



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		HALDIA INSTITUTE OF MANAGEMENT
Name of the head of the Institution		Soumendra Nath Bandyopadhyay
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03224255204
Mobile no.		9123090392
Registered Email		him.2004@rediffmail.com
Alternate Email		admin@himhaldia.edu.in
Address		ICARE Complex, Hatiberia, Haldia
City/Town		Haldia
State/UT		West Bengal
Pincode		721657
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Sourav Gangopadhyay
Phone no/Alternate Phone no.	03224255204
Mobile no.	9830601451
Registered Email	him.2004@rediffmail.com
Alternate Email	iqac.him@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.himhaldia.edu.in/AQAR17_18
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.himhaldia.edu.in/academiccalendar

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.03	2017	30-Oct-2017	29-Oct-2022

6. Date of Establishment of IQAC	12-Feb-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
MENTORING	08-Aug-2018 1	280
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

The institution has done several Industry visit in the recent year. The institution has organized one national Seminar and one international seminar. The institution has conducted one Village visit for developing toilet culture and health and hygiene practices. The institution has conducted different awareness program like dengue rally, anti ragging rally. Institute has conducted different special classes by different industry people.

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
Faculty are informed to get involved in the research activities	Several international research paper was published,
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
BOG	06-Aug-2018
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	06-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	01-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	FINANCIAL MANAGEMENT SYSTEM ADMINISTRATIVE MANAGEMENT SYSTEM

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institute has formed an Academic atmosphere. Within the Academic atmosphere some committees are included such as Academic Council, Examination Cell, Library Committee, Research and Development Cell, Finance Committee, Library Committee, IQAC and other committees which are directly and indirectly related with the academic activities. Initially the academic council call a semester wise meeting where every Head of the departments are present. The agendas which are discussed in the meeting are as follows Different strategies to implement the course curriculum in the upcoming semester are discussed. Academic calendar which is issued by the affiliating University (Maulana Abul Kalam Azad University of Technology) are distributed to each and every HODs. Probable time of internal examination, practical examination and total number of available upcoming class hour are discussed. In the meeting different ways of innovative teaching processes are also discussed. Also different kind of innovative teaching techniques such as presentations, assignments, mini-projects, discussions, workshops, seminars, industrial visits, computer education are also discussed. Each head of the department is also told to distribute the different job to every staff of their department. After that each head of the department calls a meeting to execute the decisions which were taken. Firstly the head of the department assigns different subject to different faculty members according to their specialization. The head of the department discussed with every faculty member regarding the plan of teaching and also the HOD divides each syllabus of each subject into different modules according to the available working hour. That division is called lesson plan or the lecture

plan. Every teacher is bound to finish the syllabus within time. Each faculty members are told to form and maintain evaluation file for each subject. The file is containing following documents o Tutorial hours with the names of the students o Administrative, curricular and co-curricular activities o Study Objective o Lesson Plan o The topic and the class to be engaged o Teaching materials o Questions & results of the surprise test, etc. During the class; surprise visit is carried out by the head of the department to see whether the faculties are following the instructions or not. As per University during each semester there are two internal examinations is conducted. Beside that different innovative, participative activities are conducted which is related to the subject. Such as o Debate o Management Game o Roll Play o Case Study o Mini Survey o Mini Project o Quiz o Group Discussion. o Learning through Audio visual aids etc. Also different industry people are invited and use to take different classes, which is helpful for the students to enhance their practical knowledge. Special tutorial classes are being taken by each faculty for those students who are facing problem regarding any classes. Each department is adhering with the Mentorship programme. Each faculty is in commending of 15 students. They are responsible for academic and personal monitoring and counseling.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course On Football Management	Certificate Course On Football Management	21/12/2018	6	Employability	Skill Development.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA		08/08/2017
BSc		08/08/2017
BOptom		08/08/2017
BMS		08/08/2017
MHA		08/08/2017

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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No Data Entered/Not Applicable !!!

