostel facility for boys and girls separately.



➤ **LIBRARY**

The institute has an air-conditioned (state of the art) library with more than 21000 books on various subjects ranging from media to management to education. There is a good collection of various national and international journals and latest magazines, which keeps the students abreast with the latest trends in their profession and the world. Library has Virtual Library (e-library) called Knowledge Hub with online journals for Management, Commerce, Education & Journalism & Mass Communication Deptt.



➤ **CONFERENCE ROOMS**

For the purpose of conducting mock press conferences and similar other purposes the institutes has three well equipped conference rooms where these sessions can be held.



➤ **AUDITORIUM**

A state of art, centrally air conditioned auditorium with seating capacity of over 1000 is the pride of the Institute.



➤ **FACULTY**

LLDIMS has excellent faculty with academic depth and wisdom as well as industrial experience to provide holistic education.

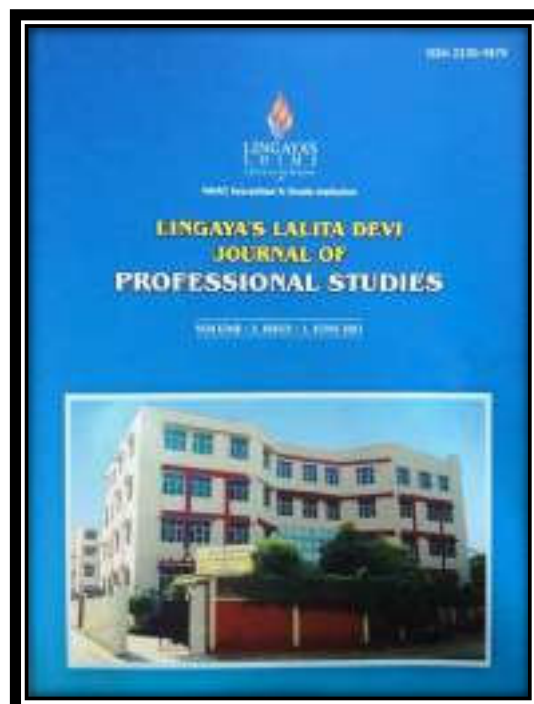
➤ **GUEST LECTURERS**

The Institute invites from time to time eminent people from the industry to deliver lectures on issues of relevance and current developments in the industry.



➤ **JOURNALS & NEWSLETTER**

The Institute publishes a newsletters which incorporates the latest news and views on important national, international events and local activities. It is a reflection of the work and talent of our students. The Institute publishes a professional journal with ISSN Registration Number (ISSN: 2230-987X) containing research paper



and article on Education, Management, Journalism and Mass Media.

➤ **STUDIO FACILITY**

There are two sound proof studios which support the media study department namely:

1. Video Studio: It is equipped with latest cameras, trolleys, light and editing stations. Latest software is used in making documentaries and films related to various subjects.



2. Audio Studio: It has a recording room, work stations, mixers consoles, which are beneficial in teaching students the latest techniques and trends in the field of radio.



3. **Dark Room Facility:** This particular room is used for the development of photographs. This room is equipped with photo developing facility.



LABS

Other than media labs there are various labs for courses like B.Ed etc which are equipped with scientific instruments to facilitate studies of the students.

The labs are as follows:

1. **Psychology Lab:** Number of latest psychological tests, manuals and booklets are available in order to carry out various psychological tests required for completion of courses.
2. **Language Lab:** Language lab has been set up in the Department of Education with the purpose of learning and utilization of different techniques with the help of various language learning equipments.



3. **Audio Visual Resource Center:** It is more than an ET lab. Innovative and modern technological equipment such as camcorder, OHP, still camera, slide projectors, radio, LCD projector, DVD, latest touch screen & software are available. Efforts are made to secure various teaching aids in the field of education.

➤ **INDUSTRIAL VISITS**

The institute from time to time organizes visits to various industries for its students with respect to their field. This gives the students exposure to the working of various organizations and thereby equips them with skills and develops their personality.



➤ **CULTURAL & SOCIAL ACTIVITIES**

In order to develop an overall personality of students, the college organizes an Annual Inter Collegiate Cultural Festival “ZEAL”. This fest brings out the leadership talent & organization skills of students. The students also actively

participate in the cultural festival of Lingaya's University and GGSIP University/affiliated colleges.



➤ **STUDENT ACTIVITIES**

From time to time, the students participate in various activities of social nature like educating girl child, green environment, blood donation etc. Various clubs have been formed to facilitate these activities.



➤ **PLACEMENT & TRAINING CELL**

The institute has a placement cell which supports and helps the students in getting placement for summer and winter training. This facility provides professional edge and a strong practical base to the students for their profession. Mock interviews, campus placements and industry information desk are the highlights of the T&P Cell.



➤ **VALUE ADDED COURSES**

This course intends to develop personality and communication skills of the students. These courses add that 'extra something' to the students qualifications which gives them an edge over their peers. The courses are:

1. Personality Development Programme (PDP)
2. Communication Skills Development Programme.



MEDICAL

In order to ensure well being of students, college engages the services of a qualified & experienced doctor for their students regularly for medical checkup and maintains a sick room where unwell students can be taken care of.



BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

FIRST SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES				
THEORY				
BA (JMC) 101	Communication: Concepts & Processes	4	-	4
BA (JMC) 103	Contemporary India: An Overview	4	-	4
BA (JMC) 105	Basics of Design and Graphics	4	-	4
PRACTICAL/SEMINARS/VIVA VOCE				
BA (JMC) 151	Communication Skills Lab	-	2	2
BA (JMC) 153	Contemporary India: Issues and Debates(Seminars/Presentations)	-	2	2
BA (JMC) 155	Design & Graphics Lab – I	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 107	Personality Development	4	-	4
BA (JMC) 109	Writing Skills	4	-	4
BA (JMC) 111	Indian Culture (For Foreign Students Only)*	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 157	Personality Development Lab	-	2	2
BA (JMC) 159	Writing Skills Lab	-	2	2
TOTAL		16	8*2=16**	24***

*Foreign students will study Course Code BA (JMC) 111, Course Title- Indian Culture as Elective Course along with Course Code BA (JMC) 157, Course Title- Personality Development Lab as Practical Course.

**In practical courses, one credit equals two hours of teaching/ training/ learning.

***Total number of credits include credits of compulsory three Core Courses along with credits of their respective labs and credits of one Elective Course along with credits of corresponding lab/ seminars/ presentations/ workshops.

SECOND SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES				
THEORY				
BA (JMC) 102	Print Journalism	4	-	4
BA (JMC) 104	Media Laws and Ethics	4	-	4
BA (JMC) 106	Still Photography	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 152	Print Journalism Lab	-	2	2
BA (JMC) 154	Still Photography Lab	-	2	2
BA (JMC) 156	Design and Graphics Lab – II	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 108	Health Communication	4	-	4
BA (JMC) 110	Sports Journalism	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 158	Health Communication Lab	-	2	2
BA (JMC) 160	Sports Journalism Lab	-	2	2
TOTAL		16	8*2=16	24

Soon after the End-Term Examination of the Second Semester, the student shall undergo training/internship in Print Media for a period of four weeks. She/he shall submit in duplicate hard copy and a soft copy of Summer Training Report (STR) along with the DVD of multi-media presentation incorporating the work done during the training/ internship, at least four weeks before the commencement of End Term Examination of the Third Semester. The Summer Training Report shall be supervised by the internal faculty appointed by the Director/ Principal of the institute/ college.

i. Approved in the BOS Meeting held on 27th June 2016 & AC Sub Committee Meeting held on 22nd July 2016.

ii. To be effective from the Academic Session 2016-17 onwards.

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

THIRD SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES				
THEORY				
BA (JMC) 201	Development Communication	4	-	4
BA (JMC) 203	Basics of Radio Programming and Production	4	-	4
BA (JMC) 205	Basics of Video Camera, Lights and Sound	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 251	Radio Production Lab	-	2	2
BA (JMC) 253	Video Production Lab	-	2	2
BA (JMC) 255	Summer Training Report****	-	-	4
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 207	Radio Jockeying and News Reading	4	-	4
BA (JMC) 209	Video Editing	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 257	Radio Jockeying and News Reading Lab	-	2	2
BA (JMC) 259	Video Editing Lab	-	2	2
TOTAL		16	6*2=12	26

**** The Summer Training Report carries 100 marks and shall be evaluated by the Board of Examiners comprising of an Internal Examiner and one External Examiner separately out of 50 marks each. The External Examiner shall be appointed by the Competent Authority.

FOURTH SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES				
THEORY				
BA (JMC) 202	Basics of Advertising	4	-	4
BA (JMC) 204	Basics of Public Relations	4	-	4
BA (JMC) 206	Television Programming and Production	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 252	Advertising Lab	-	2	2
BA (JMC) 254	Public Relations Lab	-	2	2
BA (JMC) 256	TV Production Lab	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 208	Television News: Reporting and Anchoring	4	-	4
BA (JMC) 210	Corporate Communication	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 258	Television News: Reporting and Anchoring Lab	-	2	2
BA (JMC) 260	Corporate Communication Lab	-	2	2
TOTAL		16	8*2=16	24

Soon after the End Term Examination of the Fourth Semester, each student shall undergo a Functional Exposure Training/ Internship for four weeks in Radio/TV/Advertising /Public Relations/NGO. She/ he shall submit in duplicate hard copy and a soft copy of Functional Exposure Report [FER] along with the DVD of multi-media presentation containing the actual experiential learning, at least 4 weeks before the commencement of End Term Examination of the Fifth Semester. The Functional Exposure Report shall be supervised by the internal faculty appointed by the Director/ Principal of the Institute/ College.

- i. Approved in the BOS Meeting held on 27th June 2016 & AC Sub Committee Meeting held on 22nd July 2016.
- ii. To be effective from the Academic Session 2016-17 onwards.

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

FIFTH SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES	THEORY			
BA (JMC) 301	Basics of New Media	4	-	4
BA (JMC) 303	Media Research	4	-	4
BA (JMC) 305	Event Management	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 351	New Media Lab	-	2	2
BA (JMC) 353	Media Research Lab	-	2	2
BA (JMC) 355	Event Management Lab	-	2	2
BA (JMC) 357	Functional Exposure Report*****	-	-	4
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 307	Digital Media Marketing	4	-	4
BA (JMC) 309	Film Appreciation	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 359	Digital Media Marketing Lab	-	2	2
BA (JMC) 361	Film Appreciation Lab	-	2	2
TOTAL		16	8*2=16	28

*****The Functional Exposure Report [FER] carries 100 marks. The report shall be evaluated out of 50 marks each by a Board of Examiners comprising of Director/Principal or her/his nominee and one External Examiner separately out of 50 marks each. The External Examiner shall be appointed by the Competent Authority.

Each student shall be assigned the Final Project at the end of the Fifth Semester. The Final Project shall be pursued by her/him under the supervision of internal faculty in the Sixth Semester. The student shall make her/his Final Project on the theme/topic approved by the Director of the Institute/Principal in the Fifth Semester. She/ he shall submit the hard & soft copy of the Final Project in duplicate and also make the multi-media presentation on the same at least four weeks before the date of commencement of the End-Term Examination of the Sixth Semester. The project would be continuously monitored through tutorials and assignments and the record of the same would be submitted at the time of external examination duly certified by the internal faculty.

The Comprehensive Viva shall be based on all the courses of the programme and future projections of Media & Entertainment industry.

SIXTH SEMESTER EXAMINATION

Course Code	Course Title	L	T/P	Credits
CORE COURSES	THEORY			
BA (JMC) 302	Media Management and Entrepreneurship	4	-	4
BA (JMC) 304	Global Media: An Overview	4	-	4
BA (JMC) 306	Environment Communication	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 352	Final Project and Comprehensive Viva*****	-	-	16
TOTAL		12	-	28

*****The Final Project and Comprehensive Viva carries 100 Marks. It shall be evaluated by the Board of Examiners comprising of the Internal Examiner and External Examiner.

Note: The Board of Examiners shall comprise of the Director/ Principal or her/his nominee and two External Experts out of which one would preferably be from the corporate world i.e. media organisation operating in the country. The quorum shall be deemed to have met if two out of three members are present. The External Examiners shall be appointed by the Competent Authority.

i. Approved in the BOS Meeting held on 27th June 2016 & AC Sub Committee Meeting held on 22nd July 2016.

ii. To be effective from the Academic Session 2016-17 onwards.

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)**SCHEME OF EXAMINATION****INTERNAL EVALUATION**

Theory Courses	Allocation of Marks: 25	
Class Test	There shall be one Class Test in each semester for each of the Courses	10
Continuous Evaluation	It shall be based on Home Assignments & Class Assignments/Quiz Tests	10
Internal Assessment	It shall be based on Seminars/Presentations & Class Room Performance	5

Practical Courses	Allocation of Marks: 40	
Class Test	There shall be one Class Test in each semester for each of the Lab Courses. It shall be based on Demonstration of Skills and Viva Voce	15
Continuous Evaluation	It shall be based on Assignments & Exercises	15
Internal Assessment:	It shall be based on Lab Performance in each Semester	10

EXTERNAL EVALUATION

The external evaluation for each Courses of the programme, shall be based on the students' performance in the End-Term Theory and Practical Examination (as outlined in the detailed course scheme) i.e.75 marks in Theory courses and 60 marks in Practical courses.

**INSTRUCTIONS FOR PAPER SETTER/ MODERATOR
THEORY COURSES**

Maximum Marks	75
Time	3 hours
Total Questions	5 questions of 15 marks each, out of which Question No. 1 will be compulsory.
Compulsory Question	The Paper Setter must ensure internal choice of 5 Short answer type questions of 3 marks each from all the four units.
Setting of Other Questions	Q.No.2 is to be set from Unit I, Q.No.3 from Unit II, Q.No.4 from Unit III and Q.No.5 from Unit IV alongwith internal choice for each question from each unit.
Distribution of Marks in these Questions	A question should either be a full-length question of 15 marks or 2 questions of 7 ½ marks each or 3 short notes of 5 marks each.

PRACTICAL/ SEMINAR/ PRESENTATION/ WORKSHOP

A.	Student(s) should be evaluated on the basis of the end-product prepared by them along with hard and soft copy of exercises/ assignments undertaken during the semester (45 marks)
B.	The examiner shall interview the student(s) to assess the knowledge/ understanding of the subject. (15 marks)
Max Marks	The marks prescribed for evaluating a student by the External Examiner are 60.

DISTRIBUTION OF CREDITS

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	Total
24	24	26	24	28	28	154

Note: Total number of credits for the BACHELOR OF ARTS IN JOURNALISM & MASS COMMUNICATION - BA (JMC) = 154. For the award of degree a student must secure 150 credits.

- i. Approved in the BOS Meeting held on 27th June 2016 & AC Sub Committee Meeting held on 22nd July 2016.
- ii. To be effective from the Academic Session 2016-17 onwards.

SCHEME OF EXAMINATION

&

SYLLABI

of

BACHELOR OF BUSINESS ADMINISTRATION

for

**First to Sixth Semester
(w.e.f. 2005 – 2006 Academic Session)**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE, DELHI-110 006**

SCHEME OF EXAMINATIONS

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

First Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 101	Principles of Management	4	-	4
BBA 103	Business Economics-I	4	-	4
BBA 105	Business Mathematics	4	-	4
BBA 107	Computer Fundamentals	4	-	4
BBA 109	Financial Accounting	4	-	4
BBA 111	Personality Development & Communication Skills-I	4	-	4
PRACTICAL				
BBA 113	Computer Lab	0	4	2
	Total	24	4	26

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

Second Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 102	Business Organization	4	-	4
BBA 104	Business Economics-II	4	-	4
BBA 106	Quantitative Techniques & Operations Research in Management	4	-	4
BBA 108	Data Base Management System	4	-	4
BBA 110	Cost Accounting	4	-	4
BBA 112	Personality Development & Communication Skills-II	3	-	3
PRACTICAL				
BBA 114	DBMS Lab	0	06	3
	Total	23	06	26

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

Third Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 201	Organizational Behaviour	4	-	4
BBA 203	Indian Economy	4	-	4
BBA 205	Marketing Management	4	-	4
BBA 207	Computer Applications-I	4	-	4
BBA 209	Management Accounting	4	-	4
BBA 211	Personality Development & Communication Skills-III (Minor Project Report)	-	-	6
PRACTICAL				
BBA 213	Computer Application Lab-I	0	4	2
	Total	20	4	28

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

Fourth Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 202	Human Resource Management	4	-	4
BBA 204	Business Environment	4	-	4
BBA 206	Marketing Research	4	-	4
BBA 208	Computer Application-II	4	-	4
BBA 210	Business Laws	4	-	4
BBA 212	Taxation Laws	4	-	4
PRACTICAL				
BBA 214	Computer Applications Lab-II	-	4	2
	Total	24	4	26

Note: *At the end of the Fourth Semester all the students shall have to undergo Summer Trainee for Eight Weeks.*

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

Fifth Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 301	Values & Ethics in Business	4	-	4
BBA 303	Marketing Management-II	4	-	4
BBA 305	Production & Operations Management	4	-	4
BBA 307	Management Information System	4	-	4
BBA 309	Financial Management	4	-	4
BBA 311	Summer Training Report & Viva Voce	-	-	6
PRACTICAL				
BBA 313	Computer Applications Lab	-	4	2
	Total	20	4	28

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

Sixth Semester Examination

Code No.	Paper	L	T/P	Credits
BBA 302	Business Policy & Strategy	4	-	4
BBA 304	Project Planning & Evaluation	4	-	4
BBA 306	Entrepreneurship Development	4	-	4
BBA 308	International Business Management	4	-	4
BBA 310	Project Report and Viva-Voce	-	-	6
BBA 312	Environmental Science	4	-	4
	Total	20	-	26



**Syllabus of Bachelor of Education Programme (B.Ed.)
(Two Years)**

And

Scheme of Examination

Session 2015-16 onwards

Bachelor of Education

Semester-I

S.No.	Course Title	Course Code	Credits	Max Marks
THEORY				
1.	Childhood and Growing up	BED 101	4 Credits	100
2.	Philosophical and Sociological Foundations of Education	BED 103	4 Credits	100
3.	Language Across the Curriculum	BED 105	2 Credits	100
4.	Understanding Discipline and Subjects	BED 107	2 Credits	100
5.	Pedagogy of a School Subject-(1)	BED 115-149	4 Credits	100
6.	School Organisation and Management	BED 109	2 Credits	100
PRACTICAL				
7	Understanding the Self	BED 155	2 Credits	100
8	PSE (Preliminary School Engagement)	BED 157	2 Credits	100

Semester-I

Preliminary School Engagement (PSE-1) (2Weeks)

1. Writing a reflective journal on observation of regular class room teaching with respect to pedagogical practices and class room management techniques used by the teachers
2. Reflection on roles and responsibilities of different school staff and Critical study of the infrastructural facilities, namely Library , Laboratories, Playground, Canteen, Sports facilities, Seminar Halls, Auditorium etc which are available in the school.
3. The Student- teacher shall also undertake the field activities pertaining to the practicals during this period.

Bachelor of Education

Semester-II

S.No.	Course Title	Course Code	Credits	Max Marks
THEORY				
1.	Learning and Teaching	BED 102	4 Credits	100
2.	Knowledge & Curriculum: Perspectives in Education (Part-I)	BED 104	2 Credits	100
3.	Assessment of Learning	BED 106	4 Credits	100
4.	Pedagogy of School Subject-(2)	BED115-149	4 Credits	100
5.	Teacher as a Counsellor	BED 108	2 Credits	100
PRACTICAL				
6	Drama and Art in Education	BED 152	2 Credits	100
7	Critical Understanding of ICT	BED 154	2 Credits	100
8	PSE- II	BED156	2 Credits	100

*In a practical one credit is equivalent to two hours of teaching.

Preliminary School Engagement PSE-2 (2weeks)

1. Organisation of Co-curricular activities by pupil teachers by assisting and participating in the organisation of the same and recording experiences of the same in a reflective journal.
2. Writing a reflective journal on the problems faced by teachers in assessment through the scheme of Continuous and Comprehensive Evaluation by observing the teachers evaluating students and engaging with them to know their problems with respect to implementation of the scheme in their school.
3. The student teacher shall also undertake the field activities pertaining to the practicals during this period.

Bachelor of Education

SEMESTER-III

Sr. No	Course Code	Course Title	Credits	Max Marks
PRACTICAL				
1.	BED251 & BED253	Internship-I	9 credits	100
		Internship-II	9 credits	100
			Total	200

This semester shall entail a field engagement of 16 weeks wherein the first week will be exclusively dedicated to observing a regular classroom with a regular teacher and would include peer observations, teacher observations and observations of interns' lessons by faculty.

In the next 15 weeks of internship the student teacher shall be engaged in teaching experience wherein the aim shall be meaningful and holistic engagement including the writing of reflective journals. This shall be enriched through extended discussions with peers and faculty on different aspects of the teaching experience accompanied by presentations post the internship in schools.

School Internship

MM: (200Marks)

18 Credits

S.No.	Components	Marks
1	Simulated Teaching	20
2	Discussion Lessons (2 Lessons in each pedagogy course) Total 4 Discussion Lessons (10x4)	40
3	50 Lesson Plans (in each pedagogy course) (25x2)	50
4	Achievement Test Report (ATR)(In one subject)	20
5	Two Lessons to be Delivered in each pedagogy course through the use of Multimedia (10x4=40)	40
6	Use of Teaching Learning Material in Classroom Discourse (including teaching aids and reference material)	20
7	Peer Group observation	10
Total		200

Bachelor of Education

SEMESTER-IV

Sr. No	Course Title	Course Code	Credits	Max Marks
THEORY				
1	Gender, School and Society	BED210	4 Credits	100
2	Knowledge and Curriculum: Perspectives in Education (Part-II)	BED212	2 Credits	100
3	Creating an Inclusive School	BED214	4 Credits	100
4	Optional course(any one)	BED216	4 Credits	100
	1. Guidance & Counselling			
	2. Value Education	BED218		
	3. Health & Physical Education	BED220		
	4. Adult & Population Education	BED222		
	5. Peace Education	BED224		
	6. Work Education	BED226		
	7. Education of the Marginalised Groups	BED228		
	8. Environmental Education	BED230		
	9. School Leadership	BED232		
	10. Life Skills Education	BED234		
PRACTICAL				
5	Reflection on School Experience	BED258	2 Credits	100
6	Reading and Reflecting on texts	BED260	2 Credits	100

*In a practical one credit is equivalent to two hours of teaching.



B.Com(Hons)-Syllab
i-wef. 2016-17 (1)22.

SCHEME OF EXAMINATION AND SYLLABI

for

BACHELOR OF COMMERCE (HONOURS)

for

First to Sixth Semester

(w.e.f. 2016 – 2017

Academic Session)



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16 C, DWARKA-110078**

SCHEME OF EXAMINATIONS

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI BACHELOR OF COMMERCE (HONS.) Criteria for Internal Assessment

All theory courses have internal assessment of 25 marks. For the courses related to projects, internal assessment is 50 marks and external examination is 50 marks. The courses related to Lab have 40 marks as internal assessment and 60 marks for external examination.

The internal assessment of the students (out of 25 marks) shall be as per the criteria given below:

1. **Class Test-I** - **10 marks**
Individual Written Assignment/Project/Term Paper
2. **Class Test-II** - **10 marks**
Written Test Compulsory (to be conducted on the date communicated by the University)
3. **Individual Presentation/Viva-Voce/Group Discussion/Class Participation** - **5 marks**

Note: Record should be maintained by faculty and made available to the examination branch of the University.

MAXIMUM & MINIMUM CREDITS OF THE PROGRAMME

The total number of the credits of the B.Com (Hons.) Programme is **140**.

Each student shall be required to appear for examinations in all courses. However, for the award of the degree a student should secure at least **134 credits**.

The electives shall be floated if minimum number of students opting for it is 20 per cent of the intake in the course.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.)

I. SUMMER TRAINING PROJECT

Each student shall undergo practical training of eight weeks during the vacations after fourth semester in an approved business / industrial / service organization and submit at least two copies of the Summer Training Report to the Director / Principal of the Institution before the commencement of the end-term Examination. The Summer Training Report shall Carry 100 marks. It shall be evaluated for 50 marks by an External Examiner to be appointed by the University from panel of experts approved by BOS of USMS and for the rest of the 50 marks by an Internal Examiner to be appointed by the Director / Principal of the Institution.

II. FINAL YEAR MAJOR PROJECT REPORT

During the sixth semester each student shall undertake a project to be pursued by him / her under the supervision of an Internal Supervisor to be appointed by the Director / Principal. The project should preferably be based on primary data. Both the subject and the name of the Supervisor will be approved by the Director / Principal of the Institution. The Project Report in duplicate along with one soft copy in a CD/DVD will be submitted at least three weeks prior to the commencement of the End Term Examination of the Sixth Semester. Project Report shall carry 100 marks. It shall be evaluated for 50 marks by an External Examiner to be appointed by the University from panel of experts approved by BOS of USMS and for the rest of the 50 marks by an Internal Examiner to be appointed by the Director / Principal of the Institution.

INSTRUCTIONS FOR PREPARATION OF THE PROJECT REPORTS

Students are required to follow the mentioned pattern in preparing the project:

Format of the report:

1. Title page
2. Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan:
 - Chapter I: Introduction
 - Objectives of the study
 - Review of Literature
 - Research Methodology
 - Limitations of the study
 - Chapter II: Profile of the Organization
 - Chapter III: Analysis and Interpretation of Data
 - Chapter IV: Conclusions and Recommendations

Format for Bibliography

Books

Pandey, I.M.; Financial Management, Vikas Publishers, New Delhi; 2011.

Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 4-7.

Websites:

www.google.com

Annexures

Questionnaire (if applicable)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.) PROGRAMME

First Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 101	Financial Accounting	Core Discipline	4	-	4
BCOM 103	Principles of Management	Core Discipline	4	-	4
BCOM 105	Micro Economics	Core Discipline	4	-	4
BCOM 107	Business Communication	Foundation Course - Compulsory	4	-	4
BCOM 109	Computer Application	Foundation Course - Skill based	4	-	4
BCOM 111	Computer Application Lab	Foundation Course - Skill based	-	4	2
		Total	20	4	22

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.) PROGRAMME

Second Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 102	Business Mathematics	Core Discipline	4	-	4
BCOM 104	Business Laws	Core Discipline	4	-	4
BCOM 106	Macro Economics	Core Discipline	4	-	4
BCOM 108	Management Accounting	Core Discipline	4	-	4
BCOM 110	Organizational Behaviour	Elective Course- Inter-Disciplinary	4	-	4
BCOM 112	Personality Development (NUES)*	Foundation Course – Skill based	2	-	2
		Total	22		22

*NUES- Non-University Examination System

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.) PROGRAMME

Third Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 201	Marketing Management	Core Discipline	4	-	4
BCOM 203	Cost Accounting	Core Discipline	4	-	4
BCOM 205	Corporate Laws	Core Discipline	4	-	4
BCOM 207	Human Resource Management	Core Discipline	4	-	4
BCOM 209	Business Statistics	Elective Course- Inter-Disciplinary	4	-	4
BCOM 211	Computerized Accounting Software (Computer Lab)	Foundation Course – Skill Base	-	4	2
BCOM 213	Managerial Personality Development (NUES)	Foundation Course – Skill Base	2	-	2
		Total	22	4	24

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.) PROGRAMME

Fourth Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 202	Financial management	Core Discipline	4	-	4
BCOM 204	Auditing	Core Discipline	4	-	4
BCOM 206	Business Ethics and Corporate Social Responsibility	Core Discipline	4	-	4
BCOM 208	Indian Economy	Elective Course-Inter-Disciplinary	4	-	4
BCOM 210	Research Methodology	Foundation Course - Skill based	4	-	4
BCOM 212	Research Methodology - Lab (NUES)*	Foundation Course - Skill Based	2	-	2
		Total	22	-	22

*NUES- Non-University Examination System

Note: At the end of the Fourth Semester all the students shall have to undergo Summer Training for Six Weeks.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI

BACHELOR OF COMMERCE (HONS.) PROGRAMME Fifth Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 301	Income-Tax Law and Practice	Core Discipline	4	-	4
BCOM 303	Entrepreneurship Development	Core Discipline	4	-	4
BCOM 305	Management Information System	Core Discipline	4	-	4
BCOM 307	Financial Modelling –Lab	Foundation Course – Skill based	-	4	4
BCOM 309	Summer Training Report & Viva Voce	Foundation Course – Skill based	-	-	6
BCOM	Elective I (Any one of the following)	Elective Core-Discipline	4	-	4
		Total	16	4	26

*NUES- Non-University Examination System

The students will choose one elective paper from given electives.

Elective I

BCOM 311: Investment Management

BCOM 313: Financial Markets and Institutions
 BCOM 315: Sales and Distribution Management
 BCOM 317: Services Marketing
 BCOM 319: Industrial Relations and Labour Laws
 BCOM 321: Strategic and International Human Resource Management

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (HONS.) PROGRAMME

Sixth Semester Examination

Code No.	Paper	Discipline	L	T/P	Credits
BCOM 302	Project Management	Core Discipline	4	-	4
BCOM 304	Indirect Taxes	Core Discipline	4	-	4
BCOM 306	E-Commerce	Foundation Course – Skill based	4	-	4
BCOM 308	Environmental Science (NUES)*	Foundation Course - Compulsory	2	-	2
BCOM 310	Research Project and Viva Voce	Foundation Course - Skill-based	-	-	6
BCOM	<i>ELECTIVE II</i> (Any <i>one</i> of the following)	Elective Core - Discipline	4	-	4
		Total	18	-	24

One elective should be chosen from the given electives in sixth semester.

Elective II

BCOM 312: Introduction to Derivatives
 BCOM 314: Principles of Insurance
 BCOM 316: Advertising and Brand Management

BCOM 318: Customer Relationship Management
BCOM 320: Compensation Management
BCOM 322: International Business

Lingay's Lalita Devi Institute of Management & Sciences

Waste Not, Want Not, Save Time & Money!
 We're the Institute for the 21st Century!
 We're the Institute for the 21st Century!



SAC Accredited V-Grade Institute

COURSES	SEATS
B.A.B.S.	100
B.B.A.	100
M.B.A.	100



Media Lab



Video Lab



Seminar Hall



Music Room



Gym



Library

- The college is awarded the position of Best green environment of best class university surroundings of India.
- The facilities for accommodation, fully AC'd campus and well equipped canteen with state of the art of glass chandeliers.
- The well equipped Library has more than 10000 titles professional journals as well as special reading room is a huge collection of general and specialized journals, magazines and newspapers.
- The campus has the state of the art Media Lab, Communication Lab, Educational Technology Lab and more and more books that are equipped with latest software, audio and video conferencing software of audio and digital video content.
- Labors are being awarded to students in their projects for being the projects with ideas which are common to all students and common to the group.
- Labors for Music Room with qualified music and singing teachers.

- Highly qualified, experienced and dedicated faculty members study scholars efforts to meet global standards using the professional and human values in their curriculum teaching.
- The 100% placement of the students, the Institute offers various services, placements, career tips, computer literacy.
- A well equipped gym and sports ground. Tennis, Badminton, table tennis, basketball, volleyball and football are some of the sports activities that are being organized regularly.
- The Institute offers special facilities through Distance Education and evening Lab.
- The Institute has an in house cafeteria that provides hygienic, healthy and delicious meals.
- The Institute is well equipped with transport facilities.
- State of the art computer lab with latest software and other items.
- Chapel, library, hall and other common facilities.
- The Institute provides facilities for the students to get the best of the world.
- The Institute is a green environment.



ACADEMIC CALENDAR

(Academic Session 2016-2017)

for the

***UNIVERSITY SCHOOLS &
AFFILIATED INSTITUTIONS***

(Commencing w.e.f. July 18, 2016)



Issued from the Office of

DIRECTOR, ACADEMIC AFFAIRS

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**

Sec- 16C, DWARKA, NEW DELHI- 110 078

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Academic Calendar for Academic Session: 2016-17

S. No.	ODD SEMESTER 2016-17	DURATION	
		From	To
	<u>ODD SEMESTERS (FIRST, THIRD, FIFTH, SEVENTH & NINTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
	Commencement of New Academic Session *	18.07.2016 (Monday)	
1	Imparting instructions and/or laboratory work (including class tests) - 15 weeks (68 days excluding govt holidays)	01.08.2016 (Monday)	11.11.2016 (Friday)
2	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	26.09.2016 (Monday)	30.09.2016 (Friday)
3	Sports Meet	20.10.2016 (Thursday)	22.10.2016 (Saturday)
4 (a)	For Programmes without practical components		
i	Preparatory leave of one week	12.11.2016 (Saturday)	20.11.2016 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 21.11.2016 (Monday)	
4 (b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	15.11.2016 (Tuesday)	
5	Winter Break	24.12.2016 (Saturday)	08.01.2017 (Sunday)

* The first day of the commencement may be utilized as Orientation Day for the fresher students.

- The specific dates of end term theory/practical examinations shall be notified by COE.
- One working day in a year may be utilized in any semester for a school level festival.
- Schools may decide on dates/classes for academic conferences/workshops/seminars.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Academic Calendar for Academic Session: 2016-17

S. No.	EVEN SEMESTER 2016-17	DURATION	
		From	To
	<u>EVEN SEMESTERS (SECOND, FOURTH, SIXTH, EIGHT & TENTH SEMESTER)</u>	21 weeks of working duration including 15 weeks of teaching & class tests	
1	Imparting instructions and/or laboratory work (including class tests) – 15 weeks (69 days excluding govt holidays)	09.01.2017 (Monday)	21.04.2017 (Friday)
2	Anugoonj "2017"	09.02.2017 (Thursday)	11.02.2017 (Saturday)
3	CLASS TEST (To be held in mid-semester, dates are indicative; schools may decide \pm 1 week)	27.02.2017 (Monday)	03.03.2017 (Friday)
4 a)	For Programmes without practical components		
i	Preparatory leave of one week	22.04.2017 (Saturday)	30.04.2017 (Sunday)
ii	Commencement of Theory Exams	w.e.f. 01.05.2017 (Monday)	
4b)	For Programmes with practical components		
i	Commencement of Practical Examinations followed by one week preparatory leave between completion of Practical Examinations and commencement of Theory Examinations	24.04.2017 (Monday)	
5	Summer Vacation (of Six Weeks)	w.e.f. 03.06.2017 (Saturday) to 16.07.2017 (Sunday)	

LIST OF FACULTY DEPTT. OF BBA

NAME OF THE FACULTIES	ACADEMIC & PROFESSIONAL QUALIFICATION	DESIGNATION	SPECIALISATION	EXPERIENCES	No. of Ph.D. Students guided for the last 4 years
Dr. M.K Jha	Ph.D MBA	Prof. (Director)	HRM	30	3
Prof. Jivan Kr. Chowdhury	Ph.D MBA, M.Phil	Professor	Law	39	NIL
Dr. K.K. Garg	Ph.D MBA (PGDBM), M.Sc(Maths), M.A. Eco	Professor	QTOR and Math's	22	3
Dr. Pranav Mishra	Ph.D MBA(MBE), M.Phil, UGC-NET	Assoc. Professor	Economics	14	NIL
Dr. Mittu G. Matta	MBA, Ph.D	Assoc. Professor	Marketing	12	NIL
Mr. Mohit Kapil	M.Com, B.Ed	Assistant Professor	International Business	4	NIL
Ms. Himani	B.Com, M.Com, C.S	Assistant Professor	HRM	7	Nil
Ms. Sushma Sharma	M.Phil, MBA, Mcom M.Ed	Asstt. Professor	Strategic Management &HRM	8.9	NIL
Ms. Kriti Gulati Mehta	MBA UGC-NET	Asstt. Professor	Marketing	7	NIL

Mr. Sumit Sehrawat	MBA	Asstt. Professor	Accounting and Taxation	6.3	NIL
Ms. Priyanka Tyagi	M.Tech	Asstt. Professor	DBMS	4.5	NIL
Mr. Atul Rathore	M.Tech GATE-Qualified	Asstt. Professor	HTML and MIS	4.5	NIL
Mr. Rajeev Gupta	MBA, M.Phil, Thesis Submitted	Asstt. Professor	General Management	20	NIL
Ms. Kamini	MBA UGC-NET	Asstt. Professor	Law and HRM	6	NIL
Mr. Ravi	MA (English)	Assoc. Professor	English and Communication	30	NIL
Mrs. Kirti Sharma	MBA, Net	Assistant Professor	Finance	4	Nil
Mrs. Sangeeta Joshi	M.Tech, M.Phil	Assistant Professor	IT	8	Nil
Mr. Sudeep Gautam	MBA, NET B.Tech	Assistant Professor	General Management & MIS	4	NIL
Prof. Nikhil Kumar	M.Tech	Professor	PDP	34	NIL
Mrs. Shrestha Dabral	MBA, NET Ph.D(Pursuing)	Assistant Professor	General Management	6	NIL
Mr. Manoj Sharma	M.Tech, B.Tech	Assistant Professor	IT	9	NIL
Mrs. Shweta Punhani	M.Com, NET	Assistant Professor	Finance	1	NIL
Mr. Harsh	MBA, NET	Assistant Professor	HRM	5	NIL
Mr. Anurag	M.Com, NET, M.Phil	Assistant Professor	General management	10	NIL
Dr. Alok Dubey	MBA, Ph.D	Assistant Professor	General management	3	NIL

LIST OF FACULTY DEPTT. OF B.COM.(H)

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. K.K Garg	Ph.D. PGDM M.A (Eco.)	Professor	Quantitative Techniques	25 years	4
2	Dr. Anurag Kumar	Ph. D. M. Phill. M. Com. MBA	Associate Professor	Corporate Accounts	10.5 years	1
3	Dr. Shikha Gupta	Ph. D (Finance) M. Com. MBA NET	Assistant Professor	Micro Finance	7.7 years	2
4	Ms Ankita Dhamija	MBA, NET Qualified pursuing Ph.D	Assistant Professor	OB	8 years	0
5	Mr. Barun Kr. Jha	Ph.D (Pursuing) M Com NET- JRF	Assistant Professor	Finance	6.5 years	0
6	Mrs. Susmita Chaturvedi	Ph.D (Pursuing) M Com NET	Assistant Professor	Taxation	8 years	0
7	Ms. Neha Kalra	M Com MBA NET	Assistant Professor	HRM	4 years	0
8	Ms. Radha Yadav	B. Ed. M Com NET	Assistant Professor	Economics	1.6 years	0
9	Ms. Priyanka Agarwal	MBA B.COM(H)	Assistant Professor	Management	1 year	0
10.	Dr. Sweta Singhal	MBA B. Com.	Assistant Professor	Finance	Nil	0

LIST OF FACULTY DEPTT. OF EDUCATION

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Mala Dixit	Ph.D., MA, M.Ed.	Professor	Teaching of Social Science	18	0
Dr. Manju Sharma	Ph.D., MA, M.Ed.	Associate Professor	Teaching of Hindi	14	0
Dr. Amruta Panda	Ph.D., MA, M.Ed.	Associate Professor	Teaching of Social Science	9	0
Ms. Rohini Jain	M.Sc., M.Ed.	Assistant Professor	Teaching of Integrated Science	2	0
Ms. Joyti Sehrawat	M.Sc., M.Ed.	Assistant Professor	Teaching of Integrated Science	2	0
Ms. Neelam Tomar	M.Sc., M.Ed.	Assistant Professor	Teaching of Mathematics	2	0
Mr. Mayank Dixit	MA, M.Ed.	Assistant Professor	Teaching of Social Science	6 months	0
Ms. Geetanjali Kashyap	MA, M.Ed.	Assistant Professor	Teaching of Hindi	1	0
Ms. Arooshi Thakur	MA, M.Ed.	Assistant Professor	Teaching of English	6 months	0
Ms. Pooja Pawar	MA, M.Ed.	Assistant Professor	Foundation Paper	6 months	0
Mr. Masroor Hasan	M.P.Ed	Sport Instructor	Sports	6 months	0
Mr. Rashid Ahemad	MFA	Art Instructor	Fine Arts	6 months	0
Ms. Monika	M.Sc.	Assistant Professor	Mathematics	6 months	0

LIST OF FACULTY DEPTT. OF BA(JMC)

S. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience		No. of Ph.D. Students guided for the last 4 years
					Teaching	Industrial	
1	Dr. Bharat Kumar (HOD)	Ph.D. MA	Professor	Print Media	10 Yr.	18 Yr.	1 Ph.D. Awarded, 3 Pursuing
2	Dr. Dilip Kumar	NET/JRF Ph.D. – Political Science Ph.D – Journalism and mass communication MA	Associate Professor	Media Research, Media Laws & Ethics and Global Media Scenario Contemporary Issues Radio	5Yr.	8Yr.	3 Pursuing
3	Mr. Anjani Kumar Srivastava	Ph.D. (Pursuing) M.Phil in Mass communication	Asst. Professor	Public Relation, Print Journalism & Media Research	8 Yr.	14 Yr.	
4	Dr. Gaurav Yadav	Ph.D. M. Phil, MJMC BJ(MC)	Asst. Professor	New Media, Design & Graphics and Production	6 Yr.	2 Yr.	
5	Mrs. Sheweta Gaur	Ph.D. (Pursuing) M.Phil MMC BA(H) Journalism	Asst. Professor	Public Relation, Design & Graphic and Radio Journalism	5 Yr.	3 Yr.	

6	Ms. Harmeet Kaur	Ph.D. (Pursuing) M. Phil, MJMC BJMC,	Asst. Professor	Advertising and Media Management	2 Yr.	NA	
7	Ms. Priyanka Tyagi	NET, Ph.D. (Pursuing), M.Phil. MA,	Asst. Professor	Television Journalism, Radio journalism and Contemporary Issues	7Yr.	NA	
8	Ms. Meenakshi K. Singh	NET/JRF, Ph.D (Pursuing). M.Phil., MA	Asst. Professor	Contemporary Issues, Communication Theories	5Yr.	NA	
9	Mr. Abhik Arora	MJ(MC)	Asst. Professor	Production	1 Yr.	3Yr.	
10	Mrs. Priya Raghav	Ph.D. (Pursuing) M.Phil. English	Asst. Professor	Print Media and HPBI	1Yr.	NA	
11	Ms. Krin Bala	Ph.D. (Pursuing) M.Phil.	Asst. Professor	Writing Skills	6Yr.	6Yr.	
12	Mr. Rakesh Prakash	Ph.D. (Pursuing) MJMC BJMC,	Asst. Professor	T.V Journalism	1Yr	12 Yr.	
13	Mr. Mukesh Bora	Ph.D. Puruing MJMC	Asst. Professor	New Media	2 yrs	1 yrs	
14	Mr. Alok	Post Gradation in Journalism	Asst. Professor	T. V. Journalism	5 Yr.	10 Yr.	
15	Ms. Aman Gill	Ph.D. Pursuing MJMC	Asst. Professor	Writing Skills	2 Yrs.	2 Yrs.	

16	Mr. Praveen Chandra	NET MJMC	Asst. Professor	Print Journalism	6 Yrs.	6 Yrs.	
17	Dr. Shiv Kripa	Ph.D MA (JMC)	Associate Professor	Print Journalism	8 Yrs.	12 Yrs.	
18	Dr. Raj Kumar Singh	Ph.D. MCPR	Assistant Professor	Public Relations	1 Yr.	15 Yrs.	

Annexure V

STUDENTS FEEDBACK FORM OF LINGAYA'S LDIMS

Academic year..... Semester..... Date of Feedback.....

Branch Section

Sl. No.	Description	Subject Name and Code: Name of the Teacher:				
(A)	Course Contents					
1	Has the Teacher covered entire Syllabus as prescribed by the University? (Yes/No)					
2	Has the Teacher covered relevant topics beyond Syllabus (Yes/ No)					
3	Effectiveness of Teacher in terms of					
i	Technical content					
ii	Communication skills					
iii	Use of Non print teaching aids					
iv	Availability beyond normal classes and co-operation to solve individual problems					
V	Pace on which contents were covered					
vi	Overall effectiveness					
4	How do you rate the contents of the curricular?					
5	How do you rate lab facilities, if applicable?					

(Rating: 5-Excellent, 4-Very Good, 3- Good, 2- Average, 1- Below Average)

1	Any suggestion regarding library facility	
2	Any suggestion regarding Internet Facility	
3	Any suggestion regarding Co-Curricular activity	
4	Any suggestion regarding Extra Co- Curricular activity	
5	Any other suggestions	

Name and Signature of the student (Optional)

Attendance %.....

CGPA %.....

Annexure VI

Lingaya's Lalita Devi Institute of Management & Sciences

(NAAC Accredited "A" Grade Institute)

Mandi Road, Mandi, New Delhi-110047.

Ph : 011-26651112-3, Fax : 011-26651050

website : www.lldims.org.in, email : director.lldims@gmail.com

Teacher's Performance Criteria

SELF/ASSESSED BY OUTSIDE SUBJECT EXPERTS

Photograph

Department: _____

Name of the Teacher: _____

Designation: _____

A. Teaching Learning Evaluation

Sr. No.	Nature of Activity	Max. Marks	Self Assessment-Points Scored by Teacher	Remarks By Experts (Y)
1	Lectures, Seminars, Tutorials, Practicals, contact hours taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of UGC norms	10		
3	Preparing and imparting knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment	25		
Total		125		

- A Teacher has to score minimum 75 marks out of 125.

B. Extra Curricular Activities

Sr. No.	Nature of Activity	Max. Marks	Self Assessment Points Scored by Teacher	Remarks
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15		

3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in category III below)	15		
Total		50		

- A Teacher has to score minimum 15 marks out of 50.

C. Combined Score of Teaching – Learning Evaluation and Extra Curricular Activities

Total Maximum Marks (A+B)	Total Marks Scored by Teacher	Marks out of 100
		$Z = \frac{Y \times 100}{175}$
125 + 50 = 175		

D. R & D Activities

Sr. No.	Nature of Activity	weightage	Score as per work of Teacher	Remarks By Experts
1	Research Papers (Journals, etc.)	30		
2	Research Publications (Books, etc.)	25		
3	Research Projects	20		
4	Research Guidance	10		
5	Training Courses and Conference/ Seminar, etc.	15		
Total		100		(W)

Minimum score by various teachers in R & D Activities

Lectures/Assistant Professor - 20 out of 100
 Associate Professor/Professors - 33 out of 100

E. Final Total Score

(i) For Professors & Associate Professors

$$E = 50\% \text{ of } Z + 50\% \text{ of } W$$

(ii) For Assistant Professors & Lecturers

$$E = 62.5\% \text{ of } Z + 37.5\% \text{ of } W$$

Minimum qualifying marks = 50 i.e. E should be minimum 50.