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA		54
BBA		54
BBA		53
BBA		56

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Five types of feedback forms have already made. Students feedback form, Peer feedback form, Directors feedback form, alumni feedback form and Parents feedback form. A drop box has already prepared which is remained locked and authorised person is supposed to open it. Faculty feedback form which is meant to filled up by the students is composed of different close ended questions for every faculty members. Peer feedback is composed of both open and closed ended questions. In this form every staff members are giving their feedback regarding each of their colleagues including the director. Alumni feedback, Parents feedback are all composed of closed ended questions. Director feedback is composed of both open and closed questions. Students are asked to fill up the faculty feedback form and submit it in the drop box, Every teacher and non-teaching member are asked to fill up the peer feedback form and submit it in the drop box. Director of the institute is asked to fill up his feedback for every faculty and staff member and submit it. Alumni are asked to fill up the alumni feedback form and submit it in the drop box during alumni visit. Parents are asked to fill up the parents feedback and submit it in the drop box during the parents meet. After that the feedback forms are collected and the data are put in an excell file. Total score of each faculty member and staff member is 50. These 50 marks are is divided into 3 segments. For each faculty 10 from students, 10 from other faculty members, 10 from staff and 20 from director. In case of staff, 10 from Peer, 10 from teachers, 30 from director. The score of each and every faculty member and staff member are calculated and then according to that basis, Best faculty member and best Staff are selected. The parents and the alumni feedback are also collected and the opinions are gathered and take decisions accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA		60	83	57
BBA		60	50	43
BMS		60	10	8
BOptom		30	42	30
BSc		60	8	4
MHA		36	36	33

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	175	33	34	10	43

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
43	43	6	2	2	19

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

The mentoring system is maintaining under strict supervision. Under each faculty member there are 15 students. Every academic and non-academic related issue are monitored as per UGC guideline. Students are informed to share their academic and non-academic related problems to their mentors. The mentors are supposed to solve their problem and are trying to instill them. The attendance of each student is monitored and every week a counselling session is organized and in this session the problems of the students are discussed and proper action is taken by that concerned faculty member after consultation with the management. All the activities are documented. Monthly guardian meeting is organized and the mentors from the faculty members and the guardians are engaged in sharing their views regarding the curricular and personal enrichment of the students. All the mentors are under strict observation of director of the institute. Every week a meeting is conducted by director of the institutions with each mentors and the status of each students and the probable actions are discussed. The slow learners are monitored specially and extra classes are arranged for them after consultation with the Head of the Department and the director of the institutions. In the monitoring process the senior students are included each junior students is under one senior student, that senior student is under observation of faculty members. The responsibility of the senior student is to look into the issues of junior students and inform the concerned faculty member, also each senior students will ensure that no junior student is suffering from ragging or any kind of harassment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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175

43

1:15

2.4 – Teacher Profile and Quality**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
4	4	0	4	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Jayeeta Majumder	Assistant Professor	Certificate of appreciation for the contribution to teaching learning and research from Maulana Abul Kalam Azad University of Technology

2.5 – Evaluation Process and Reforms**2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BBA	033	Even semester/2018	05/06/2018	05/08/2018
BBA	050	Even semester/2018	05/06/2018	05/08/2018
BSc	850	Even semester/2018	05/06/2018	05/08/2018
BOptom	017	Even semester/2018	05/06/2018	05/08/2018
BMS	701	Even semester/2018	05/06/2018	05/08/2018
MHA	093	Even semester/2018	05/06/2018	05/08/2018
MMS	802	Even semester/2018	05/06/2018	05/08/2018
BBA	033	ODD semester 2017	22/12/2017	16/02/2018
BBA	050	ODD semester 2017	22/12/2017	16/02/2018
BSc	850	ODD semester 2017	22/12/2017	16/02/2018

BOptom	017	ODD semester 2017	22/12/2017	16/02/2018
BMS	701	ODD semester 2017	22/12/2017	16/02/2018
MHA	093	ODD semester 2017	22/12/2017	16/02/2018
MMS	802	ODD semester 2017	22/12/2017	16/02/2018