Average: 51-60 = Good; 61-70= Very Good; 71+ = Outstanding

Overall Remarks:

Expert1

Expert2

Expert3

Annexure VII

**LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT &
SCIENCES**
MANDI ROAD, MANDI, NEW DELHI-110047

Dear Alumni,

We are glad to inform you that our institute has decided to organize an Alumni meet on 22 April, 2016. This gathering will bring back the memories of student life and will take forward the renewed professional bonding.

With the above intention in mind Lingaya's Lalita Devi Institute of Management & Sciences is organizing Alumni Meet 2016 as per details given below:

ALUMNI MEET 2016

Date	:	22 April, 2016 (Friday)
Invitees	:	Pass out batches of BBA, BJMC & B.Ed.
Venue	:	Institute (Seminar Hall)
Time	:	12 p. m. to 2.00 p.m.
Lunch	:	1.00 p.m.

During this meet, President, Vice President & Secretary will be elected from the pass out batches.

Spouses are specially invited (if any).

For details please contact the following Faculty Members:

Mrs. Sushma Sharma – 9891326903

Mr. Anjani Kumar- 9711478325

Dr. Gaurav Yadav - 9818565015

Looking forward to meet you all.

Best Wishes



Dr. Ashu Singh
Director

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

22 April, 2016

Event Organized at Seminar Hall, LLDIMS to establish Alumni Association

The Program was held at Seminar Hall of Lingaya's Lalita Devi Institute of Management and Sciences, Mandi Road, Mandi, New Delhi, under the aegis of Management of Gadde Charitable Educational Trust, New Delhi. The following the committee members and the Director of LLDIMS were present in the program:-

1. Patron- Dr. Pichheshwar Gadde, CEO, Lingayas Group of Institutions;
2. Patron- Ms. Sunita Gadde, Secretary, Gadde Charitable Educational Trust
3. Director- Dr. Ashu Singh, director of LLDIMS
4. Coordinator- Mr. Anjani Kumar Srivastava, Asst. Professor, BJMC
5. Member- Ms. Sushma Sharma, Asst. Professor, BBA
6. Member- Dr. Gaurav Yadav, Asst. Professor, BJMC
7. Member- Dr. Shikha Gupta, B.Com

The program was convened by ex-students of LLDIMS in the seminar hall.

After the successful addressing by Director and faculty members, the following office-bearers were selected among the ex-students of LLDIMS:-

1. Mr. Shubham Gupta, President
2. Mr. Pawan Tiwari- Vice-president
3. Mr. Mohak Mehta- Secretary
4. Mr. Mohit Chandela- Media and PR manager
5. Mr. Vaibhav Sunairy- Media and PR manager
6. Ms. Shivani – PR

The above office-bearers were allotted various work responsibilities and instructed to complete the legal formalities also.

Coordinator
Anjani Kumar Srivastava

Proposed- LLDIMS Alumni Association Structure, Constitution & Officials and Members

Asst. Prof., ANAJNI KUMAR SRIVASTAVA

OBJECTIVES-

1. LLDIMS Alumni Association is to create such a platform where all Ex-students of Lingayas Lalita Devi Institute of management and Sciences, Mandi Road, Mandi, New Delhi, will come together to take care of each other regarding their social and professional development.
2. This platform will create a sense of belongingness among the alumni of LLDIMS with their institution where they had seeded their first dream with open eyes.
3. Alumni Association would connect always the new batches of students of LLDIMS who would be in process of passing their programs from this institution.
4. LLDIMS Alumni platform would connect their Institution's Management and Professors who would be the part of this association (Honorary Positions and members).
5. This forum will be increasing LLDIMS Brand Image and Value in Industry and Education sector when they will be achieving in their career and bring those achievements on this platform during Alumni Meet during once a while in every year.
6. This Alumni forum will create a corpus fund through members' efforts done in Industry and Market and this fund will be utilized for every alumni members those in dire need for their financial help in the form of Loan or other consented form.

Guidelines-

1. State clearly the purpose, goals and visions of the Club/Association.
2. Once the Purpose/Objectives are clearly defined, the group (at least 15 members) must discuss and write down the By-Laws or Constitution of their organization.
Such By-Laws/Constitution may include the following areas:
 - a. Official/Registered Name of the Club/Association
 - b. Official Address/Location of the Club/Association
 - c. Duties/Responsibilities of:

c-1) Elected Officers of the Association/Club (i.e., Chairman, Vice-Chairman, Secretary, Treasurer, Directors, etc.)

c-2) Associate Member, Honorary Members, etc.

d. Tenure of office for Elected Officers (i.e., one or two years, depending on prevailing conditions in the Association or as agreed by the members of the Association)

e. Organization Structure/Chart of Alumni Association

f. Committee Structures (most often used committees)

f-1) Program/Planning Committee – responsible for the planning/programming of Alumni activities of the Club/Association.

f-2) Admissions/Marketing Committee – works closely with the Admissions Office of LLDIMS in identifying, cultivating would-be applicants, as well as fund raising activities.

f-3) Placement Committee – well-placed alumni can assist LLDIMS by giving advice to graduates or helping graduates find jobs in their organizations; this committee can also network with recruitment agencies to hire LLDIMS graduates.

f-4) Developing and designing LLDIMS Alumni Website for registering all ex-students and giving the publicity to this website through Social Media and Newspapers (when a Meet is organized in a year)

f-4) Finance/Operations Committee – oversees the finances and day to day operations of the Club/Association.

f-5) Ad hoc Committee – committees that take on special project and is co-terminus with the project.

g. Membership

g-1) Membership Classifications (i.e., Associate Member, Honorary Member, etc.)

g-2) Membership Fees (i.e., manner of payment, fees per membership classification, renewal of membership, etc.)

g-3) Duties/Responsibilities of Members (i.e., Chairman, Vice-Chairman, Secretary, Treasurer, Directors of Committees, etc.)

h. Publications/Communication Tools (i.e., newsletter, magazine and topics, schedules of publication, tie-up with other media outfits for wider exposure),

i. Forms of Recognition or Awards for Members (i.e., souvenir items, plaque of appreciation, trophies, etc.)

NOTE: An alumni club or association is made more active and strong if it forms a strong network with other alumni groups in the locality or other regions. Furthermore, the success of any Club/Association is also dependent on the commitment and vision of its members and elected officers and must create a feeling of "pride and belongingness" in every LLDIMS alumni. A strong LLDIMS Alumni Association must also have a "good program" that should attract graduates of the Institute or encourage them to join/participate in its activities. For example, such program may include meetings, reunions, etc.

j. Meetings and other activities

j-1) Annual/Semi-annual/Quarterly meetings to discuss the future directions and activities of the association in relation to the goals of LLDIMS.

j-2) Homecoming, reunion, cocktails, etc.

j-3) Sports activities/Cultural and educational activities/Fund raising activities

j-4) Hold special discussion groups that meet regularly (i.e., topics would include business developments and trends, politics, environment, health or consumer related topics, or topics suggested by the members of the Association).

j-5) Effective career advice, placement of LLDIMS graduates

j-6) Retooling/Re-education of LLDIMS graduates in relation to current socio-political economic changes.

3. Once 1 and 2 are in place, the next step is for the active members of the group to register the Club/Association in the locality or region.

4. Ideally, the group must meet regularly and discuss issues that affect them in relation to the overall directions and goals of the association and LLDIMS. In addition, they must constantly update the LLDIMS alumni Relations Office and LLDIMS about their alumni directory, activities, and officers.

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

08 March, 2016

Minutes of Meeting

The Alumni committee held a meeting regarding the formation of LLDIMS Alumni Association for the ex-students of LLDIMS and present students to provide the platform for boosting the morale of present students concerning their career matters.

The following committee members have attended the meeting:-

1. Mr. Anjani Kumar Srivastava, BJMC department
2. Dr. Gaurav Yadav, BJMC department,
3. Ms. Sushma Sharma, BBA department,
4. Ms. Shikha Gupta, B.Com department

The agenda for the meeting was to establish the Alumni Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, Management as its patron;

The agenda was resolved and the next program was scheduled for 22 April, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

04 May, 2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting:-

1. Mr. Anjani Kumar Srivastava, BJMC department
2. Dr. Gaurav Yadav, BJMC department,
3. Ms. Sushma Sharma, BBA department,
4. Ms. Shikha Gupta, B.Com department

Office-bearers of Association :-

1. Mr. Shubham Gupta- President
2. Ms. Shivani – PR and Media
3. Pawan Tiwari – Vice president

The agenda for the meeting was to delegate the work to office-bearers of the Alumni Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for June, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

20 June ,2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting:-

5. Mr. Anjani Kumar Srivastava, BJMC department
6. Dr. Gaurav Yadav, BJMC department,
7. Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

4. Mr. Shubham Gupta- President
5. Ms. Shivani – PR and Media

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for August, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

06 August ,2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting and discussed about how members of Alumni Association could increased. Various methods of communication were decided and discussed and office-bearers were delegated the work.

8. Mr. Anjani Kumar Srivastava, BJMC department
9. Dr. Gaurav Yadav, BJMC department,
10. Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

6. Mr. Shubham Gupta- President
7. Ms. Shivani – PR and Media
8. Pawan Tiwari- Vice-president

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for October, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

12 October ,2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting and discussed about how members of Alumni Association could increase. Various methods of communication were decided and discussed and office-bearers were delegated the work.

- 11.Mr. Anjani Kumar Srivastava, BJMC department
- 12.Dr. Gaurav Yadav, BJMC department,
- 13.Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

- 9. Mr. Shubham Gupta- President
- 10.Ms. Shivani – PR and Media
- 11.Pawan Tiwari- Vice-president

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for November, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

21 November ,2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting and discussed about how members of Alumni Association could increase. Various methods of communication were decided and discussed and office-bearers were delegated the work. Association with industry and placement of students were the topic of concerns.

- 14.Mr. Anjani Kumar Srivastava, BJMC department
- 15.Dr. Gaurav Yadav, BJMC department,
- 16.Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

- 12.Mr. Shubham Gupta- President
- 13.Ms. Shivani – PR and Media
- 14.Pawan Tiwari- Vice-president
- 15.Mohak Mehta- Secretary

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for December, 2016 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

27 December ,2016

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting and discussed the issue of image building of LLDIMS through Alumni members good work in the industries. Various methods of communication were decided and discussed and office-bearers were delegated the work. Association with industry and placement of students were the topic of concerns.

- 17.Mr. Anjani Kumar Srivastava, BJMC department
- 18.Dr. Gaurav Yadav, BJMC department,
- 19.Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

- 16.Mr. Shubham Gupta- President
- 17.Ms. Shivani – PR and Media
- 18.Pawan Tiwari- Vice-president
- 19.Mohak Mehta- Secreatary
- 20.Mohit Chandela- Media manager

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for January, 2017 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT & SCIENCES
MANDI ROAD, MANDI, NEW DELHI-110047

24 January ,2017

Minutes of Meeting

The Alumni committee held a meeting after formation of Alumni Association.

The following committee members have attended the meeting and discussed the issue of final year students' placements for the BBA, BJMC and B.Com departments. Office-bearers were delegated the work. Association with industry and placement of students were the topic of concerns.

- 20.Mr. Anjani Kumar Srivastava, BJMC department
- 21.Dr. Gaurav Yadav, BJMC department,
- 22.Ms. Sushma Sharma, BBA department,

Office-bearers of Association :-

- 21.Mr. Shubham Gupta- President
- 22.Ms. Shivani – PR and Media
- 23.Pawan Tiwari- Vice-president
- 24.Mohak Mehta- Secretary
- 25.Mohit Chandela- Media manager
- 26.Vaibhav Sunairy- Media manager

The agenda for the meeting was to organize the meeting of the Alumni-members of Association under the aegis of Lingaya's Lalita Devi Institute of Management & Sciences, New Delhi, and Management as its patron;

The agenda was resolved and the next program was scheduled for March, 2017 for the Alumni Association Forum in the college;

Coordinator,
Anjani Kumar Srivastava

Annexure VIII



FORM NO. 10B

[See Rule 17B]

**Audit Report under section 12A (b) of the Income-tax Act, 1961 in the case of
charitable or religious trusts or institutions**

We have examined the Balance Sheet of GADDE CHARITABLE EDUCATIONAL TRUST (PAN-AAATG5843K) as at 31/03/2016 and the Income & Expenditure account for the year ended on that date which are in agreement with the books of account maintained by the said trust or institution.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the head office and the branches of the above-named trust visited by us so far as appears from our examination of the books, and proper Returns adequate for the purposes of audit have been received from branches not visited by us subject to the comments given below:

NIL

In our opinion and to the best of our information, and according to information given to us the said accounts give a true and fair view: -

- i. In the case of the Balance Sheet of the state of affairs of the above-named trust as at 31/03/2016
- ii. In the case of the Income & Expenditure Account, of the profit or loss of its accounting year ending on 31/03/2016

The prescribed particulars are annexed hereto.

For Nishant Singla & Associates

Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)

Place : Faridabad
Date : 18/09/2016

ANNEXURE
STATEMENT OF PARTICULARS
Application of income for charitable or religious purposes.

1.	Amount of income of the previous year applied to charitable or religious purposes in India during that year.	58712820
2.	Whether the trust has exercised the option under clause (2) of the Explanation to section 11 (1)? If so, the details of the amount of income deemed to have been applied to charitable or religious purposes in India during the previous year.	No
3.	Amount of income Accumulated or set apart for application to charitable or religious purposes, to the extent it does not exceed 15 per cent of the income derived from property held under trust Wholly for such purposes.	No
4.	Amount of income eligible for exemption under section 11(1)(c) [Give details]	No
5.	Amount of income, in addition to the amount referred to in item 3 above, accumulated or set apart for specified purposes under section 11(2)	
6.	Whether the amount of income of mentioned in item 5 above has been invested or deposited in the manner laid down in section 11(2)(b)? If so, the details thereof.	No
7.	Whether any part of the income in respect of which an option was exercised under clause (2) of the Explanation to section 11(1) in any earlier year is deemed to be income of the previous year under section 11(B)? If so, the details thereof.	No
8.	Whether, during the previous year, any part of income accumulated or set apart for specified purposes under section 11(2) in any earlier year :-	
a.	has been applied for purposes other than charitable or religious purposes or has ceased to be accumulated or set apart for application thereto, or	No
b.	has ceased to remain invested in any security referred to in section 11(2)(b)(i) or deposited in any account referred to in section 11(2)(b)(ii) or section 11(2) (b) (iii), or	No
c.	has not been utilised for purpose for which it was accumulated or set apart during the period for which it was to be accumulated or set apart, or in the year immediately following the expiry thereof? If so, the details thereof	No


Kishor

II. Application or use of income or property for the benefit of persons referred to in section 13 [3].

1.	Whether any part of the income or property of the trust was lent, or continues to be lent, in the previous year to any person referred to in section 13(3) (hereinafter referred to in this Annexure as such person) ? If so, give details of the amount, rate of interest charged and the nature of security, if any.	NO
2.	Whether any land, building or other property of the trust was made, or continued to be made, available for the use of any such person during the previous year? If so, give details of the property and the amount of rent or compensation charged, if any.	NO
3.	Whether any payment was made to any such person during the previous year by way of salary allowance or otherwise? If so, give details.	NO
4.	Whether the services of the trust were made available to any such person during the previous year? If so, give details thereof together with remuneration or compensation received, if any.	NO
5.	Whether any share, security, or other property was purchased by or on behalf of the trust during the previous year from any such person? If so, give details thereof together with the consideration paid.	NO
6.	Whether any share, security, or other property was sold by or on behalf of the trust during the previous year to any such person? If so, the details thereof together with the consideration received.	NO
7.	Whether any income or property of the trust was diverted during the previous year in favour of any such person? If so, give details thereof together with the amount of income or value of property so diverted.	NO
8.	Whether the income or property of the trust was used or applied during the previous year for the benefit of any such person in any other manner? If so, give details.	NO



III. Investment held at any time during the previous year(s) in concerns in which persons referred to in section 13(3) have a substantial interest.

SLN o	Name and address of the concern	Where the concern is a company No. and class of shares held	Nominal value of the investment	Income from the investment	Whether the amount in Col. 4 exceeded 5% of the capital of the concern during the previous year-say, Yes/No

For Nishant Singla & Associates
Chartered Accountants



 Nishant Singla
 (Prop.)
 (M.no. 536056)

Place : Faridabad
Date : 18/09/2016

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Consolidated Balance Sheet As on 31-03-2016

Liabilities	Total Amount	Assets	Total Amount
Trust Funds		Fixed Assets	44290722.00
Balance B/F	36815012.00	<i>(as per Schedule-VI)</i>	
Add:-Corpus Donations	<u>4183000.00</u>	Investment	5134069.00
	40998012.00	<i>(as per Schedule-VII)</i>	
Reserve & Funds	-27455418.00	Current Assets, Loan & Advances	
<i>(as per Schedule-I)</i>		Loan & Advances	59963162.00
Secured Loan	70258501.00	<i>(as per Schedule-VIII)</i>	
<i>(as per Schedule-II)</i>		Other Current Assets	5705161.00
Unsecured Loan	19497943.00	<i>(as per Schedule-IX)</i>	
<i>(as per Schedule-III)</i>		Cash & Bank Balances	* 12543657.00
Current Liabilities & Provision		<i>(as per Schedule-X)</i>	
Sundry Creditors	4881212.00		
<i>(as per Schedule-IV)</i>			
Other Current Liabilities	19456521.00		
<i>(as per Schedule-V)</i>			
	<u>127636771.00</u>		<u>127636771.00</u>

Auditor's Report
(As per our report of even date attached)

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)



For Gadde Charitable Educational Trust
Chairman

Secretary

Dated:- 18-09-2016
Place:- Faridabad

Gaude Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF, Chaitanyar Farms, New Delhi-110074

Consolidated Income & Expenditure A/c for the Year ended 31st March, 2016

Expenditure	GCVT	L.I.D.M.S	Academy	Total Amount	Income	G.C.E.T	L.I.D.M.S	Academy	Total Amount
To Staff Salary	0.00	17118212.00	6123306.00	23241718.00	By Fees Recd.	0.00	42196134.00	3741350.00	46137484.00
To Advertisement Expenses	0.00	845039.00	753277.00	1598316.00	By Interest Income	23252.00	62734.00	9888.00	95874.00
To Repair & Maintenance	93304.00	1473143.00	964218.00	2528665.00	By Examination Charges	0.00	1214581.00	0.00	1214581.00
To School Activity/Course Exp.	0.00	1683439.00	303436.00	1986875.00	By Transportation Charges	0.00	4038508.00	0.00	4038508.00
To Conveyance Exp.	0.00	189191.00	41465.00	230656.00	By Activity Income	0.00	30000.00	0.00	30000.00
To Computer Repair	0.00	5550.00	8745.00	14295.00	By Other Incomes	1712600.00	296321.00	244.00	2009165.00
To Faxation & Yearly Charges	0.00	687478.00	0.00	687478.00	By Tool Kit Sale	2404250.00	0.00	0.00	2404250.00
To Audit Fee	0.00	78000.00	0.00	78000.00	By Regn. Fees	0.00	0.00	24450.00	24450.00
To Interest Expenses	0.00	5691264.00	7939.00	5699203.00	By Regn. Fees	150000.00	0.00	0.00	150000.00
To Bank Charges	14347.00	4922.00	2631.00	21870.00	By General Donations	350000.00	0.00	0.00	350000.00
To Electricity/Power/Fuel Expenses	0.00	898803.00	490928.00	1389731.00	By Expenditure Over Income	0.00	567077.00	9154510.00	9721587.00
To Insurance Expenses	68486.00	0.00	0.00	68486.00					
To Loan Processing Charges	0.00	132899.00	0.00	132899.00					
To Freight & Cartage	0.00	0.00	0.00	0.00					
To Legal & Professional Charges	119405.00	714080.00	594326.00	1427811.00					
To Inspection Exp.	0.00	8081.00	0.00	8081.00					
To Building Rent	0.00	480000.00	0.00	480000.00					
To Rates & Taxes	0.00	105976.00	243092.00	349068.00					
To General/Misc. Expenses	900.00	24580.00	21675.00	47155.00					
To House Keeping Expenses	4790.00	174378.00	7548.00	187116.00					
To Library Expenses	0.00	15258.00	0.00	15258.00					
To Internet & Website Exp.	0.00	1280299.00	0.00	1280299.00					
To Security Expenses	0.00	436064.00	0.00	436064.00					
To P.F Expenses	0.00	45166.00	1089.00	46255.00					
To Postage & Courier	0.00	0.00	8778.00	8778.00					
To Vehicle Maintenance Exp.	1100.00	207174.00	204995.00	412269.00					
To Printing & Stationery	0.00	64000.00	684500.00	748500.00					
To Fuel Costs	0.00	318883.00	23213.00	239096.00					
To Staff Welfare Expenses	0.00	34250.00	1332000.00	1166250.00					
To Salary & Disallow	0.00	1348305.00	1440.00	1349745.00					
To Traveling & Conveyance	0.00	23654.00	27170.00	50824.00					
To Telephone Charges	0.00	283950.00	0.00	283950.00					
To Vehicle Running Expenses	0.00	232929.00	0.00	232929.00					
To TDS Wdoff	0.00	602500.00	10863.00	613363.00					
To Water Charges	42239.00	4057199.00	56606.00	4156044.00					
To Depreciation	0.00	0.00	0.00	0.00					
To Income tax Expenditure	4295561.00	6.00	0.00	4295567.00					
	4649182.00	48695267.00	12930442.00	66175811.00					

Auditor's Report
(As per our report of even date attached)



For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.No. 534656)

Dated:- 18-09-2016
Place:- Faridabad

(Signature)
GAUDE CHARITABLE EDUCATIONAL TRUST
Secretary

TRUSTEE

4640182.00 48695267.00 12930442.00 66175811.00

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-F

Details of Reserve & Funds as on 31-03-2016

Particulars	Amounts
Opening Balance	-22139192.00
<u>Add:</u> Income Over Expenditure(GCET)	4295561.00
<u>Less:-</u> Expenditure over Income(LLDIMS)	567077.00
<u>Less:-</u> Expenditure over Income (LA)	9154510.00
Closing Balance	-27565218.00
<u>Maintenance & Upgradation Fund</u>	
Opening Balance	109800.00
<u>Add:</u> Addition during the year	0.00
<u>Less:</u> Utilise during the year	0.00
Closing Balance	109800.00
Total	-27455418.00



GADE CHARITABLE EDUCATIONAL TRUST
TRUSTEE

TRUSTEE

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-II

Details of Secured Loan as on 31-03-2016

Particulars	Amounts
GCET	
ICICI Bank Vehicle Loan(00027163543)	65157.00
ICICI Bank Vehicle Loan(LADEL00027163962)	193344.00
Aditya Birla Finance Limited	70000000.00
Total	70258501.00

Schedule-III

Details of Unsecured Loan as on 31-03-2016

Particulars	Amounts
GCET	
Akshay Gupta	500000.00
Budharaju Nagaswami	750000.00
G V Rama Raju	3000000.00
Gadde Education Counselling Centre (P) Ltd	837820.00
Picheswar Gadde & Sons HUF	7000.00
R C Gupta	800000.00
R C Gupta (HUF)	800000.00
Sangameshwar Rao	5500000.00
Santosh Kumar Gupta	800000.00
Shobhit Carmila	481309.00
Sun India Finlease (P) Ltd.	400000.00
Suresh Vegma Huf	1020000.00
Vijay Rani Shrivastva	125000.00
Vijaya Rani Srivastava	956814.00
Yogesh Chander Gupta	3040000.00
Sunita Gadde	480000.00
Total	19497943.00



For Gadde Charitable Educational Trust

Chairman

Secretary

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-IV

Details of Sundry Creditors as on 31-03-2016

Particulars	Amounts
GCET	
APG Broad Ast. Infrastructure (P) Ltd	77308.00
Bharti Airtel Ltd	178748.00
Design Group Constructions	599823.00
Gagan Kitchen Equipments	120000.00
Nishant Singla	39970.00
Pure Flo Water Treatment	55600.00
Rajesh Kumar	10300.00
Rajmulti Tech Engineers	50000.00
Total (A)	1131749.00
LLDIMS	
ACE Graphics	13450.00
Amar Chand	93000.00
Anil Kumar	200000.00
Atharv Enterprises	56051.00
Bindra Travel Line Pvt. Ltd	1384188.00
Bittoo Tour & Travels	218985.00
Bookman	108692.00
CMAX SOLUTIONS	198000.00
Dhiraj Kumar	44500.00
Gobind Ram Sumer Nath	250000.00
H2o Solution	20000.00
H S Solution	9820.00
Jyoti Enterprises	23886.00
Karahia Watch Co.	35000.00
K.L.Malik & Sons Pvt. Ltd.	127730.00
Mahesh Kumar & Co.	92987.00
Manpreet Singh [PF Consultant]	10000.00



For Gadde Charitable Educational Trust
GADDE CHARITABLE EDUCATIONAL TRUST
Chairman TRUSTEE
Secretary TRUSTEE

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Particulars	Amounts
Matrix Buildcare Pvt Ltd.	94132.00
Prabhu	23475.00
Prime Kerox Services	11286.00
R G Law Associates	10000.00
Satinder Kaur [ESI Consultant]	4000.00
Satveer Security Services Pvt Ltd	109668.00
Sign Infosys	30000.00
Strides	101011.00
The Sky Internet	67862.00
Vijay Choudhary (Canteen)	131060.00
Total (B)	3468783.00
Lingayas Academy	
Ace Graphics	98587.00
My Inbox Media (P) Ltd.	5725.00
RG Law Associates	5000.00
Sign Infosys	138594.00
Strides	96274.00
Credible Media & Marketing Associates	-63500.00
Total (C)	280680.00
Total (A+B+C)	4881212.00



For Gadde Charitable Educational Trust
GADDE CHARITABLE EDUCATIONAL TRUST

 Chairperson


 Secretary

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-V

Details of Other Current Liabilities as on 31-03-2016

Particulars	Amounts
G CET	
TDS on Professional	81565.00
TDS on Interest	9495.00
Audit Fees Payable	200236.00
Security Deposit-Rent	120000.00
Total (A)	411296.00
LLDIMS	
Refundable Securities	5084022.00
Payable for Education Tour	302600.00
University Dues	
BBA	1510000.00
B.Com	820000.00
B.Ed	20000.00
BJMC	920000.00
Security Deposits	301786.00
Advance Fee	
BBA	1592650.00
B.Com	1544200.00
B.Ed	1452652.00
BJMC	1235670.00
Salary Payables	1453758.00
Interest Payables	138219.00
Statutory Charges Payable	574394.00
Total (B)	16950051.00
Lingayas Academy	
Advance Fees (2016-17)	227500.00
Salary Payable	758006.00
TDS on Rent	254500.00
TDS Contract	2213.00
TDS on Professional	48000.00
TDS on Salary	44140.00
Rent Payable	450000.00
Security Deposits	40815.00
Legal Professional Charges Payable	270000.00
Total (C)	2095174.00
Total (A+B+C)	19456521.00



For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST
Chairman

TRUSTEE

Secretary

TRUSTEE

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074


Schedule-VI


Detail of Fixed Assets as on 31-03-2016

Particulars	WDV as on 04-01-2015	Addition		Total as on 31-03-2016	Dep.	WDV as on 31-03-2016
		1st Half	2nd Half			
(A) Lingayas Lalita Devi Inst. Of Mgt. & Sc.						
Land	10738000.00	0.00	0.00	10738000.00	0.00	10738000.00
Building	28364667.00	0.00	0.00	28364667.00	2836467	25528200.00
Computer	10837.00	315000.00	66000.00	391837.00	215302	176535.00
Computer Accessories	0.00	200000.00	0.00	200000.00	30000	170000.00
Furniture & Fixture	4532585.00	0.00	0.00	4532585.00	453259	4079326.00
Machinery & Equipment	2373905.00	0.00	0.00	2373905.00	356086	2017819.00
Vehicles	1067111.00	0.00	0.00	1067111.00	160067	907044.00
Lab & Equipment	40120.00	0.00	0.00	40120.00	6018	34102.00
	47127225.00	515000.00	66000.00	47708225.00	4057199.00	43651026.00
(B) Lingayas Academy						
Furniture & Fixture	156178.00	0.00	0.00	156178.00	15618.00	140560.00
Machinery & Equipment	170623.00	47926.00	38000.00	256549.00	35632.00	220917.00
Computer	4126.00	4800.00	0.00	8926.00	5356.00	3570.00
	330927.00	52726.00	38000.00	421653.00	56606.00	365047.00
(C) GCET						
Furniture & Fixture	0.00	105888.00	0.00	105888.00	10589.00	95299.00
Machinery & Equipment	0.00	211000.00	0.00	211000.00	31650.00	179350.00
	0.00	316888.00	0.00	316888.00	42239.00	274649.00
Total(A+B+C)	47458152.00	884614.00	104000.00	48446766.00	4156044.00	44290722.00



For Gadde Charitable Educational Trust
GADDE CHARITABLE EDUCATIONAL TRUST

 Chairman

 Trust Secretary

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-VII

Details of Investments as on 31-03-2016

Particulars	Amounts
Fixed Deposit-Indian Bank	500000.00
Fixed Deposit-Director NCET	700000.00
Fixed Deposit-Indusind Bank	3329969.00
Fixed Deposit(Jaipur)	500000.00
Fixed Deposit(IB)	104100.00
Total	5134069.00

Schedule-VIII

Details of Loans & Advances as on 31-03-2016

Particulars	Amounts
<u>GCET</u>	
Lingays Society	38920742.00
Lingays University	14425000.00
Ramesh Enterprises	600000.00
Robibn Eco Motors	19000.00
Strides	3500000.00
Ganesh Generator Service Centre	85000.00
Picheswar Gadde	579143.00
Lingayas University Trust	152428.00
Sampanya Infrastructure (P) Ltd.	1051088.00
Staff Imprest Account	223021.00
Manju Sharma	65400.00
Total (A)	59620822.00
<u>LLDIMS</u>	
Prepaid Expenses	500.00
Security Deposits	45000.00
Total (B)	45500.00
<u>Lingayas Academy</u>	
Prepaid Expenses	256840.00
Advance to Staff	40000.00
Total (C)	296840.00
Total (A+B+C)	59963162.00



For Gadde Charitable Educational Trust
 GADE CHARITABLE EDUCATIONAL TRUST
 Chairman
 TRUSTEE

Secretary
 TRUSTEE

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-IX

Details of Other Current Assets as on 31-03-2016

Particulars	Amounts
<u>G CET</u>	
Accrued Interest	10472.00
Fee Receivable	1100000.00
Total (A)	1110472.00
<u>LLDIMS</u>	
Fee Receivable-ECCE	481140.00
Accrued Interest	171954.00
TDS Deducted	28255.00
University Dues	3853240.00
Total (B)	4535089.00
<u>Lingayas Academy</u>	
Fee Receivable	59600.00
Total (C)	59600.00
Total (A+B+C)	5705161.00

For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST

Chairman

TRUSTEE
Secretary



Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-X

Details of Cash & Bank Balances as on 31-03-2016

Particulars	Amounts
<u>G CET</u>	
Cash in Hand	3198873.00
<u>Bank Balance</u>	
Andhra Bank	1172262.00
Bank of India	403047.00
Total (A)	4774182.00
<u>LLDIMS</u>	
Cash in Hand	3253888.00
<u>Bank Balances</u>	
Bank of India-1228	20596.00
Bank of India-0396	51347.00
Bank of India-0097	1794887.00
Bank of India-0170	97576.00
Bank of India-0171	14712.00
Bank of India-3746	26845.00
Total (B)	5259851.00
<u>Lingavas Academy</u>	
Cash in Hand	2409263.00
Bank Balance	106661.00
Total (C)	2509624.00
Total (A+B+C)	12543657.00



For Gadde Charitable Educational Trust
GADDE CHARITABLE EDUCATIONAL TRUST
 Chairman
 TRUSTEE

Secretary
 TRUSTEE

GADDE CHARITABLE EDUCATIONAL TRUST

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Balance Sheet as on 31st March, 2016

Liabilities	Amount	Assets	Amount
<u>Corpus Funds</u>		<u>Fixed Assets</u>	274649.00
Balance B/f	36815012.00	(as per Schedule-VI)	
Add: Corpus Donation Received	4183000.00	<u>Investments</u>	
	40998012.00	Fixed Deposit-Indian Bank	500000.00
<u>Reserves & Funds</u>	-27565218.00	Fixed Deposit-Director NCET	700000.00
(as per Schedule-I)		Fixed Deposit-Indusind Bank	3329969.00
<u>Secured Loan</u>	70258501.00	<u>Branch & Division</u>	
(as per Schedule-II)		Lingayas Academy	855257.00
<u>Unsecured Loan</u>	19497943.00	LLDIMS	33566932.00
(as per Schedule-III)		<u>Current Asset, Loan & Advances</u>	
<u>Current Liabilities & Provisions</u>		<u>Loans and Advances</u>	59620822.00
<u>Sundry Creditor</u>	1131749.00	(as per Schedule-VII)	
(as per Schedule-IV)		<u>Other Current Assets</u>	1110472.00
<u>Other Payables</u>	411296.00	(as per Schedule-VIII)	
(as per Schedule-V)		<u>Cash & Cash Equivalents</u>	4774182.00
		(as per Schedule-IX)	
	<u>104732283.00</u>		<u>104732283.00</u>

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)



Date: 18-09-2016
Place: New Delhi

For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST

Chairman
TRUSTEE

Secretary

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Income & Expenditure A/c for the Year ended 31st March, 2016

Expenditure	Amount	Income	Amount
To Bank Charges	14317.00	By Int. Recd.	23252.00
To Legal & Professional Charges	119405.00	By Rent Recd.	150000.00
To General/Misc. Expenses	900.00	By General Donation	350000.00
To Books & Periodicals	4790.00	By Misc. Recd.	25000.00
To Insurance Exp.	68486.00	By Tool Kit Sale	2404250.00
To Printing & Stationary	1100.00	By Other Income	1687600.00
To Repair & Maintenance	93304.00		
To Depreciation	42239.00		
To Income over Expenditure	4295561.00		
	<u>4640102.00</u>		<u>4640102.00</u>

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)



Date: 18-09-2016
Place: New Delhi

For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST

Chairman
TRUSTEE

TRUSTEE
Secretary

Gadde Charitable Educational Trust
 Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-I

Details of Reserve & Funds as on 31-03-2016

Particulars	Amounts
Opening Balance	-2,21,39,192
Add: Income Over Expenditure(GCET)	4295561.00
Less: Expenditure over Income(LA)	9154510.00
Less: Expenditure over Income (LLDIMS)	567077.00
Total	-27565218.00

Schedule-II


Details of Secured Loan as on 31-03-2016


Particulars	Amounts
ICICI Bank Vehicle Loan(00027163543)	65157.00
ICICI Bank Vehicle Loan(LADEL00027163962)	193344.00
Aditya Birla Finance Limited	70000000.00
Total	70258501.00

Schedule-III

Details of Unsecured Loan as on 31-03-2016

Particulars	Amounts
Akshay Gupta	500000.00
Budharaju Nagaswami	750000.00
G V Rama Raju	3000000.00
Gadde Education Counselling Centre (P) Ltd	837820.00
Picheswar Gadde & Sons HUF	7000.00
R C Gupta	800000.00
R C Gupta (HUF)	800000.00
Sangameshwar Rao	5500000.00
Santosh Kumar Gupta	800000.00
Shobhit Carmila	481309.00
Sun India Finlease (P) Ltd.	400000.00
Suresh Verma Huf	1020000.00
Vijay Rani Shrivastva	125000.00
Vijaya Rani Srivastava	956814.00
Yogesh Chander Gupta	3040000.00
Sunita Gadde	480000.00
Total	19497943.00

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GADDE CHARITABLE EDUCATIONAL TRUST

 TRUSTEE

Schedule-IV

Details of Sundry Creditors as on 31-03-2016

Particulars	Amounts
APG Broad Ast. Infrastructure (P) Ltd	77308.00
Bharti Airtel Ltd	178748.00
Design Group Constructions	599823.00
Gagan Kitchen Equipments	120000.00
Nishant Singla	39970.00
Pure Flo Water Treatment	55600.00
Rajesh Kumar	10300.00
Rajmulti Tech Engineers	50000.00
Total	1131749.00

Schedule-V

Details of Current Liabilities as on 31-03-2016

Particulars	Amounts
TDS on Professional	81565.00
TDS on Interest	9495.00
Audit Fees Payable	200236.00
Security Deposit-Rent	120000.00
Total	411296.00



GADDE CHARITABLE EDUCATIONAL TRUST
[Handwritten Signature]
TRUSTEE

[Handwritten Signature]
TRUSTEE

Gadde Charitable Educational Trust

Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Detail of Fixed Assets as on 31-03-2016

Particulars	WDV as on 01-04-2015	Addition		Total as on 31-03-2016	Dep.	Schedule-VI
		1st Half	2nd Half			WDV as on 31-03-2016
Furniture & Fixture	0.00	105888.00	0.00	105888.00	10589.00	95299.00
Machinery & Equipment	0.00	211000.00	0.00	211000.00	31650.00	179350.00
Total	0.00	316888.00	0.00	316888.00	42239.00	274649.00



GADDE CHARITABLE EDUCATIONAL TRUST
TRUSTEE
TRUSTEE

Two handwritten signatures are present. One is written over the word 'TRUSTEE' and the other is written below it.

Gadde Charitable Educational Trust
 Regd. Address: 16A, Central Drive, DLF Chattarpur Farms, New Delhi-110074

Schedule-VII

Details of Loans & Advances as on 31-03-2016

Particulars	Amounts
Lingayas Society	38920742.00
Linagays University	14425000.00
Ramesh Enterprises	600000.00
Robibn Eco Motors	19000.00
Strides	3500000.00
Ganesh Generator Service Centre	85000.00
Picheswar Gadde	579143.00
Lingayas University Trust	152428.00
Sampanya Infrastructure (P) Ltd.	1051088.00
Staff Imprest Account	223021.00
Manju Sharma	65400.00
Total	59620822.00

Schedule-VIII

Details of Other Current Assets as on 31-03-2016



Particulars	Amounts
Accrued Interest	10472.00
Fee Receivable	1100000.00
Total	1110472.00

Schedule-IX

Details of Cash & Cash Equivalents as on 31-03-2016

Particulars	Amounts
Cash in Hand	3198873.00
<u>Bank Balance</u>	
Andhra Bank	1172262.00
Bank of India	403047.00
Total	4774182.00




GADDE CHARITABLE EDUCATIONAL TRUST
 TRUSTEE
 TRUSTEE


Lingayas Lalita Devi Institute of Management & Science

(Run by:- Gadde Charitable Educational Trust)

Vill. Mandi, Chattarpur, New Delhi

Balance Sheet As on 31-03-2016

Liabilities	Amount	Assets	Amount
Corpus Fund			
Trust Funds	34134009.00	Fixed Assest	43651026.00
Less:- Expenditure Over Income	567077.00	(as per Schedule-III)	
	33566932.00		
		Investment	
Reserve & Funds		Fixed Deposit(Jaipur)	500000.00
Maintenance & Upgradation Fund	109800.00	Fixed Deposit(IB)	104100.00
Current Liabilities & Provisions		Current Assest, Loan & Advances	
Sundry Creditors	3468783.00		
(as per Schedule-I)		Cash & Bank Balances	5259851.00
		(as per Schedule-IV)	
Other Current Liabilities	16950051.00		
(as per Schedule-II)		Other Current Assets	4580589.00
		(As Per Schedule-V)	
	<u>54095566.00</u>		<u>54095566.00</u>

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)

For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST

Chairman
TRUSTEE

Secretary
TRUSTEE

Date: 18-09-2016

Place: New Delhi

Langayas Lalita Devi Institute of Management & Science

(Run by:- Gadde Charitable Educational Trust)

Vill. Mandi, Chattarpur, New Delhi

Income & Expenditure A/c for the Year ended 31st March, 2016

Expenditure	Amount	Income	Amount
To Staff Salary	17118212.00	By Course Fee	42396134.00
To Advertisement Expenses	845039.00	By Intt. Recd. On FDR	62734.00
To Course Charges/Expenses	1158287.00	By Examination Charges	1214501.00
To Computer Repair	5550.00	By Transportation Income	4038500.00
To School Activity Expenses	525152.00	By Activity Income	30000.00
To Bank Charges	4922.00	By Others Income	296321.00
To Conveyance Exp.	189191.00	By Expenditure over Income	567077.00
To Power & Fuel	889880.00		
To Event & Functions Celebration	687478.00		
To Legal & Professional Charges	714080.00		
To Housekeeping Expenses	1194294.00		
To Inspection Expenses	8061.00		
To General/Misc. Expenses	24580.00		
To Property Tax	105976.00		
To Library Expenses	174378.00		
To Security Expenses	1288299.00		
To Employer Share in Statutory Fun	422163.00		
To Postage & Courier	45166.00		
To Internet Charges	159258.00		
To Interest on TDS	12423.00		
To Loan Processing Charges	1323899.00		
To Printing & Stationary	205174.00		
To Staff Welfare Expenses	218483.00		
To Tour & Travelling Exp.	1348305.00		
To Rent	4800000.00		
To Telephone Charges	23654.00		
To Transportation Exp.	2839590.00		
To Water Charges & Repair	602500.00		
To Repair & Maintenance	1471143.00		
To Admin Exp. on PF	13901.00		
To Audit /Consultancy Charges	78000.00		
To Bad Debts	65000.00		
To TDS W/off	272939.00		
To Discount/Rebate	34250.00		
To Interest Expense	5678841.00		
To Depreciation	4057199.00		
	48605267.00		48605267.00

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.No. 536056)

Date: 18-09-2016
Place: New Delhi

For Gadde Charitable Educational Trust

GADDE CHARITABLE EDUCATIONAL TRUST

Chairman

Trustee
Secretary

Lingayas Lalita Devi Institute of Management & Science
(Run by:- Gadde Charitable Educational Trust)
VIII. Mandl, Chattarpur, New Delhi

Schedule-I

Details of Sundry Creditors as on 31-03-2016

Particulars	Amounts
ACE Graphics	13450.00
Amar Chand	93000.00
Anil Kumar	200000.00
Atharv Enterprises	56051.00
Bindra Travel Line Pvt. Ltd	1384188.00
Bittoo Tour & Travels	218985.00
Bookman	108692.00
CMAX SOLUTIONS	198000.00
Dhiraj Kumar	44500.00
Gobind Ram Sumer Nath	250000.00
H2o Solution	20000.00
H S Solution	9820.00
Jyoti Enterprises	23886.00
Kanahia Watch Co.	35000.00
K.L.Malik & Sons Pvt. Ltd.	127730.00
Mahesh Kumar & Co.	92987.00
Manpreet Singh [PF Consultant]	10000.00
Matrix Bulldcare Pvt Ltd.	94132.00
Prabhu.	23475.00
Prime Xerox Services	71286.00
R G Law Associates	10000.00
Satinder Kaur [ESI Consultant]	4000.00
Satveer Security Services Pvt Ltd.	109668.00
Sign Infosis	30000.00
Striden	101011.00
The Sky Internet	67862.00
Vijay Choudhary (Canteen)	131060.00
Total	3468783.00




 GADDE CHARITABLE EDUCATIONAL TRUST


Lingayas Lalita Devi Institute of Management & Science
(Run by:- Gadde Charitable Educational Trust)
VIII. Mandi, Chattarpur, New Delhi

Schedule-II

Details of Other Current Liabilities as on 31-03-2016

Particulars	Amounts
Refundable Securities	5084022.00
Payable for Education Tour	302600.00
<u>University Dues</u>	
BBA	1510000.00
B.Com	820000.00
B.Ed	20000.00
BJMC	920000.00
	3270000.00
Security Deposits	301786.00
<u>Advance Fee</u>	
BBA	1592650.00
B.Com	1544200.00
B.Ed	1452652.00
BJMC	1235670.00
	5825172.00
<u>Salary Payable</u> (As per Annexure-A)	1453758.00
<u>Interest Payable</u> (As per Annexure-B)	138319.00
<u>Statutory Expenses Payable</u> (As per Annexure-C)	574394.00
Total	16950051.00



GADDE CHARITABLE EDUCATIONAL TRUST

TRUSTEE

TRUSTEE

Lingayas Lalita Devi Institute of Management & Science
(Run by:- Gadde Charitable Educational Trust)
Vill. Mandi, Chattarpur, New Delhi

Annexure- A

Details of Salary Payables as on 31-03-2016

Particulars	Amounts
Deptt of Admin	282612.00
Deptt of BJMC	317173.00
Deptt of Mgt & Comm	415820.00
Deptt of Education	438153.00
Total	1453758.00

Annexure- B

Details of Interest Payables as on 31-03-2016

Particulars	Amounts
GV Ramaraju	33750.00
Akshay Gupta	5625.00
Yogesh Chander Gupta	34200.00
Vaishnavi Budharaja	10125.00
RC Gupta	9000.00
RC Gupta HUF	9000.00
Santosh Kumari Gupta	9000.00
Suresh Verma HUF	18000.00
Vijaya Rani Shrivastva	9619.00
Total	138319.00

Annexure- C

Details of Statutory Charges Payables as on 31-03-2016

Particulars ^o	Amounts
EPF	59892.00
ESIC	9242.00
GSLI/LIC	482269.00
TDS on Contract	27590.00
TDS on Interest	14369.00
TDS on Salary	61032.00
Total	574394.00



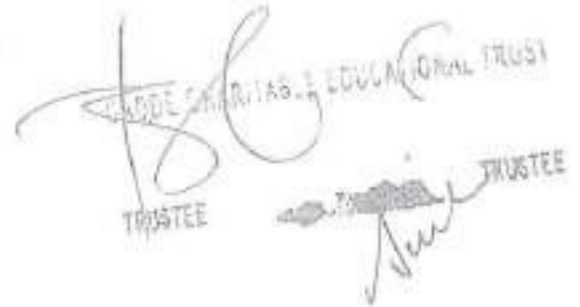
GADDE CHARITABLE EDUCATIONAL TRUST
 Trustee

Lingayas Lalita Devi Institute of Management & Science
 (Run by:- Gadde Charitable Educational Trust)
 Vill. Mandi, Chattarpur, New Delhi