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

The head of the department is responsible for the entire departmental activities. After publication of the result a faculty meeting is called and result of each subject is discussed. Teachers are informed to take innovative class and to make the class fun and to ensure the attendance of each student. In the academic and the co-curricular activities of the institution, every student is informed to participate. The co curricular activities are monitored closely to ensure each student is involved in every activity. Every activity is documented and action is taken accordingly. In the guardians meeting the utility of each academic and co-curricular activity is informed. The mentors are maintaining the progress report of each students, special attention is given to the slow learners and the bright students. Special class for the bright students and remedial class for the slow learners are arranged. Different eminent industrialists are called to take special classes and every concerned student is informed to attain those classes. The faculty members are maintaining the attendance record of special class. Different workshop, seminar are arranged to uplift the quality of teachers and the students. The faculty members are informed to submit their latest API score card to the departmental head in the month of april. Apart from that the 360 degree feedback system is also implemented and each staff members of the institution are monitored.

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

Academic Activities - 1st to 21st of May, and 16th of July to 20th of November
 Internal Examination - 22nd March to 29th of March, 25th of April to 4th of May and 27th of September to 5th of October, November 12th of November 16th
 Practical Examination- 10th May to 18th May and 22nd November to 30th November
 Holiday- Every Saturday and Sunday and 22nd and 23rd of January, 2nd March, 15th and 22nd of August, 3rd and 17th and 21st of September, 2nd October, 8th October, 15th to 24th of October, 6th to 9th of November, 21st and 23rd of November, 25th of December and 31st of December. Semester Break- 6th June to 13th of July and 26th of December to 31st of December

2.6 – Student Performance and Learning Outcomes

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

<https://www.himhaldia.edu.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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BBA	BBA		167	166	99
BBA	BBA		53	53	100
Bsc	BSc		10	10	100
BMS	BMS		43	43	100
Boptom	BOptom		30	30	100
MHA	MHA		3	3	100
MMS	MMS		4	4	100

2.7 – Student Satisfaction Survey

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

<https://www.himhaldia.edu.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
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Department of General Management

1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Hospital Management	5	5.76
International	Pharmaceutical Management	3	4.30
International	General Management	1	5.97
International	Information Technology	9	6.23
International	Optometry	9	6.23

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

Department	Number of Publication
Hospital Management	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	52	0	0	0
Presented papers	18	0	0	0
Resource persons	1	0	0	0

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
University of Mysore	Dr. Sourav Gangopadhyay	Self	3
Lincoln University College	Somsukla Maity	Self	0.5

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
MOU	Training and Development	National Multi Crypto Currency Exchange 02248872222	01/12/2018	31/12/2018	Students of the Institution
MOU	Research	Lincoln University College Malaysia	01/10/2018	31/12/2018	Faculties of the Institution
On Job Training	Industrial Training	Indian Oil Corporation	06/09/2018	07/09/2018	Students of the Institution

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
University of Mysore	04/01/2017	Faculty development programme. Faculty exchange programme. Research and Development Programme.	12
Lincoln University College	06/10/2018	Faculty development programme. Faculty exchange programme. Research and Development programme	122
Al Ameen Arts Science and Commerce College	10/01/2017	Faculty development programme. Faculty exchange programme. Research and Development programme	204

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1000000	575000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	999	4013	716	403	1715	4416
Reference Books	150	150	50	50	200	200
e-Books	300	300	40	40	340	340
Journals	30	620	5	25	35	645

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	120	2	1	2	2	1	1	20	
Added	20		1						
Total	140	2	2	2	2	1	1	20	0

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

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical
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	facilities		facilities
50000	43086	200000	172342

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

The Governing body of the institute lays down policy parameters and procedures for the adequate maintenance of academic and support facilities such as classrooms, laboratory, Library and Sports complex. The laboratory, library and sports committees hold regular meetings with the members of the Internal Quality Assurance Cell and the minutes of the meeting are duly forwarded to the Director of the institute. The annual budget is chalked out in the finance committee meeting presided over by the Director of the institute. Internal expenses, with regard to academic and support functions, are determined internally in collaboration with the finance committee. In sync with this, the laboratory, library and sports committees formally propose their expenditure plans to the finance committee for approval.