Detail of Fixed Assets as on 31-03-2016

Particulars	WDV as on 01-04-2015	Addition		Total as on 31-03-16	Dep.	WDV as on 31-03-2016
		Ist Half	2nd Half			
Land	10738000.00	0.00	0.00	10738000.00	0.00	10738000.00
Building	28364667.00	0.00	0.00	28364667.00	2836467	25528200.00
Computer	10837.00	315000.00	66000.00	391837.00	215302	176535.00
Computer Accessories	0.00	200000.00	0.00	200000.00	30000	170000.00
Furniture & Fixture	4532585.00	0.00	0.00	4532585.00	453259	4079326.00
Machinery & Equipment	2373905.00	0.00	0.00	2373905.00	356086	2017819.00
Vehicles	1067111.00	0.00	0.00	1067111.00	160067	907044.00
Lab & Equipment	40120.00	0.00	0.00	40120.00	6018	34102.00
Total	47127225.00	515000.00	66000.00	47708225.00	4057199.00	43651026.00





Lingayas Lalita Devi Institute of Management & Science
(Run by:- Gadde Charitable Educational Trust)
VIII, Mandi, Chattarpur, New Delhi

Schedule-IV

Details of Cash & Cash Equivalents as on 31-03-2016

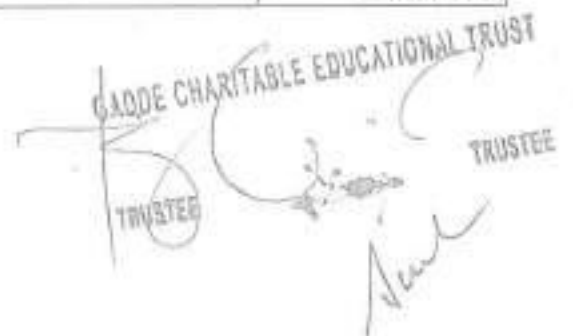
Particulars	Amounts
Cash in Hand (A)	3253888.00
Bank Balances	
Bank of India-1228	20596.00
Bank of India-0396	51347.00
Bank of India-0097	1794887.00
Bank of India-0170	97576.00
Bank of India-0171	14712.00
Bank of India-3746	26845.00
(B)	2005963.00
Total (A+B)	5259851.00

Schedule-V

Details of Other Current Assets as on 31-03-2016

Particulars*	Amounts
Fee Receivable-ECCE	481140.00
Accrued Interest	171954.00
Prepaid Expenses	500.00
Security Deposits	45000.00
TDS Deducted	28255.00
University Dues	3853740.00
Total	4580589.00





Lingayas Academy
 (Run by:- Gadde Charitable Educational Trust)
 P-2, Kh. 30, Saidnabad, Near Saket Metro, New Delhi-110030

Balance Sheet As on 31-03-2016

Liabilities	Amount	Assets	Amount
Corpus Funds		Fixed Assets	365047.00
Trust Fund	10009767.00	(as per Schedule-III)	
Less:- Expenditure Over Income	9154510.00	Current Assets, Loan & Advances	
	<u>855257.00</u>	Loans & Advances	
Current Liabilities & Provision		Prepaid Expenses	256840.00
Sundry Creditors		Advance to Staff	40000.00
(as per Schedule-I)	280680.00	Other Current Assets	
Other Current Liabilities		Fee Receivable	59600.00
(as per Schedule-II)	2095174.00	Cash & Bank Balances	
		Cash in Hand	2409263.00
		Bank Balance	100361.00
	<u><u>3231111.00</u></u>		<u><u>3231111.00</u></u>

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)



Date: 18-09-2016
Place: New Delhi

For Gadde Charitable Educational Trust

(Signature)
Chairman
TRUSTEE

(Signature)
Trustee
Secretary

Lingayas Academy
(Run by:- Gadde Charitable Educational Trust)
P-2, Kh. 30, Saiduljab, Near Saket Metro, New Delhi-110030

Income & Expenditure A/c for the Year ended 31st March, 2016

Expenditure	Amount	Income	Amount
To Staff Salary	6123506.00	By Course Fee	3741350.00
To Advertisement Expenses	753277.00	By Regn. Fees	24450.00
To Extra Classe Charges	200000.00	By Interest Income	9888.00
To Computer Repair	8745.00	By Short & Excess	244.00
To School Activity Expenses	103436.00	By Expenditure over Income	9154510.00
To Bank Charges	2631.00		
To Conveyance Exp.	41465.00		
To Power & Fuel	490928.00		
To Building Rent	1222000.00		
To Legal & Professional Charges	594326.00		
To General Expenses	21675.00		
To Library Expenses	7548.00		
To Bad Debts	681500.00		
To Postage & Courier	1089.00		
To Repair & Maintance Exp.(Saket)	964218.00		
To Rebate & Discount	1250.00		
To Interest on TDS	7939.00		
To Rates & Taxes	243092.00		
To Printing & Stationary	204995.00		
To Scholarship to Students	1130750.00		
To Staff Welfare Expenses	21213.00		
To Travelling & Conveyance	1440.00		
To Telephone Charges	27170.00		
To Vehical Running Expenses	8778.00		
To Water Charges & Repair	10865.00		
To Depreciation	56606.00		
	<u>12930442.00</u>		<u>12930442.00</u>

Auditor's Report

"As per our report of even date attached"

For Nishant Singla & Associates
Chartered Accountants

Nishant Singla
(Prop.)
(M.no. 536056)

Date: 18-09-2016
Place: New Delhi

For Gadde Charitable Educational Trust

Chairman
TRUSTEE

Secretary

Lingayas Academy
(Run by:- Galde Charitable Educational Trust)
P-2, Kh. 30, Saidulajab, Near Saket Metro, New Delhi-110030

Schedule-I

Details of Sundry Creditors as on 31-03-2016


Particulars	Amounts
Ace Graphics	98587.00
My Inbox Media (P) Ltd.	5725.00
RG Law Associates	5000.00
Sign Infosys	138594.00
Strides	96274.00
Credible Media & Marketing Associates	-63500.00
Total	280680.00

Schedule-II

Details of Other Current Liabilities as on 31-03-2016

Particulars	Amounts
Advance Fees (2016-17)	227500.00
Salary Payable	758006.00
TDS on Rent	254500.00
TDS Contract	2213.00
TDS on Professional	48000.00
TDS on Salary	44140.00
Rent Payable	450000.00
Security Deposite	40815.00
Legal Professional Charges Payable	270000.00
Total	2095174.00




GALDE CHARITABLE EDUCATIONAL TRUST
TRUSTEE

Lingayas Academy
 (Run by:- Gadde Charitable Educational Trust)
 P-2, Kh. 30, Sakdualjoh, Near Saket Metro, New Delhi-110030

Detail of Fixed Assets as on 31-03-2016

Particulars	WDV as on 01-04-2015	Addition		Total as on 31-03-2016	Dep.	<i>Schedule-III</i>
		1st Half	2nd Half			WDV as on 31-03-2016
Furniture & Fixture	156178.00	0.00	0.00	156178.00	15618.00	140560.00
Machinery & Equipment	170623.00	47926.00	38000.00	256549.00	35632.00	220917.00
Computer	4126.00	4800.00	0.00	8926.00	5356.00	3570.00
Total	330927.00	52726.00	38000.00	421653.00	56606.00	365047.00

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 GADDE CHARITABLE EDUCATIONAL TRUST
 TRUSTEE

 TRUSTEE



AUDITOR'S REPORT

We have audited the attached Balance Sheet of "GADDE CHARITABLE EDUCATIONAL TRUST" as at 31st March 2015 & also the attached Income & Expenditure Account for the year ended on that date annexed thereto. These financial statements are the responsibility of the Trust committee. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

- 1) We have obtained all the information and explanation which to the best of my knowledge & belief were necessary for the purpose of the audit
- 2) In our opinion, proper books of account as required by the Gadde Charitable Educational Trust have been kept by the society which gives all information required by the Act and in the manner so required.
- 3) The Balance Sheet and the Income and Expenditure Account dealt with by this report are in agreement with the Books of Account of the society.
- 4) In our opinion and to the best of my information and according to explanation given to us, the said accounts all the information required by Gadde Charitable Educational Trust and Rules therein in the manner in the manner so required and gives a fair view:
 - i) In the case of Balance Sheet of the state of affairs of the Trust as at 31st March, 2015
 - ii) In the case of Income and Expenditure Account of the excess of Income over expenditure of the trust for the year ended on that date.

For Neha Kukreja
(Chartered Accountants)

CA Neha Kukreja
(Proprietorship)
MRN:-523207

Place:- New Delhi
Date:-02/09/2015

NEHA KUKREJA
CHARTERED ACCOUNTANTS
F-1ST 124, MADANGIR, NEW DELHI-110062
MOBILE:-+91-9953299255, E- CA.KUKREJANEHA22@GMAIL.COM

Utagaya's Lalita Devi Institute Of Management & Science
Balance Sheet as at 31 March 2015
 (A Unit of Gadde Education Trust)

[All Figure in INR]

Particulars	Notes	As on 31st March, 2015	As on 31st March, 2014
Funds and Liabilities			
Reserves and surplus	1	(2,38,25,470.25)	(2,25,80,904.75)
Current liabilities			
Short-term borrowings	2	98,84,745.47	1,10,52,948.47
Trade payables	3	12,64,395.00	6,83,230.00
Other current liabilities	4	1,89,10,074.00	1,60,33,992.00
		<u>62,33,744.22</u>	<u>51,89,265.72</u>
Assets			
Current assets			
Trade receivables	5	18,74,750.00	14,80,750.00
Cash and bank balances	6	29,36,533.61	22,17,491.11
Other current assets	7	14,22,460.61	14,91,024.61
		<u>62,33,744.22</u>	<u>51,89,265.72</u>

AUDITOR'S REPORT


As per our Report of even date attached

For Neha Kulkarni & Co.
 (Chartered Accountants)

For Utagaya's Lalita Devi Institute of Management &
 & Sciences



CA. Neha Kulkarni
 (Proprietor)
 M.No. - 523507
 PLACE:- NEW DELHI
 DATED:- 02/09/2015


 Dr. Ashu Singh
 (Director)

Lingaya's Lalita Devi Institute Of Management & Science
Income & Expenditure Account For The Year Ending 31st March 2015
 (A Unit of Godde Education Trust)

[All Figure in INR]

Particulars	Notes	As on 31st March, 2015	As on 31st March, 2014
INCOME:			
Revenue from operations	8	2,16,06,133.00	2,14,69,099.00
Other incomes	9	43,08,013.00	22,64,321.00
Excess of expenditure over income		12,44,565.50	49,71,554.50
		<u>2,71,58,711.50</u>	<u>2,86,44,974.50</u>
EXPENDITURE:			
Administrative expenses	10	50,18,402.50	61,04,952.50
Employee benefit expenses	11	1,85,33,654.00	1,77,83,127.00
Other expenses	12	36,06,655.00	47,56,895.00
		<u>2,71,58,711.50</u>	<u>2,86,44,974.50</u>

AUDITOR'S REPORT

As per our Report of even date attached

For Neha Kulkaraj & Co.
(Chartered Accountants)

For Lingaya's Lalita Devi Institute of Management &
Science



CA. Neha Kulkaraj
(Proprietor)
M.No. - 523507
PLACE:- NEW DELHI
DATED:-02/09/2015

Dr. Ashu Singh
(Director)

Note -12 Other Expenses

Particulars	as at 31st March, 2015	as at 31st March, 2014
<u>Library Maintenance</u>		
Library Expenses	2,78,516.00	1,70,418.00
Membership & Subscriptions	93,657.00	87,825.00
Books & Periodical	15,209.00	10,945.00
<u>Course Expenses</u>		
Course Expenses	11,25,533.00	7,85,000.00
<u>Repair & Maintenance Expenses</u>		
Annual Maintenance Charges	55,730.00	55,730.00
Hostel Maintenance	-	-
Office Maintenance	1,45,492.00	80,173.00
Repair & Maintenance	5,28,787.00	14,17,401.00
<u>Student Training & Welfare Expenses</u>		
Scholarship	60,200.00	1,08,000.00
Student expenses	5,93,902.00	4,70,233.00
<u>Transportation Expenses</u>		
Transportation exps.	6,09,629.00	15,70,970.00
Total	36,06,655.00	47,56,995.00



Lingaya's Lalita Devi Institute Of Management & Science
 Balance Sheet as at 31 March 2015
 (A Unit of Gadde Education Trust)

[All Figure in INR]

Particulars	Notes	As on 31st March, 2015	As on 31st March, 2014
<u>Fund and Liabilities</u>			
Reserves and surplus	1	(2,38,25,470.25)	(2,25,80,904.75)
Current liabilities			
Short-term borrowings	2	98,84,745.47	1,10,52,948.47
Trade payables	3	12,64,395.00	6,83,230.00
Other current liabilities	4	1,89,10,074.00	1,60,33,992.00
		<u>62,33,744.22</u>	<u>51,89,265.72</u>
<u>Assets</u>			
Current assets			
Trade receivables	5	18,74,750.00	14,80,750.00
Cash and bank balances	6	29,36,533.61	22,17,491.11
Other current assets	7	14,22,460.61	14,91,024.61
		<u>62,33,744.22</u>	<u>51,89,265.72</u>

AUDITOR'S REPORT

As per our Report of even date attached

For Meha Kulkreja & Co.
 (Chartered Accountants)

For Lingaya's Lalita Devi Institute of Management &
 & Sciences


 CA. Meha Kulkreja
 (Proprietor)
 M.No. - 523507
 PLACE:- NEW DELHI
 DATED:- 02/09/2015


 Dr. Ashu Singh
 (Director)

Lingaya's Lalita Devi Institute Of Management & Science
Income & Expenditure Account For The Year Ending 31st March 2015
 (A Unit of Godse Education Trust)

(All Figure in INR)

Particulars	Notes	As on 31st March, 2015	As on 31st March, 2014
INCOME:			
Revenue from operations	8	2,16,06,133.00	2,14,69,099.00
Other incomes	9	43,08,013.00	22,04,321.00
Excess of expenditure over income		12,44,565.50	49,71,554.50
		<u>2,71,58,711.50</u>	<u>2,86,44,974.50</u>
EXPENDITURE:			
Administrative expenses	10	50,18,402.50	61,04,952.50
Employee benefit expenses	11	1,85,33,654.00	1,77,83,127.00
Other expenses	12	36,06,655.00	47,56,895.00
		<u>2,71,58,711.50</u>	<u>2,86,44,974.50</u>

AUDITOR'S REPORT

As per our Report of even date attached

For Neha Katreja & Co.
(Chartered Accountants)

For Lingaya's Lalita Devi Institute of Management &
Science



CA. Neha Katreja
(Proprietor)
M.No. - 523507
PLACE - NEW DELHI
DATED - 02/09/2015

Dr. Ashu Singh
(Director)

Note-1 : Reserve and surplus

Particulars	as at 31st March, 2015	as at 31st March, 2014
Opening balance	(2,25,80,904.75)	(1,76,09,350.25)
Add: During the year	(12,44,565.50)	(49,71,554.50)
Total	(2,38,25,470.25)	(2,25,80,904.75)

Notes -2 Short-Term Loan & Advance

Particulars	as at 31st March, 2015	as at 31st March, 2014
Advance for processing fees	98,84,745.47	1,10,52,948.47
Advance to GCET		
Total	98,84,745.47	1,10,52,948.47

Note- 3 : Trade Payable

Particulars	as at 31st March, 2015	as at 31st March, 2014
Sundry Creditors	12,64,395.00	6,83,230.00
Total	12,64,395.00	6,83,230.00

Note-4 : Other Current Liabilities

Particulars	as at 31st March, 2015	as at 31st March, 2014
Expenses Payable	6,86,773.00	2,31,220.00
Fees Recd. In Advance	1,09,61,584.00	92,09,367.00
Maintenance & Upgradation Fund	3,69,000.00	2,71,322.00
Refundable Securities	52,12,000.00	40,22,500.00
Security Against contract	24,964.00	
TDS Payable		64,755.00
Staff Current	14,65,216.00	11,54,727.00
Interest Payable	92,137.00	
Student Control Under		
Department of Management		66,800.00
Department of Education	98,400.00	31,200.00
Department of BIMC		82,100.00
Total	1,89,10,074.00	1,60,33,591.00



Notes - 5: Trade Receivable

Particulars	as at 31st March, 2015	as at 31st March, 2014
Sundry Debtors		-
Fees Receivables	11,00,000.00	11,00,000.00
Student Control Ledger		
Department of Management	1,71,700.00	69,500.00
Department of Journalism & mass Com.	96,300.00	7,200.00
Student Control Ledger- ECCE	5,06,750.00	2,79,050.00
National Human Right Commission	-	25,000.00
Total	18,74,750.00	14,80,750.00

Note - 6 Cash & Bank Balances

Particulars	as at 31st March, 2015	as at 31st March, 2014
Cash:		
Cash in hand	14,20,667.90	98,821.90
Bank Accounts:		
Allahabad Bank	-	-
Bank of India	14,96,721.21	21,06,637.71
Indian Bank	19,141.50	12,051.50
Total	29,36,530.61	22,17,481.11

Notes - 7 Other Current Assets

Particulars	as at 31st March, 2015	as at 31st March, 2014
University Dues	-	40,000.00
Department of Management	-	60,000.00
Department of Journalism & mass Com.	-	-
Deposits (Asset)		
FD-Bank of India (Jaipur)	5,00,000.00	5,00,000.00
FD - GGSIPU	-	-
FD - IB (Scholarship)	1,04,100.00	1,04,100.00
Other Current Assets		
Accrued Interest	1,79,501.61	1,71,953.61
Prepaid Expenses	97,387.00	1,06,511.00
Prepaid Insurance	43,532.00	48,680.00
Security - BRPL	45,000.00	45,000.00
TDS Receivable	2,92,240.00	2,72,939.00
University (GGSIPU)	42,300.00	1,16,840.00
Security ICAI	-	25,000.00
Other Advances	1,18,400.00	-
Total	14,22,650.61	14,91,024.61



Note-8 Revenue from Operations

Particulars	as at 31st March, 2015	as at 31st March, 2014
<u>Academic Fees</u>		1,03,43,183.00
Department of Management	1,14,09,100.00	46,71,783.00
Department of Education	35,15,200.00	52,00,793.00
Department of Journalism & mass Com.	50,62,733.00	12,53,400.00
Academic Fees- EDCE	16,19,100.00	
Total	2,16,06,133.00	2,14,68,069.00

Note-9 : Other Income

Particulars	as at 31st March, 2015	as at 31st March, 2014
<u>Miscellaneous Receipts</u>		27,857.00
Advance received for books	-	-
Interest on Fixed Deposit	59,876.00	5,695.00
Fine & Penalty	3,600.00	
Other Income	6,43,598.00	
Sponsorship	1,05,000.00	
Seminar & Conference- (Department of Mar	42,050.00	
Examination Fees	15,18,889.00	4,87,169.80
Bus Fees	39,29,400.00	16,83,600.00
Total	43,08,013.00	22,04,321.00



Note-10 : Administrative Expenses:-

Particulars	as at 31st March, 2015	as at 31st March, 2014
Advertisement Exp.	2,59,606.00	3,08,854.00
Bank Charges	3,702.50	5,937.50
Cartage Expenses	3,900.00	700.00
Conveyance Exp.	2,06,640.00	1,95,577.00
Education Tour & Travel		
Electricity & Water Expenses	8,44,800.00	8,75,850.00
Event, Functions and festivals	5,93,742.00	2,27,371.00
Generator Expenses	1,15,500.00	1,16,360.00
Honorarium		49,500.00
Horticulture Exp.	4,510.00	5,300.00
Hostel food expense		13,940.00
Inspection Charges	11,303.00	89,904.00
Insurance Expenses	1,03,492.00	89,904.00
Interest on Loan	8,10,434.00	33,54,936.00
Internet Charges	2,02,248.00	2,87,814.00
Interest on TDS	1,492.00	756.00
Legal & Professional Charges	48,000.00	84,034.00
MCD Property Tax	1,05,976.00	1,05,976.00
Meeting & Seminar Expenses		63,068.00
Misc. Exp.	17,861.00	81,852.00
Postage & Courier	6,616.00	13,984.00
Printing & Stationery	2,79,117.00	1,49,758.00
Software Consumable	1,57,166.00	3,800.00
Sports Expenses	2,086.00	15,120.00
Telephone Expenses	41,185.00	32,474.00
Tour & Travelling Exp.	9,528.00	5,810.00
Video Lab Exp.	4,299.00	16,277.00
Examination Expenses	11,90,920.00	
Total	50,18,402.50	63,88,952.50

Note-11 : Employees benefit Expenses

Particulars	as at 31st March, 2015	as at 31st March, 2014
Salary & Wages		6,56,214.00
Employer statutory contribution	9,41,576.00	8,80,434.00
Housekeeping Exp.	8,29,557.00	15,022.00
Insurance Exp. (EDU)	21,118.00	90,828.00
Leave Encashment		12,000.00
Professional Fees to Visiting Faculty	62,600.00	
Salary & Wages	1,55,40,088.00	1,49,29,791.00
Security Expenses	11,93,281.00	11,18,015.00
Special Allowance		
Staff Welfare Exp.	3,45,434.00	80,823.00
Total	1,85,33,654.00	1,77,83,127.00



Notes-12: Other Expenses

Particulars	as at 31st March, 2015	as at 31st March, 2014
<u>Library Maintenance</u>		
Library Expenses	2,78,516.00	1,70,418.00
Membership & Subscriptions	93,657.00	87,825.00
Books & Periodical	15,209.00	10,945.00
<u>Course Expenses</u>		
Course Expenses	11,35,533.00	7,85,000.00
<u>Repair & Maintenance Expenses</u>		
Annual Maintenance Charges	55,730.00	55,730.00
Hotel Maintenance	-	-
Office Maintenance	1,45,492.00	80,373.00
Repair & Maintenance	6,28,787.00	14,17,401.00
<u>Student Training & Welfare Expenses</u>		
Scholarship	60,200.00	1,08,000.00
Student expenses	5,93,902.00	4,70,233.00
<u>Transportation Expenses</u>		
Transportation exps.	6,09,623.00	15,70,970.00
Total	36,06,655.00	47,56,865.00



Note-1 : Reserve and surplus

Particulars	as at 31st March, 2015	as at 31st March, 2014
Opening balance	(2,25,80,904.75)	(1,76,09,350.25)
Add: During the year	(12,44,565.50)	(49,71,554.50)
Total	(2,38,25,470.25)	(2,25,80,904.75)

Notes -2 Short-Term loan & Advance

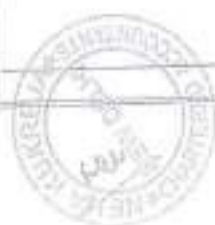
Particulars	as at 31st March, 2015	as at 31st March, 2014
Advance for processing fees		
Advance to GCET	98,84,745.47	1,10,52,948.47
Total	98,84,745.47	1,10,52,948.47

Note-3 : Trade Payable

Particulars	as at 31st March, 2015	as at 31st March, 2014
Sundry Creditors	12,64,395.00	5,83,230.00
Total	12,64,395.00	5,83,230.00