<https://www.himhaldia.edu.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial classes	12/02/2018	112	
High Skill Development Class	21/03/2018	38	
Language lab	12/09/2018	145	
Personal counselling and Mentoring	03/09/2018	174	

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Student	32	83	32	53

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Patanjali Ayurved Limited	16	10	Sharanya Multi speciality Hospital, Sanjivan Hospital, Prafulla Devi Hospital, Medica Synergy Hospital, Atlantis Technologies	20	15

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	22	BBA HOSPITAL MANAGEMENT	DEPARTMENT OF HOSPITAL MANAGEMENT	HALDIA INSTITUTE OF MANAGEMENT	MASTER OF HOSPITAL ADMINISTRATION

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Cricket Tournament	Institutional level	72
Football	Institutional level	60
Badminton	Institutional level	64
4X50mt relay race	Institutional level	20
100mt run	Institutional level	15
Skipping	Institutional level	15

Tug of war	Institutional level	102
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5.3 – Student Participation and Activities

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

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

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

Four students from each class are elected as monitor. Two are boys and two are girls. Class monitors are responsible to make every communication with the all the subject teacher and the head of the Department. Class monitors are responsible to deliver problem faced by their class mate. Class monitor takes active role in student teacher meeting for various activities arraigned by the college authority. Class monitors are elected from student on rotational basis. Every semester the HOD elects new class monitor. The HOD of the department calls weekly meeting with the class monitor. Every co curricular activities are helped by the class mentor and they will ensure every student in the class is engaged in the activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institute has a registered Alumni Association. The mission of Alumni Relations is to inform, engage and inspire alumni to stay connected to their alma mater, support its vision and contribute to its success. The prima facie objective of the Alumni Association is to create an effective platform of interaction with and contribution to the alumni, teachers, and students and to the Institute as a whole.

5.4.2 – No. of enrolled Alumni:

20

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Yearly 2 meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

In the last few years, different measures have been taken by the institute to maintain quality environment in order to ensure maximum productivity. Apart from the studies, the institute also focuses on basic hygiene and tried to keep the surroundings clean. It has to be made sure that the students are educated

about basic hygiene. This includes measures such as providing RO water purifier in each floor of the institute for the students so that they can get purified water. The reason behind this, most of the disease are water borne and because of this, it might contain many microscopic particulates and unknowingly this water is used for drinking purpose. According to WHO, improving water and hygiene could prevent most of the disease which are directly associated with water. Water is an essential necessity without which mankind can not survive so it is very important that its quality should be ensured. The HIM family has the notion that providing such facilities inside the college premises is not enough but implementation is more important and this objective could be achieved and by promoting this to the students without the help of the staff and faculty members of the institute. In place like Haldia, which is referred to as a rural belt, the chances of water borne diseases are higher as because most of the people are unaware of the fact that water can also be one of the medium of transmitting disease. So it has to be made sure that students should also spread awareness in their neighborhood so that every one should be equipped to deal with the challenge of overcoming these diseases if and when required. Besides this, another measure which has been taken by the institute is the initiative of providing free sanitary pads to all the girl students and making sure that they know the importance of using that. Since most of the students are from rural belt, not every one knows about the sanitary pads. So with the help of faculty members they need to be educated enough so that they can themselves maintain the menstrual hygiene by using sanitary pads and other necessary supplies. The role of faculty members comes into picture while educating them about menstruation hygiene is making sure that students should feel to ask any question regarding this. Faculty members should try to diminish the communication barriers between the students and the teachers. Information regarding food habits and nutrition should also be given to the students. There is no doubt that educating girls brings greater benefits to the society but most of the time girl students do not come to the college due to not easy access of sanitary pads and clean bathrooms to change that make them stay at home. Keeping girls in school is important to their health and overall development. Various steps have been taken to promote the menstruation hygiene such as poster presentation by the students regarding this topic, attending workshops, perform plays.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Dedicated admission team conduct seminars, workshops/interactive session in local schools.
Curriculum Development	Feedback-centric continuous evaluation and development of curriculum.
Teaching and Learning	Regular meeting with HODs and Faculties to monitor progress of students.
Examination and Evaluation	The examination committee is responsible to conduct the internal, practical and written examination
Research and Development	The institute is looking to get approval to do the project from DST, NMPB, SMPB, AIC etc.