Note-4 : Other Current Liabilities

Particulars	as at 31st March, 2015	as at 31st March, 2014
Expenses Payable	6,86,773.00	2,31,220.00
Fees Recd. in Advance	1,09,61,584.00	92,09,367.00
Maintenance & Upgradation Fund	3,69,000.00	2,71,322.00
Refundable Securities	52,12,000.00	49,22,500.00
Security Against contract	24,954.00	-
TDS Payable		64,755.00
Staff Current	14,65,216.00	11,54,727.00
Interest Payable	92,137.00	-
Student Control Ledger		66,800.00
Department of Management	0	31,200.00
Department of Education	98,400.00	82,100.00
Department of BIMC	-	-
Total	1,89,10,074.00	1,50,33,991.00



Notes - 5: Trade Receivable

Particulars	as at 31st March, 2015	as at 31st March, 2014
Sundry Debtors		-
Fees Receivables	11,00,000.00	11,00,000.00
Student Control Ledger		
Department of Management	1,71,700.00	60,500.00
Department of Journalism & mass Com.	96,300.00	7,200.00
Student Control Ledger- ECCE	5,06,750.00	2,79,050.00
National Human Right Commission	-	25,000.00
Total	18,74,750.00	14,89,750.00

Note - 6: Cash & Bank Balances

Particulars	as at 31st March, 2015	as at 31st March, 2014
Cash		
Cash in hand	14,20,667.90	98,821.90
Bank Accounts		
Allahabad Bank	-	-
Bank of India	14,96,721.21	21,06,617.71
Indian Bank	19,144.50	12,051.50
Total	29,36,533.61	22,17,491.11

Notes - 7 Other Current Assets

Particulars	as at 31st March, 2015	as at 31st March, 2014
University Dues		
Department of Management	-	40,000.00
Department of Journalism & mass Com.	-	60,000.00
Deposits (Asset)		
FD-Bank of India(Jaipur)	5,00,000.00	5,80,000.00
FD- GGSIPU	-	-
FD - IB (Scholarship)	1,04,300.00	1,04,300.00
Other Current Assets		
Accrued Interest	1,79,501.61	1,71,953.61
Prepaid Expenses	97,387.00	1,06,512.00
Prepaid Insurance	43,532.00	48,680.00
Security - BRPL	45,000.00	45,000.00
TDS Receivable	2,92,340.00	2,72,939.00
University (GGSIPU)	42,300.00	1,16,840.00
Security ICAI	-	25,000.00
Other Advances	1,18,400.00	-
Total	14,22,460.61	16,51,024.61



Note-8 Revenue from Operation

Particulars	as at 31st March, 2015	as at 31st March, 2014
Academic Fees		
Department of Management	1,14,09,100.00	1,03,63,193.00
Department of Education	35,15,200.00	46,71,783.00
Department of Journalism & mass Com.	50,62,733.00	52,00,733.00
Academic Fees- ECCE	16,10,100.00	12,53,400.00
Total	2,16,06,133.00	2,14,89,099.00

Note-9 : Other Income

Particulars	as at 31st March, 2015	as at 31st March, 2014
Miscellaneous Receipts		27,857.00
Advance Received For books	-	-
Interest on Fixed Deposit	59,876.00	-
Fine & Penalty	3,600.00	5,695.00
Other Income	6,43,598.00	-
Sponsorship	1,05,000.00	-
Seminar & Conference- (Department of Man	48,050.00	-
Examination Fees	15,18,089.00	4,87,169.00
Bus Fees	19,29,000.00	16,83,600.00
Total	43,08,813.00	22,64,321.00



Nota-10 : Administrative Expenses:

Particulars	as at 31st March, 2015	as at 31st March, 2014
Advertisement Exp.	2,59,805.00	3,08,854.00
Bank Charges	3,702.50	5,917.50
Cartage Expenses	3,900.00	700.00
Conveyance Exp.	2,06,640.00	1,95,577.00
Education Tour & Travel		
Electricity & Water Expenses	8,44,880.00	8,75,850.00
Event, Functions and festivals	5,93,742.00	2,27,371.00
Generator Expenses	1,15,500.00	1,16,360.00
Honorarium		49,500.00
Horticulture Exp.	4,510.00	5,300.00
Hostel food expense		
Inspection Charges	11,303.00	13,940.00
Insurance Expenses	1,03,492.00	89,904.00
Interest on Loan	8,10,434.00	33,54,036.00
Internet Charges	2,02,248.00	2,87,814.00
Interest on TDS	1,492.00	756.00
Legal & Professional Charges	48,000.00	84,034.00
MCD Property Tax	1,05,976.00	1,05,976.00
Meeting & Seminar Expenses		61,060.00
Misc. Exp.	17,861.00	81,852.00
Postage & Courier	5,616.00	13,984.00
Printing & Stationery	2,73,117.00	1,49,758.00
Software Consumable	1,57,166.00	3,800.00
Sports Expenses	2,086.00	15,120.00
Telephone Expenses	41,185.00	32,474.00
Tour & Travelling Exp.	9,528.00	5,810.00
Video Lab Exp.	4,299.00	16,277.00
Examination Expenses	11,90,920.00	
Total	50,18,402.50	81,04,952.50

Nota-11 : Employers benefit Expenses

Particulars	as at 31st March, 2015	as at 31st March, 2014
Salary & Wages		
Employer statutory contribution	5,41,576.00	6,56,214.00
Housekeeping Exp.	8,29,557.00	8,80,434.00
Insurance Exp. (EDLI)	21,118.00	15,022.00
Leave Encashment		90,828.00
Professional Fees to Visiting Faculty	62,600.00	12,000.00
Salary & Wages	1,55,40,088.00	1,49,29,791.00
Security Expenses	11,93,281.00	11,18,015.00
Special Allowance		
Staff Welfare Exp.	3,45,434.00	80,823.00
Total	1,85,33,654.00	1,77,83,127.00



Annexure IX

Lingaya's Lalita Devi Institute of Management & Sciences

(NAAC Accredited "A" Grade Institute)

Mandi Road, Mandi, New Delhi-110047.

Ph : 011-26651112-3, Fax : 011-26651050

website : www.lldims.org.in, email : director.ldims@gmail.com

8 Feb. 2017

Committees

Details of Committee	Members	Periodicity of Meeting
(1) Central Coordination, Academic Committee:	Dr. K. K. Garg Dr. Bharat Kumar Dr. Pranav Mishra Dr. Mala Dixit	Quarterly
(2) Discipline Committee:		Weekly
Coordinators	Dr. Pranav Mishra Mr. Sumit Sehrawat Mr. Anjani Srivastava Ms. Joyti Sherawat Mr. Barun Kumar Mr. Vijaypal Singh	
(3) Library Committee:		Every month
Coordinator	Dr. Mala Dixit	
Members	Mr. Khurshid Anwar Dr. Manju Sharma Ms. Sushma Sharma Dr. Shikha Gupta Dr. Amruta Ms. Priyanka Tyagi Ms. Kanupirya Mr. Mayank Dixit	
(4) Cultural Affairs Committee:		Every month
Coordinator	Mr. Sumit Sehrawat	
Members	Ms. Shweta Gaur Ms. Radha Yadav Ms. Neelam Tomar Ms. Geetanjali	
	Two Students from each Deptt. to be nominated by Coordinator	

	Details of Committee	Members	Periodicity of Meeting
(5)	Sports & Canteen Committee: Coordinator	Mr. Sumit Sehrawat Mr. Vijaypal Mr. Masroor Hasan One Student from each Deptt. to be nominated by Coordinator	Every month
(6)	Housekeeping & Infrastructure Maintenance Committee: Coordinator Members	Mr. Vijaypal Mr. Manish	Every month
(7)	Transportation Committee : Coordinator	Mr. Vijaypal Ms. Harmeet Kaur Ms. Sushma Ms. Radha Yadav Ms. Pooja Pawar One student from each Route to be nominated by Coordinator	Every month
(8)	Website & IT Committee: Coordinator Members	Dr. Gaurav Yadav Ms. Joyti Sherawat Mr. Atul Rathore Mr. Sourabh Jha	Every month
(9)	Examination Committee: Coordinator Members	Dr. Pranav Mishra Ms. Shitika Dr. Gaurav Yadav	Bye monthly
(10)	Training, Placement & PDP	Dr. Anurag Saxena Dr. Shikha Gupta Mr. Rajeev Gupta Mr. Anjani Srivastav Ms. Neelam Tomar	Bye monthly
(11)	Revenue/Grants	Ms. Sushma Sharma Mr. Anjani srivastava Dr Anurag Saxena Ms Rohini Jain	Every month
(12)	Research Activities & Inspection audit :	Ms. Shitika Mr. Barun Ku. Jha	Every month

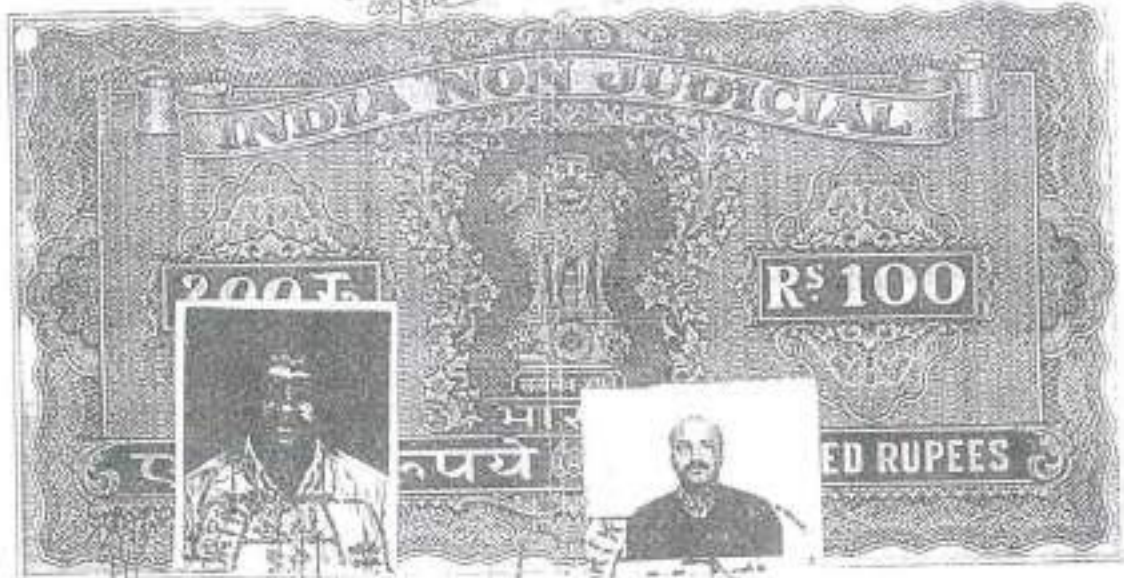
Ms. Joyti Sehrawat
Dr. Amruta Panda
Mr. Mayank Dixit
Dr. Gaurav Yadav

Details of Committee	Members	Periodicity of Meeting
(13) Women Community Extension Activities	Dr. Manju Sharma Ms. Neelam Tomar Ms. Harmeet Kaur Ms. Pooja Pawar	Monthly
(14) News Letter :	Mr. Anjani Srivastav Mr. Barun Kumar Dr. Shikha Gupta	Bye Monthly
(15) IQAC Cell :	Director All Administrators	Bye Monthly
(16) Eco Cell :	Ms. Rohini Ms. Geetanjali	Monthly
(17) Alumni Committee :	Mr. Anjani Srivastav Ms. Sushma Sharma Dr. Shikha Gupta Dr. Manju Sharma	Monthly
(18) Entrepreneurship Cell :	Dr. Shikha Gupta Ms. Shitika	Monthly
(19) Sexual Harassment Prevention Committee : Coordinator	Dr. K. K. Garg Dr. Bharat Kumar Dr. Pranav Mishra Dr. Mala Dixit Dr. Manju Sharma	Bye Monthly
(20) Finance/Accounts : Finance Officer Accounts Officer Personnel & Academic Officer Admn. Officer	Dr. K. K. Garg Mr. Satya Narain Sharma Mr. Avinash Sinha Mr. Vijaypal Singh	Bye Monthly
(21) Media & PR Coordinator	Dr. Bharat Kumar Mr. Anjani Srivastava	Monthly
(22) Administration & Faculty Incharge	Dr. Pranav Mishra	Weekly

(Dr. M. K. Jha)
Director

Annexure X

100Rs.



19569



1. Name of the Trust : "GADDE CHARITABLE EDUCATIONAL TRUST"
2. Address of the Trust : C-64, FREEDOM FIGHTER ENCLAVE
NEB SARAI, NEW DELHI-110068

(3) This Deed of Public Charitable Trust executed on this 1st Day of August 2002 by the Mr. G. Picheswar, "Settler" whose Name, Occupation, and Address is as under :

NAME	OCCUPATION	ADDRESS	DESIGNATION
Mr.G. Picheswar	Professional	D-130, Freedom Fighter Enclave, Neb Sarai, New Delhi	Settler

Mr. G. Picheswar, who is the "Settlers" of this Deed of the Trust "Gadde Charitable Educational Trust" are desirous of forming a Trust in pursuance of the Trust Deed. The "Settler" are desirous of establishing a trust for public charitable objects.

Whereas the following persons have agreed to act as the first trustees of the trust "Gadde Charitable Educational Trust".

A circular stamp with a portrait of a man and a handwritten signature next to it.

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211
C-64. ~~International~~ trust

C-64. ~~International~~ trust
NRD ~~...~~ - 68
L. No. 216, Stamp Agent
100-54-115

fol. 5
11-11-11

Mr. G. Picheban
Mrs. V. R. G. Galle
No. D-139, FIE
HOB. P. S. S.
NOR

58702

Mr. G. Picheban
Mrs. V. R. G. Galle
No. D-139, FIE
HOB. P. S. S.
NOR

fol. 5
58702



Sharma

ANALYST
100-54-115

100Rs



S. No.	NAME	OCCUPATION	ADDRESS
1	Mr. V.K. Sinha	Academician	D-139, Freedom Fighters Enclave, Nehru Sarai, New Delhi-68
2	Mr. Rajling Gadde	Professional	--- DO ---
3	Mrs. Sunita Gadde	Professional	---- DO ----
4	Mr. G. Pichaywar	Professional	---- DO ----
5	Mrs. Sarda Gadde	Professional	---- DO ----
6	Ms. K. Kalyani	Architect	---- DO ----
7	Ms. Kasturi S	Professional	1204, Sunrise Tower, Piramal Nagar, Gora Goan (W), Mumbai



[Handwritten Signature]

100R:



S. No.	NAME	OCCUPATION	ADDRESS
8	Ms.Amita Kumar	Professional	F 9/ 23, Char Emilee, Bhopal.
9.	Ms.Puneeta Saxena	Professional	House No. 778 , Sector - 13 , Hisar (Haryana)
10.1.	Ms.Purnima Kashiva	Professional	14 No. Railway Crossing, Gali No. 1, Tibra Road, Modi Nagar , Gzb.
11.	Mr. H.N. Srivastav	Professional	Flat No. 390 . G.H. 5 & 7 , Paschim Vihar , New Delhi .

And whereas it is necessary to declare the objects and terms of the public charitable trust, being constituted under these presents.

(4) That the objects for which this trust is established are :

100Rs



- (i) To promote and undertake such activities, programs, projects and endeavors as may contribute to the growth and propagation of knowledge, Social services, skill, social sciences and welfare for the people within India and across its boundaries.
- (ii) To establish, take over, manage, administer, carry on, conduct, run, support, and maintain Schools, Colleges, Workshops, Laboratories, Libraries, Reading Rooms, Clinics, Hostels, Research Centers, Training Centers, Recreational Centers, Clubs, Retreat Houses, Educational and charitable, cultural, scientific, technical, social Institution, Hospitals, orphanages, rescue homes for poor, homes for aged for all communities irrespective of race caste creed religion or social status, medical and Para Medical Institutions.
- (iii) To undertake organize and facilitate conferences, conventions, exhibitions, seminars, workshops, technical training courses, examination, contests, tests, lectures, cultural programs, placement, research, consultancy, development and HRD activities.
- (iv) To print, publish, issue and exhibit any journals, periodicals, news letters, paper, pamphlets, advertisement, reports, database, cases, lectures, and other reading matters for the diffusion of useful knowledge and for the promotion, benefit and advancement of educational, social, cultural, scientific, technological, networking and welfare ideals, institutional works and activities of the Trust.

[Handwritten signature]

10Rs.



- v) To provide residential accommodation, equipment and maintenance, either for cost or for consideration to teachers, doctors, nurses, staff, servant, superannuated, orphans and others connected with the work of the Trust.
- vi) To take, receive, hold, administer, use and gift, bequest, grant, donation or foundation, in kind or money or any property, whether subject to any trust or not, for any of the objectives of the Trust and to undertake and carry out the official duties and functions of trustees, managers and administrators either solely or jointly with another's or others, or in respect of any such gifts, bequest, donations, trusts, foundations or property whether vested in the trust or otherwise.
- vii) To establish, maintain and run studentships, scholarships and render other kind of aid to students including supply of books, stipends, tools etc. and other incentives to study, without any distinction as to caste, colour, race, creed or sex.
- viii) To promote, establish, support, maintain or grant aid to institutions for the promotion of science & technology, literature, music, performing fine arts, for the preservations of the historical monuments and for the research and other institutions, in India, having similar objects for the benefit of the public in general.
- ix) To establish, construct, maintain or grant aid to homes for the aged, orphanages or other establishment for the relief and help to the poor, needy, and destitute people, orphans, widows, and aged persons.

- x) To establish and develop institutions for the physically handicapped and disabled or mentally retarded persons and to provide them education, food, clothing, or other help.
- xi) To construct, repair, and manage the Marghats , Crematories & Burial Grounds .
- xii) To grant aid or render assistance to other public charitable trusts or institutions.
- xiii) To invest and deal with the money of the Trust not immediately required for the purpose of the trust in any Schedule Bank
- xiv) To invest and deal with the funds and Nominees of the Trust and to vary alter or transfer such investments from time to time.
- xv) To fulfill aims & objectives of the trust, the Board of Trustee can procure loan from any Banks, Financial Institution, and/or private lenders. The Board of Trustee can also sell, mortgage the movable or immovable assets of the Trust.
- xvi) To act as a service agency to other associations, institutions, or organizations with similar or related objectives in whatever manner it may be deemed conducive for furtherance of the objectives of the trust.
- xvii) To associate, collaborate, join or network with any institutions/organization within India or abroad on mutually agreeable terms and conditions for the furtherance of any of the objects of the trust.
- xviii) To give charitable aid to and provide for the welfare of persons employed by or connected with the Trust and the dependents of such persons by establishing and contributing to provident and benefits funds, and by giving pensions, bonuses, gratuities, allowances, loans, and other assistance to such persons in such cases as the Board of trustee may deem fit.
- xix) To subscribe or give donations to and financially or otherwise to aid education, benevolent, charitable or other institutions, works, activities or objects, which have a moral or other claim to support or aid by the Trust, by reason of the locality or their operation or otherwise.



- xx) To take such steps, by personal or written appeal, advertisements, public meetings or otherwise, as may, from time to time, be deemed expedient for the purpose of procuring contribution to the funds of the Trust in the form of donations, subscription or otherwise.
- xxi) To do, or get done, all such other acts deeds or things as are incidental or conducive to the attainment of all or any of the above objects of the Trust. Any acts done in the usual and peaceful manner to accrue profits , income , assets etc. shall be in the interest of the trust and to generate resources to the trust
- xxii) There shall not be any profit motive while achieving the objectives of the Trust. All the income earned movable or immovable properties of the Trust are to be solely used and applied towards the promotion of its aims and objectives. No surplus of funds and assets there shall be paid or transferred directly or indirectly, by way of dividends, bonus, profits, or in other form to trustees what so ever, to any past or present trustees of the trust.
- xxiii) To cater the needs of the aspiring students in the professional fields viz. Medical, Engg. and other vocational or professional courses
- xxiv) To establish any temple of god for the public worship , Daridranarayana sewa , Bhandara , and the welfare of the poor by the settler.

(5) **BOARD OF TRUSTEES** :-

The Name, Address, Occupation & Designation of Board of Trustees to whom management & affairs of the Trust are entrusted:

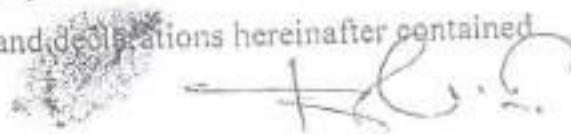
S.No.	Name & Address	Occupation	Designation
1	Mr. V.K.Sinha Gadde D-139, Freedom Fighter Enclave, Neb Sarai, New Delhi.	Academician	Chairman



2	Mr. H. N. Shrivastav 390 GH 5 & 7, Paschim Vihar, New Delhi	Professional	Vice - Chairman
3	Mr. G.Picheswar D-139, Freedom Fighter Enclave, Neb Sarai, New Delhi.	Professional	Secretary
4	Ms. Amita Kumar F 9/ 23 Char Emilee, Bhopal.	Professional	Joint Secretary
5	Ms. Sarda Gadde D-139, Freedom Fighter Enclave , Neb Sarai, New Delhi.	Professional	Treasurer
6	Mr. Rajling D-139, Freedom Fighter Enclave, Neb Sarai, New Delhi.	Professional	Member
7	Ms. Sunita Gadde D-139, Freedom Fighter Enclave , Neb Sarai, New Delhi.	Professional	Member

RULES & REGULATIONS :-

- (1) Name of the Trust : "GADDE CHARITABLE EDUCATIONAL TRUST".
- (2) In order to effectuate the aforesaid desire, the settler has set apart and handed over to the trustees, a sum of Rs5100/- hereinafter called the 'Trust Fund' which expression shall include cash and any other property or investment of any kind whatsoever into which the same or any part thereof might be converted, invested or varied from time to time or which may be acquired by the trustees or may come to their hands by virtue of these presents or by operation of law or otherwise howsoever in relation to these presents), and the trustees shall hold and stand possessed of the same upon the trust subject to the powers , provisions , agreements and deliberations hereinafter contained



(3) CESSATION OF TRUSTEESHIP :-

- (i) A trustee found liable, could be removed by the simple majority provided such a motion has been forwarded to each trustee entitled to vote, in writing at least 10 days in advance from the date of such meeting.
- (ii) A trustee so removed or intended to resign shall be required to clear all his dues and hand over any assets, if any, accounts, vouchers, bills, etc. issued by the trust to the office bearers of the trust or to any other person specifically appointed by the trust by unanimous consent of other trustees.
- (iii) On removal, termination or otherwise coming to an end of trusteeship of any trustee as stated above, he/she shall be divested of all the rights, titles, interest of every kind in the trust and for all the purposes his/her trusteeship shall cease to exist. The reasons for expulsion from the trust shall be communicated to the concerned trustee.

(4) TRUSTEE REGISTER :-

That the Trust shall always maintain a proper register showing the complete particulars of its trustees, their serial no., name, address, occupation, category, signature, date of admission, date of termination/removal etc.

(5) RIGHTS & PRIVILEGES :-

- (i) Every trustee shall be entitled to receive notice/agenda of general meeting and also other notices and information, which are required to be communicated to the trustees within a reasonable time.
- (ii) Every trustee shall be entitled to speak, discuss and vote for or against any motion arising on the agenda during the course of meeting and shall be entitled to participate in the activities of the trust.

A handwritten signature in black ink is written over a circular stamp. The signature is cursive and appears to be 'H.C.S.'. The stamp is partially obscured by the signature.

- (iii) The Trustees shall be entitled to inspect the registers and other records maintained by the trust from time to time, at any time during the normal business hours and subject to payment of charges if any, shall be entitled to take abstracts from the records.

GENERAL MEETING :-

- i) The Annual General Meeting of Trustees shall be held atleast once in a year of closing of the accounting year . In any case the gap between the last and the next such meeting shall not be more than 15 months. Special meeting of the trustees could be held either on the requisition of the trustee or by the Board of Trust of its own. The requisition of such special meeting should be in writing and by atleast thirty percent of the trustees.
- ii) A proper notice with complete agenda and a minimum of 7 days in advance by register post or by courier against receipt shall be required to be sent to all the trustee at their address as available in the records of the trust.
- iii) All such General Meetings shall be presided by the Chairman and the transactions in such meeting be recorded as minutes by the Secretary or in the absence by any trustee as decided by the Board of Trustees.

The trustees shall be responsible for the following functions:

- (a) To consider and approve the annual statements of account and reports.
- (b) To amend rules and regulations of the trust.
- (c) To discuss and approve the activities and objectives of the trust and transact all the business as may be required.
- (d) To promote and further the objectives of the trust.
- (e) To appoint auditors and fix their remuneration, if necessary.



- (l) To provide accommodation, disburse or pay the cost of accommodation to be provided to the trustee or to anyone as deemed fit and necessary in furtherance of the objectives of the trust.
- (m) Provided that any matter which the Chairman considers urgent, may be decided by a circular resolution signed by the majority of the trustees of the Board of Trust and the same shall be valid and binding as a resolution passed at the meeting of the Board of Trust duly convened.
- (n) To appoint subcommittee as deemed fit for the furtherance of the objectives of the trust.

(10) POWERS & FUNCTIONS OF THE OFFICE BEARERS OF BOARD OF TRUSTEES :-

10.1 CHAIRMAN :-

The Chairman (or, in his absence any trustee so appointed by the Board of Trustee) shall preside over the meeting of the Board of Trustees. He shall have a casting vote in case of a tie, he shall be empowered to approve papers, reports, budgets, accounts and expenditure in consultation with or seek expost facto approval the Board of Trust. He shall interpret the constitution or rules and regulations of the trust. It is the duty of the chairman to ensure smooth functioning of all activities undertaken by the trust and efficient management of the properties and financial affairs . He is entitled to take necessary actions and make budgeted expenditure for this purpose .

A handwritten signature in black ink, appearing to be 'K. S.', is written over a dark, circular thumbprint.

SECRETARY :-

- (i) Convene meeting and draw up the agenda for the governing and local body meetings.
- (ii) To record proceedings in minutes of the meetings.
- (iii) To process new proposals/ initiate moves for implementation by the Board of Trust.
- (iv) To admit trustees provisionally with the unanimous approval of Board of Trust and their admission finalized as per rules.
- (v) To look after the administrative matters of the trust including issues, letters, circulars, decisions and resolutions etc. of the Board of Trust.
- (vi) To submit annual reports of the trust.
- (vii) To render necessary help to the treasurer in collection of the subscriptions, contributions, donations, fees, funds etc.
- (viii) To operate bank account jointly with the treasurer or the president.
- (ix) To correspond on behalf of the trust with the Government or other organizations, institutions as required towards the objectives of the trust.
- (x) To delegate powers to any execute trustee or committee formed for some specific purposes and to do as required to be done for implementation of any act, function etc. of the trust.
- (xi) To incur expenditure required in furtherance of the objectives of the trust with the approval of the president.
- (xii) To control, implement of function, as per objectives of the trust and as approved by the Board of Trust.

A handwritten signature in black ink is written over a circular stamp. The signature is stylized and appears to be 'H.C.S.'. The stamp is a dark, circular ink mark, possibly a seal or a stamp, located below the signature.

10.3 TREASURER :-

The Board of Trust will appoint the treasurer in absence of Secretary . He will act as Secretary in the absence of the Secretary with the prior approval of the Board of Trust. The functions of the Treasurer shall include , To explore, organize and control the fund raising activities . He shall be the over all incharge of accounting and auditing activities of the trust . he will maintain accounts, take care of annual audit, operate bank account jointly with the secretary or chairman and arrange payments as per approval of the Board of Trust and to submit reports for the expenses of the meeting.

10.4 VICE CHAIRMAN :-

The Vice President in absence of chairman will be so appointed by the Board of Trust who shall preside over the meetings of the Board of Trust. He will be acting as president in the absence of the president with the prior approval of the Board of Trust.

(11) ACCOUNTING YEAR :-

The accounting year of the trust shall be the financial year ending on 31st March every year or a may be decided by the Board of Trust from time to time after giving due notice in the concerned departments and on obtaining necessary approval.

(12) AUDIT OF ACCOUNTS :

The auditor as appointed by the Board of Trust from time to time shall audit the accounts of the Trust every year.

(13) FUNDS UTILISATION :-

The funds of the trust so raised shall be solely and absolutely utilized for implementing the objects and aims of the trust.



1) **SUITS BY AND AGAINST THE TRUST** :-

The trust may sue or may be sued in the name of the trust whenever it shall appear to the Board of Trustee except on primary trusteeship that is advisable to alter, extend or add or modify the objects for which the trust has been registered or to amalgamate the trust either wholly or partially with any other trust, Board of Trust may stipulate the proposals to the trustees in writing and convene a special meeting for consideration according to the rules of the trust.

The said proposals/ report must be sent to every trustee before the special meeting convened for the purpose of general meeting as case may be.

5) **APPLICATION OF PROFITS** :-

All the incomes, earnings, moveable or immovable properties of the trust shall be solely utilized and applied towards the promotion of its aims, and objects only as set forth in the deed of trust and no profit or portion thereof shall be paid or transfer to directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past trustees of the trust or to any persons claiming through anyone or more of the present or past trustees. No trustee of the trust shall have any personal claim on any moveable or immovable properties of the trust or to make any profit whatsoever by virtue of his trusteeship. However, this shall not prevent payment in good faith of remuneration to any employee of the trust or other persons in return for services rendered.



(16) DISSOLUTION & AJUSTMENTS OF THE AFFAIRS:

In case it is found necessary in future to dissolve the trust, the same shall be done in accordance as laid down under the Trust Act, as applicable.

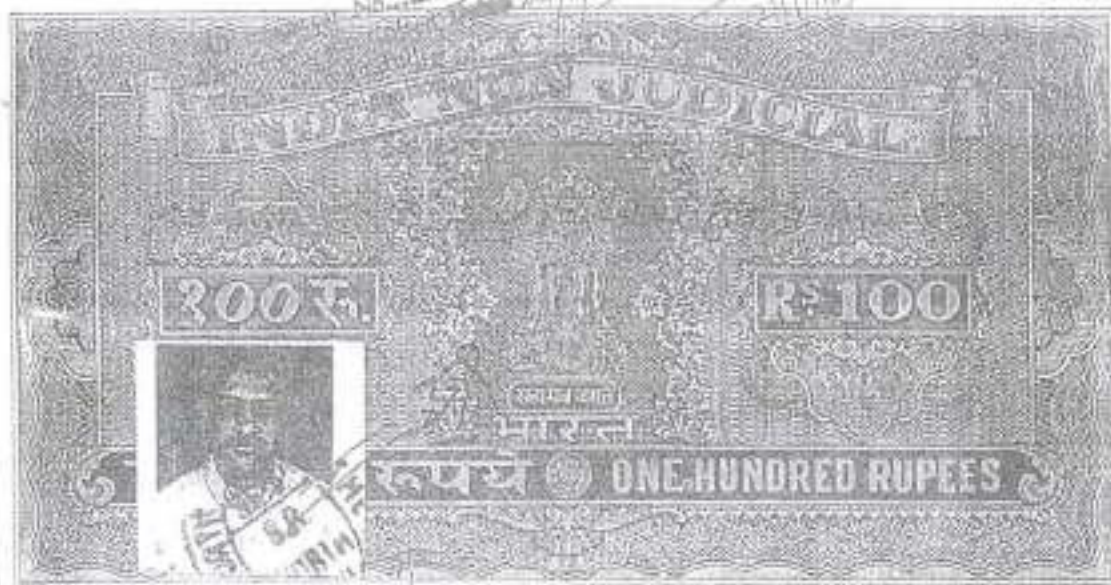
In witness where of this Declaration of the Trust Deed is made and executed at New Delhi in the presence of the following witnesses:

Sharma
1. DEVANSHU SHARMA HR-G-C-SHARMA
D-12, ACHARYA NIKETAN, MAYAPUR VIHAR
DELHI-110016
RC-192703.

Signature 


NEETH
Advocate
Old Court, P. Gate
Delhi (D-53703)

100Rs.



" SUPPLEMENTRY OF THE TRUST DEED "

The TRUST DEED OF SAHIB CHARITABLE EDUCATIONAL TRUST, at C-66, FREEDOM FIGHTER ENCLAVE SARAI, NEW DELHI-110068, vide executed on 8.8.2002 by Mr. G. PICHESWAR S/O Mr. V.L. Sinha Resident of D-139, Freedom Fighter Enclave, New Sarai, New Delhi-68, SETTLER, residing at present Gali No.24, Sant Nagar Burari, Delhi.


To fulfil the aims objectives of SAHIB CHARITABLE EDUCATIONAL TRUST, following amendments have been approved unanimously in the trust meeting held at C-161, Sarvodaya Enclave New Delhi, on November 10th 2003 at 2pm vide from the power given to the trustees in the memorandum paragraph 10G7 the trustees shall be responsible for the following functions:-

- a) Which reads as " to amend the rules and regulations of the Trust".
1. As per abstract of Original Trust memorandum paragraph 15 of " that the objects for which this trust is established are "to fulfil aims and objective of the trust, the Board of Trustee can procure loan from any Banks, Financial Institution, and/or private lenders The Board of Trustee can also sell, mortgage the moveable assets of the Trust".
The same will be amended by adding, "For this purpose at least 3 members of the Board of Trustees must sign all the related documents These 3 members will be nominated in the meeting of the Board of Trustees with a simple majority"
2. Amendment in the clause 10-Secretary (10.2) by adding a point 13. "Secretary of the Trust is fully authorized to sign/ execute/deliver both financial and non-financial documents on behalf of the Trust".
3. Amendment in the addition of "Institution of honorary Trustee to fulfil the aims and objectives of the trust without any voting right".
 1. J. KONATI RUMA RAO HONORARY MEMBER
U. S. A-547, Santaritas Drive Milpitas C. S. 95035
Tel.No. 405-262-9697.
 2. K. KUMARNA HONORARY MEMBER
U. S. A-547, Santaritas Drive Milpitas C. S. 95035
Tel.No. 405-262-9697.



[Handwritten signature]

4. ADDING IN THE PARA NO. 3, The Trustees will not be entitled to receive any remuneration, but the Trustees may reimburse themselves all expenses actually incurred by them in connection with the trust or their duties relating thereto.
5. ADDING IN THE PARA NO. 4. To take over, acquire, manage, control or aid any existing institution or institutions having objects either wholly or in part similar to the object of this trust and on such terms and conditions as may be thought expedient and to take over amalgamate with any other charitable trust, society, Association or institutions.

IN WITNESSES WHEREOF, This supplementary of the Trust Deed is made at Delhi on this 24.11.2003, in the presence of the following witnesses :-

 *Vijay Shanker*
MR. VIJAY SHANKER S/o. Late
D.C. Singh R/o. 192, Pratep Khand
Vivek Vihar, Delhi 110095, vide
D.Licence No. P07122001229189
Issued on 11.12.2001.

SETTLER


(G. PICHESWAR)


2.


MANAGED BY
ADVOCATE

100Rs.



634?
E

SUPPLEMENTARY TRUST DEED/
AMENDMENT DEED



19/4/19

THIS SUPPLEMENTARY DEED OF TRUST executed on this 1st day of June 2004 at New Delhi by Shri. G. Pichaywar R. P. Pichaywar, a Soldier, Enclave, Neo Sarai, New Delhi (hereinafter called the Settlor) (which expression shall unless it be repugnant to the context or meaning thereof be deemed to include his heirs, executors or administrators, representatives and assigns)

WHEREAS the Settlor has created a Trust deed "Sadde Charitable Educational Trust" which was duly registered by document No. 12569, Book No. IV, Volume No. 961 on Pages 109 to 125 dated 08/8/2002 duly registered in the office of the Sub-Registrar-1 New Delhi.

That the Aims and objectives of the trust were discussed and it was felt that the aim and objective of the trust be supplemented in order to meet the social needs and requirement of the society.

11.2.11

Deed Related Detail

Deed Name TRUST

Land Detail Sold to *Picheswar*

Tehsil/Sub Tehsil Sub Register In favour of *Shri Smt G.P. ...* Area of Building 0 oZx Cc

Village/City Neb Saha Purpose *for the purpose of ...* Building Type *...*

Place (Segment) Neb Saha *near Old Tehsil Building Maliga, NDCC*

Soil Type Residential

Area of Soil 1.00 oZx A1

Money Related Detail

Value 0.00 Rupees Value of Stamp Duty 100.00 Rupees

Value of Registration Fee 3.00 Rupees Filing Fee 1.00 Rupees

Presented by Mr/Smt G. P. ... in the presence of the Sub-Registrar, Delhi on 01/06/2004 day Tuesday

Signature of Parenter

Registrar/Sub Registrar
Sub Registrar V
Delhi/New Delhi

Execution admitted by the said Shri/Smt G. P. ... and Shri/Smt/Kin. ...

Who is/are identified by Shri/Smt/Kin. Vijay Shankar S/o W/o D/o D. C. Singh R/o 192-pratap Khand Vijay ...

(Marginal Witness), Witness No. II is known to me. Contents of the document. Contents of the document explained to the parties who understand the conditions and admit them as correct.

Registrar/Sub Registrar
Sub Registrar V
Delhi/New Delhi

Date 01/06/2004



Vijay Shankar

July

भारतीय गैर न्यायिक

एक सौ रुपये

Rs. 100

रु. 100



सत्यमेव जयते

ONE
HUNDRED RUPEES



रत INDIA
NON JUDICIAL

दिल्ली DELHI

P 629364

PICHESWAR GADDE
AATPG 7365H

SUPPLEMENTARY OF THE TRUST DEED

The Supplementary Deed Of Trust is executed on ²⁵.....day of ^{अप्रैल}..... 2011 at New Delhi.

The original Trust Titled "Gadde Charitable Educational Trust" Registered at C-64, Freedom Fighters Enclave, Neb Sarai, New Delhi-110068 which was duly registered by Document No. 12569, Book No. IV, Volume No. 841 on Pages 109 to 125 dated 08/08/2002, duly registered in the office of the Sub - Registrar New Delhi by Shri Picheswar Gadde R/o D - 139, Freedom Fighters Enclave, Neb Sarai, New Delhi - 110068 (hereinafter called the Settler) which expression shall unless it be repugnant to the context or meaning thereof be deemed to include his heir, executors or Administrators, representatives and assignees).

Now this Supplementary Deed witnesseth as under :

Whereas the Settlor has created a Trust Deed "Gadde Charitable Educational Trust" Registered at C-64, Freedom Fighters Enclave, Neb Sarai, New Delhi-110068 which was duly registered by Document No. 12569, Book No. IV, Volume No. 841 on Pages 109 to 125 dated 08/08/2002 duly registered in the office of the Sub - Registrar New Delhi.

Contd....p/2

T-44

759661
25/4

6377
14

Handwritten signature

18 JUL 2011 Deed Related Detail

Deed Name: TRUST		SUPPLEMENTARY TRUST	
SERIAL NO. _____ DATE _____			
Land Detail			
Tehsil/Sub Tehsil: Sub Registrar V		Area of Building: 0	oZx Q
Village/City: _____		Building Type: _____	
PURPOSE: Neb Sarai			
THROUGH: Neb Sarai			
Place (Segment): RAJBIR SINGH LNO-171		Malviya Nagar	
Property Type: Residential			
Areas of Plots: 1.00		0.00	0.00
GF11/94 MEGHDOOT BUILDING			
NEURO PLACE NEW DELHI 110019			
Money Related Detail			
Consideration Value: 1000.00 Vijaypat		Stamp Duty Paid: 100.00 Rupees	
Value of Registration Fee: 1,000.00 Rupees		Passing Fee: 100.00 Rupees	

This document of TRUST SUPPLEMENTARY TRUST

Presented by: Sh/Smt. _____ S/o, W/o _____ R/o _____

PICHESWAR GADDE V K. Ansha Gadde D-139 Freedom Fighters Enc. ND

In the office of the Sub Registrar, Delhi this 25/08/2011 Thursday between the hours of _____

Signature of Presenter _____ Registrar/Sub Registrar Sub Registrar V Delhi/New Delhi

Executed and presented by Shri/Ms. PICHESWAR GADDE

and Shri / Ms. _____

Who is/are identified by Shri/Smt/Km. Rakesh Sejwal S/o W/o D/o SC Sejwal R/o 66-A Adichini ND and Shri/Smt./Km Ramabant Shahoo S/o W/o D/o C Shahoo R/o F-122 Lado Sarai ND

(Marginal Witness). Witness No. II is known to me. Contents of the document explained to the parties who understand the conditions and admit them as correct. Certified that the lcl. (or Right, as the case may be) hand thumb impression of the executant has been affixed in my presence

Date 27/08/2011

Registrar/Sub Registrar Sub Registrar V Delhi/New Delhi

To Fulfill the Aims & Objectives of the **Gadde Charitable Educational Trust**, Following Amendments has been Approved Unanimously in the Trust Meeting Held At the Administrative Office : C - 72, Shivalik, Near Malviya Nagar, New Delhi - 110017 on 28 June 2011 at 02 P.M. vide the powers given to the trustees in the Memorandum :

- Due to the Sad Demise of the Chairman, Shri V K Sinha Gadde on 06-06-2011, it was resolved that the charge be hand over to Shri Picheswar Gadde who will be redesignated as the President of the Trust.
- Moreover, some other members has also resigned from the duties of the Trust due to some personal unavoidable problems like old age, Medical Problems, Death, or other day to day household Problems. But still the Trust will keep on functioning properly with the Fruitful efforts of the other Members redesignated as Follows :

Shri Picheswar Gadde (President), Smt. Sunita Gadde (Secretary),

Smt Sarada Gadde (Treasurer) , Shri Rajling Gadde (Executive Member)


In Witnesses whereof , this Supplementary Deed of the Trust is made at Delhi on this 28/6/2011 2011 in the Presence of the Following witnesses:

Witnesses :

1. Voter ID : PZDO 753939
Rakesh Sejwal
S/o Late C.S. Sejwal
R/o - 66-A, Adhchini, New Delhi-110017


(Settlor)
Sh. Picheswar Gadde

2. DL - 03200 90030134 (P)
Vijay Pal Singh
S/o Manvar Singh
F-115, Lado Sarai, New Delhi-110030.

3. 
Voter ID : UBV1716422
Ramakant Shah
S/o. Faruk chand Shah
F-122, Lado Sarai.
New Delhi - 110030.

Reg. No. 4339 Reg. Year 2011-2012 Book No. 4



Ist Party प्लिचस्वर्ग



IInd Party न्यासी



Witness xokg

Ist Party

IInd Party

Ist Party न्यासकर्ता :- PICHESWAR GADDE

IInd Party न्यासी :-

Witness xokg Rakesh Sejwal, Ramakant Shahoo

Certificate (Section 60)

Registration No.4,339 in Book No.4 Vol No 3,815

on page 48 to 49 on this date 27/08/2011 day Saturday

and left thumb impressions has/have been taken in my presence.

Date 27/08/2011

Sub Registrar
Sub Registrar V
New Delhi/Delhi



199
25/6/15



सत्यमेव जयते

INDIA NON JUDICIAL

Government of National Capital Territory of Delhi

e-Stamp

Certificate No.	: IN-DL16175298206623N
Certificate Issued Date	: 15-Jun-2015 03:15 PM
Account Reference	: IMPACC (IV) d1836703/ DELHI/ DL-DLH
Unique Doc. Reference	: SUBIN-DL DL80670329412447969721N
Purchased by	: GADDE CHARITABLE EDUCATIONAL TRUST
Description of Document	: Article 64 Trust
Property Description	: Not Applicable
Consideration Price (Rs.)	: 0 (Zero)
First Party	: GADDE CHARITABLE EDUCATIONAL TRUST
Second Party	: Not Applicable
Stamp Duty Paid By	: GADDE CHARITABLE EDUCATIONAL TRUST
Stamp Duty Amount (Rs.)	: 100 (One Hundred only)



LOCKED

Please write or type below this line.....



DIKHESWAR GADDE
AADPG3365H

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SUPPLEMENTARY OF THE TRUST DEED

The Supplementary Deed of Trust is executed on 25th Day of June 2015, at New Delhi.

The original Trust titled "Gadde Charitable Educational Trust" Registered at C-64, Freedom Fighters Enclave, Neh Sarai, New Delhi-110068 which was duly registered by Document No. 12569, Book No. IV, Volume No. 841 on Pages 109 to 125 dated 08/08/2002, duly registered in the office of the Sub-Registrar V, New Delhi by Sh. Picheswar Gadde R/o D-139, Freedom Fighters Enclave, Neh Sarai, New Delhi-110068 (hereinafter called the Settler) which expression shall unless it be repugnant to the context or meaning thereof be deemed to include his heirs, executors or Administrators, representatives and assignees).

Now this Supplementary Deed witnesseth as under :

Whereas the Settlor has created a Trust Deed "Gadde Charitable-Educational Trust" Registered in C-64, Freedom Fighters Enclave, Neh Sarai, New Delhi-110068 which was duly registered Document No. 12569, Book No. IV, Volume No. 841 on Pages 109 to 125 dated 08/08/2002 duly registered in the office of the Sub-Registrar V, New Delhi.

To Fulfill the Aims & Objectives of the Gadde Charitable Educational Trust, the following Amendment has been approved unanimously in the Trust Meeting held at Admn. Office: P 2, KH, No. 30, Saiduljab, M B Road, New Delhi 110030 on 15th June 2015 vide the powers vested to the trustees in the Memorandum :

It was resolved in the meeting that the Registered office of the Trust may be amended accordingly and thereafter the Registered office of the Gadde Charitable Educational Trust be addressed as 16 A, central drive, DLF Chatterpur Turms, New Delhi 110074.

Resolved that the Trust, in its endeavour of providing the quality education at all the Levels, would establish An academy/Coaching Centre/Vocational training Centre/Skill and Personality Development Centre, in the name and style of Lingayas Academy, in the pursuit of fulfilling its aims and objectives.

Further resolved that the resignation Smt. Sarada Gadde and Sh Rajling Gadde be accepted and they may be discharged from their duties of the Trust, as they are unable to devote time and efforts, due to some personal unavoidable problems like old age, Medical Problems, Death, or other day to day household problems.

Miss. Sampada Gadde, application to join as the member has been duly accepted.

Miss. Anrya Gadde, application to join as the member has been duly accepted.



Reg. No. 776 Reg. Year 2015-2016 Book No. 4



1st Party

2nd Party



Witness

1st Party GADDE CHARUAMUL EDUCATIONAL TRUST TH SETTLEER MR. PICHESWAR GADDE

2nd Party NA

Witness RAGHUNATHWAR SHYAMDHARE

Certificate (Section 60)

Registration No. 776 of Book No. 4 Vol No 127
on page 3rd to 163 of this act. 25/06/2015 5:31:30PM
and all their impressions has have been taken in my presence.

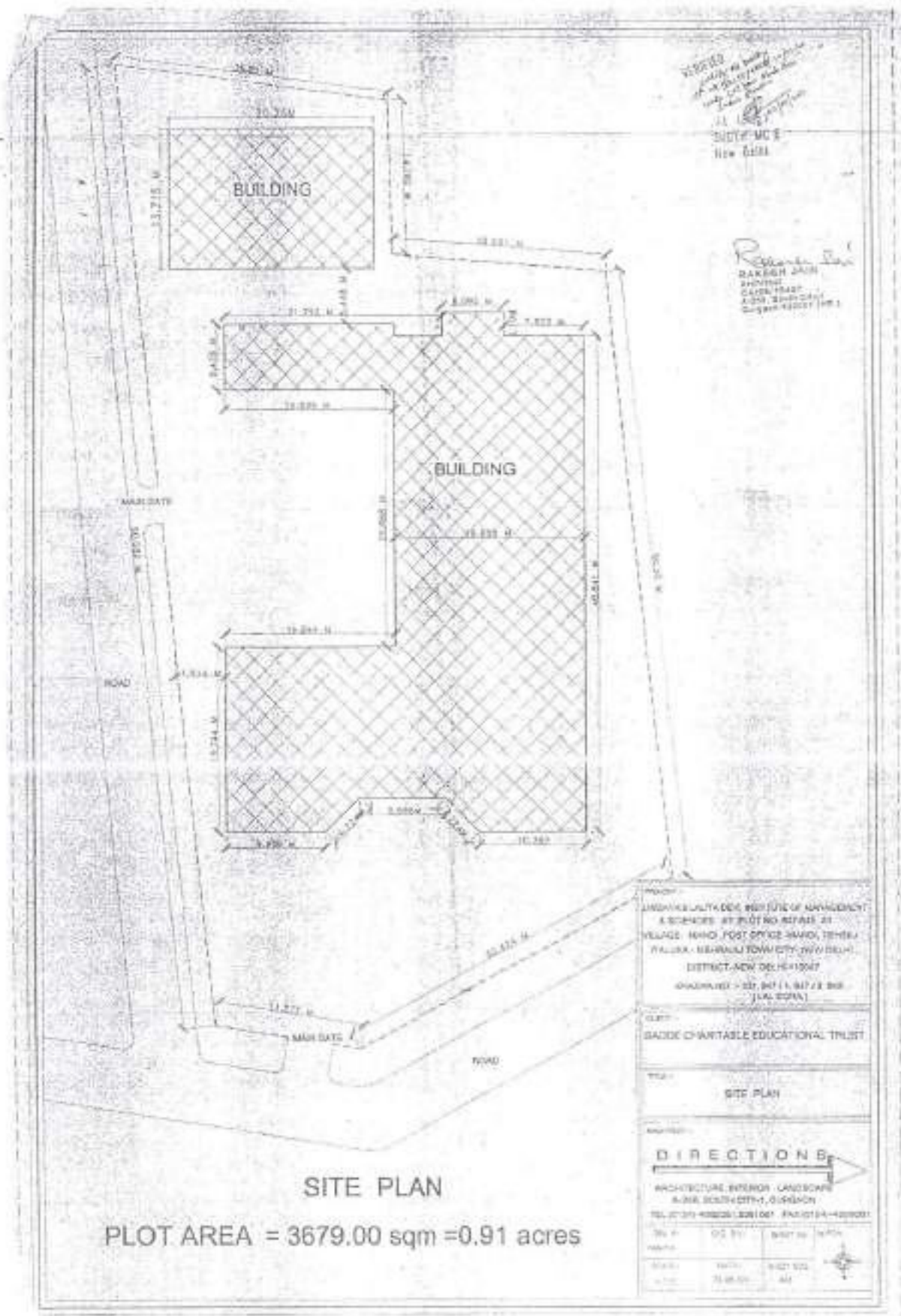
day Tuesday

Sub Registrar
SR V. A. Hanz Khas
New Delhi/Delhi

Date 25/06/2015 17:44:03



Annexure XI



NOTED
 AS PER THE PLAN
 THE BUILDING SHALL BE
 CONSTRUCTED WITHIN
 THE SETBACKS
 AS SHOWN
 DATE: 11/11/2011
 SUDIP MOE
 New Delhi

Rajesh Kumar
 RAJESH KUMAR
 ARCHITECT
 C-10/11/11
 42ND CROSS ROAD
 Gurgaon-122007 (HR)

PROJECT:
 LANDMARKS/LOCALITIES/NEAREST TO THE NAVIGATION
 & SCHEMES: AT PLOT NO. 20/20/21
 VILLAGE: HANOI, POST OFFICE: HANOI, TEHSEEL:
 WALUKA - MEERUTI TOWN/CTY-2000/DELHI
 DISTRICT-NEW DELHI-110047
 CHAIRMAN: - SGT. SGT. (S. SGT. SGT.)
 (JAL. SGT.)

CLIENT:
 SAGEE CHARITABLE EDUCATIONAL TRUST

TITLE:
 SITE PLAN

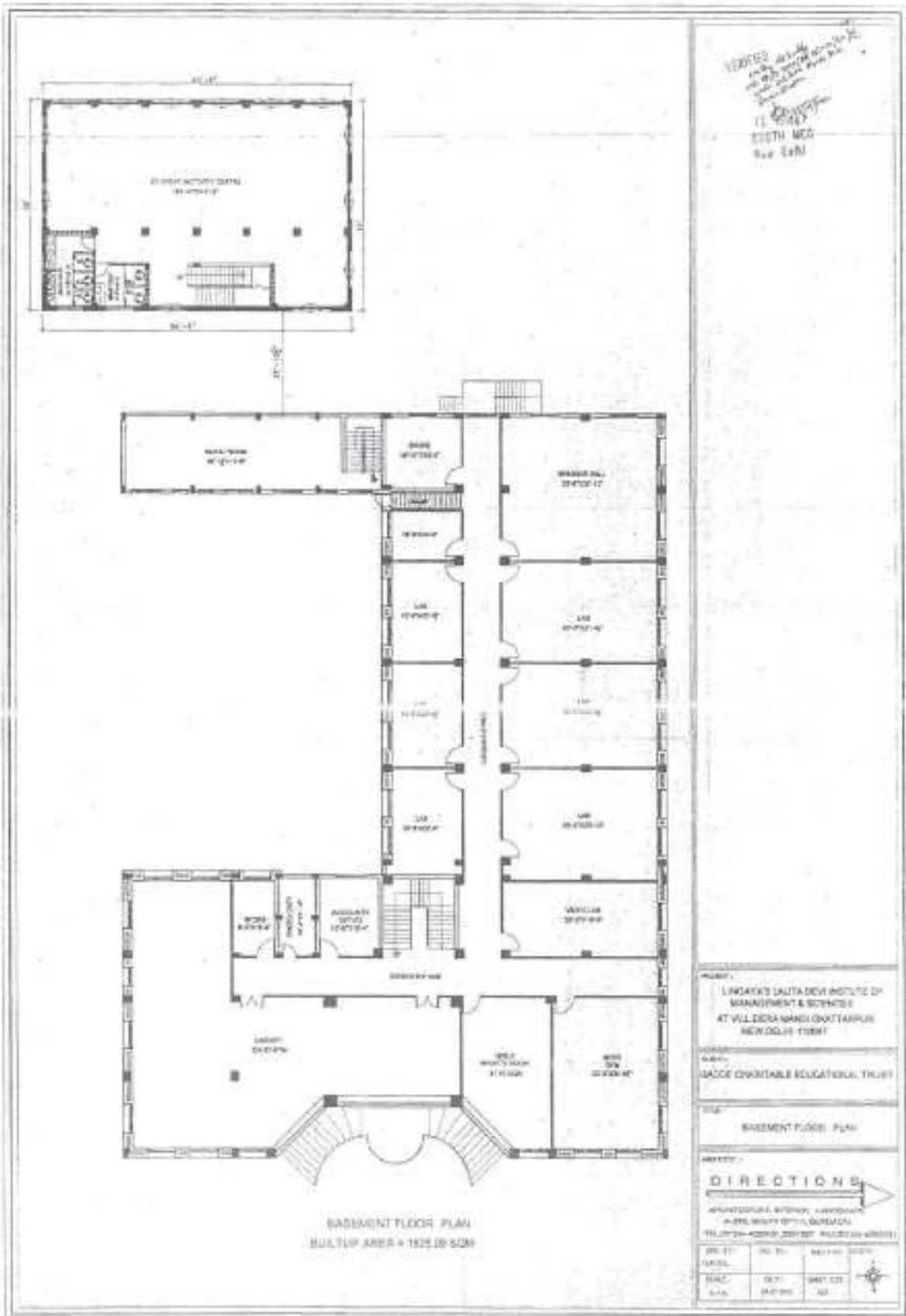
DIRECTIONS

ARCHITECTURE, INTERIOR, LANDSCAPE
 & VLSI, SOUTH EAST, GURGAON
 TEL: 011-4222211, 4222101 FAX: 011-4222211

Scale:	1:100	1:200	1:400	1:800	1:1600
Scale:	1:100	1:200	1:400	1:800	1:1600

SITE PLAN

PLOT AREA = 3679.00 sqm = 0.91 acres



VERIFIED
 11/05/2017
 SOUTH MCC
 Rev 04M

BASEMENT FLOOR PLAN
 BUILDUP AREA = 1825 SQ. MTR

PROJECT:
 LANGKAT SULTA DEW INSTITUTE OF
 MANAGEMENT & SCIENCE
 AT VIL DERA HANGLOK TAMPIL
 NEW DELHI 110041

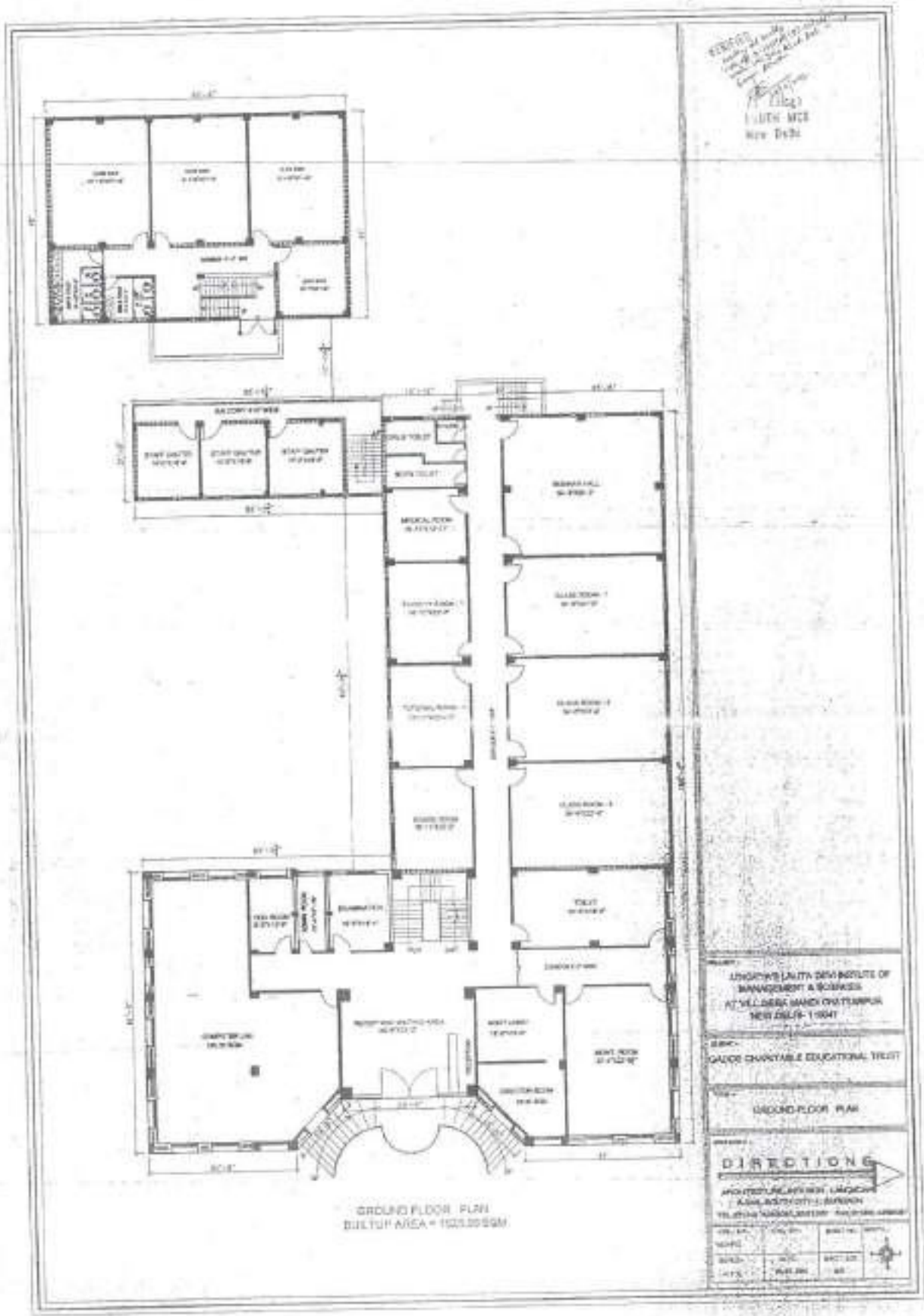
CLIENT:
 SACCE CHARITABLE EDUCATIONAL TRUST

TITLE:
 BASEMENT FLOOR PLAN

DIRECTIONS
 ARCHITECTURAL OFFICE: LAYTONS
 14/28 SOUTH STREET, GURGAON
 TEL: 0124-4200000, 2001007 FAX: 0124-4200001

DATE:	NO. OF:	SCALE:	DATE:
11/05/2017	01	AS SHOWN	11/05/2017
BY:	CHKD:	APPD:	
A.S.	A.S.	A.S.	





PROJECTED BY
 ARCHITECTURE
 15/11/2017
 15/11/2017
 15/11/2017

GROUND FLOOR PLAN
 BUILT UP AREA = 1025.00 SQM

PROJECT
 LINGQI'S DAITA DIVISION OF
 MANAGEMENT & SERVICES
 AT VILLAGE MARKET PHOTOPUR
 NEW DELHI - 110047

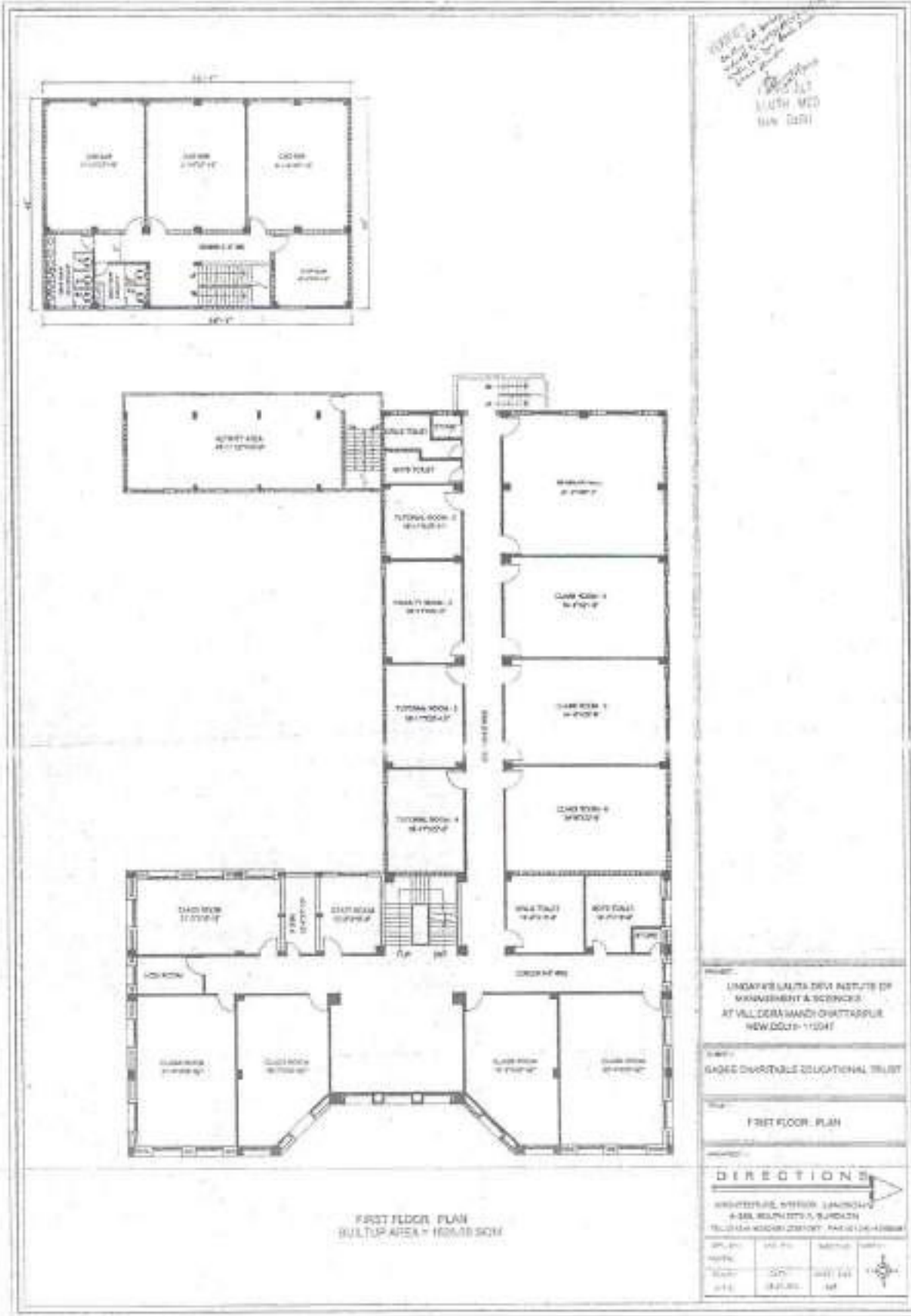
CLIENT
 GAUCO CHARITABLE EDUCATIONAL TRUST

PLAN
 GROUND FLOOR PLAN

DIRECTIONS

PROJECTED BY ARCHITECTURE
 15/11/2017
 15/11/2017
 15/11/2017

NO.	DATE	BY	REVISION
01	15/11/2017	ARCHITECT	ISSUED FOR PERMIT
02	15/11/2017	ARCHITECT	ISSUED FOR PERMIT
03	15/11/2017	ARCHITECT	ISSUED FOR PERMIT



PROJECT NO. 10/2017
 DATE: 10/2017
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 SOUTH MED
 100 0201

FIRST FLOOR PLAN
 BUILT UP AREA = 16000 SQM

LINDAY'S SULTAN DEVI INSTITUTE OF
 MANAGEMENT & SCIENCE
 AT VILDERA MANDI CHATTARPUR
 NEW DELHI - 110047

GATE CHARTERED EDUCATIONAL TRUST

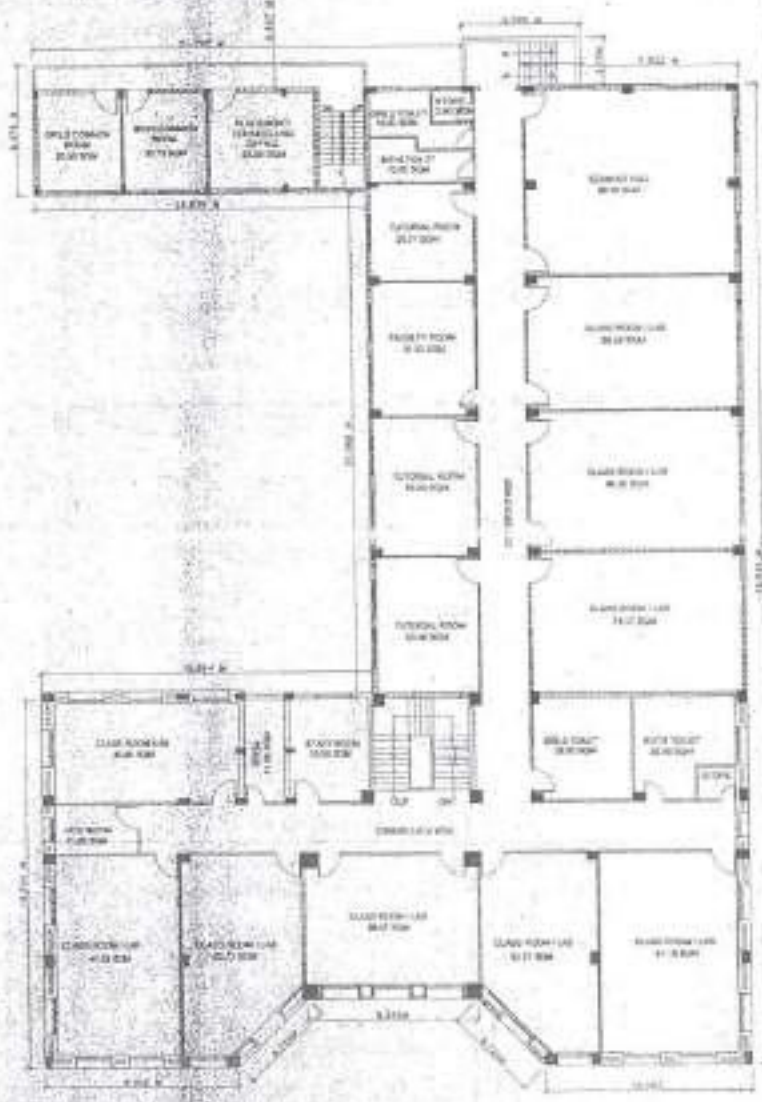
FIRST FLOOR PLAN

DIRECTIONS

ARCHITECTURE OFFICE: JAGMOHAN
 & SONS, RAJNAGAR, SURGUCHI
 TEL: 011-43008120/121/122 FAX: 011-43008123

DATE:	10/2017	SCALE:	AS SHOWN
PROJECT NO.:	10/2017	DATE:	10/2017
NO. OF SHEETS:	01/01	BY:	[Signature]





SECOND FLOOR PLAN
BUILT UP AREA = 1025.00 SQM

REVISIONS
NO. 1
DATE 10/10/2011

Ramesh Jain
RAMESH JAIN
ARCHITECT
1108, BRIDGE ROAD
GURGAON - 122007 (INDIA)

PROJECT
GALLOO LAKSHMI BASTI OF ENGINEERING
& SCIENCE
DEPARTMENT OF EDUCATION
1 FLOOR BUILDING
AT PLOT NO. 87-88 AT
VILLAGE: MAHARAJA OFFICE ROAD, THRISSUR
PULLARI, KERALA, INDIA
DISTRICT: MALAPPUZHA
PIN CODE: 686 009
TEL: 0486-2218711, 8471248
(+91 0486)

CLIENT
GALLOO CHARITABLE EDUCATIONAL TRUST

DATE
SECOND FLOOR PLAN

DIRECTIONS
BANGALORE, MANGALORE, CHENNAI
+ 081 20011071, 10700
TEL: 081 20011071, 10700

NO. 1	NO. 2	NO. 3	NO. 4
DATE	DATE	DATE	DATE
BY	BY	BY	BY
SCALE	SCALE	SCALE	SCALE