Library, ICT and Physical Infrastructure / Instrumentation	All physical facilities established according to UGC
Human Resource Management	The UGC norms are strictly followed by the Institute for effective utilisation of manpower.
Industry Interaction / Collaboration	Interaction with the industry through seminars, workshop, internship and research projects.

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

E-governance area	Details
Planning and Development	The institute is always keeping record electronically. The minutes of the meeting are prepared by computers. Every information is delivered through Email.
Administration	Every academic and administrative activity is recorded in the soft copy. Academic and the non-academic activities are audited on the regular basis and the report is made in the soft copy. The institute is encouraging the paperless work.
Finance and Accounts	The institute is on the process of the overall financial online transaction. Financial audit report is stored electronically.
Student Admission and Support	Every student is encouraged to create their own Email Id as soon as they enter in the college. Every batch of every stream has a common mail ID, every teacher of every subject is always in contact with the batch.
Examination	Students and the faculties are informed about the process examination through common mail and the official mail. The duty roster in the examination is informed by the examination department is through the email.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Satakshi Chatterjee	International Seminar Conducted by NSHM, Kolkata, on the topic, CLINICAL PHARMACY	Haldia Institute Of Management	20000

2018	Satakshi Chatterjee	International Conference Conducted by the University of Mysore on the thing,	Haldia Institute Of Management	20000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Climate Change Risk on Sustainable Development in Rural India 1	1	16/07/2018	19/07/2018	4
MDP by MAKAUT	4	28/09/2018	30/09/2018	3

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
43	43	12	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Gratuity	ESI, PF, Gratuity	Scholarship

6.4 – Financial Management and Resource Mobilization

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

The Statutory Audit agency, namely, M/s. K. R. Sriram and Co. is appointed by the Board of Governors which performs the statutory audit for each and every financial year, and the audit report along with the audited annual accounts are placed in the meeting of the Board of Governors of the Institute for approval and financial policy determination for the future.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

2000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO 9001-2015	Yes	BOG/IQAC
Administrative	Yes	ISO 9001-2015		BOG/IQAC

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

Yearly two guardians meeting, Guardian participation in the orientation day, Guardian participation in all the cultural and social activities of the institution

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

Workshop on work life balancing. Stress relief program, Management development Program

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

Different Management Development program, Stress relief program, Different industry tie up

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	International Seminar	06/10/2018	06/10/2018	07/10/2018	248
2018	Special lecture on life skill development and Grooming	10/10/2018	10/10/2018	11/10/2018	180

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BBA	05/09/2018	05/09/2018	30	28
BOptom	05/09/2018	05/09/2018	10	15
BSc	05/09/2018	05/09/2018	1	2
BBA	05/09/2018	05/09/2018	19	23

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	3	3	01/01/2018	1	Communication and grooming	Communication, moral boosting ton	287

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

Title	Date of publication	Follow up(max 100 words)
HIM Service Rule Book	08/08/2017	SERVICE RULE HAS BEEN FOLLOWED UP EVERY YEAR , ON THE TIME OF NEW APPOINTMENT DONE.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Industrial Values and Ethics	05/06/2018	06/07/2018	20
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation, Clean campus Program, Anti Dengue awareness rally. Awareness Rally on Green Energy. Awareness rally on plastic free campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. The institute has taken several innovative steps which are helpful to make the student industry ready. B. Introduction of the new courses which have a good carrier prospect.

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

<https://www.himhaldia.edu.in>

7.3 – Institutional Distinctiveness

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

To create a skilled workforce in diversify field of management through quality education and thorough practical knowledge. Maintaining the standard of excellence in education and related areas. To build a strong knowledge base, through education and training, to survive and for advancement amidst the currents of change and challenges in life. To provide students with job oriented education and training. To uplift the academically weak students from different strata of the society irrespective of caste, gender or creed by empowering them with knowledge. To develop students with good moral characteristics.

Provide the weblink of the institution

<https://www.himhaldia.edu.in>

8.Future Plans of Actions for Next Academic Year

The Haldia Institute of Management is one of the premier management institutes of West Bengal. It was established in 2004 to impart management education and corporate training to business management students. Through the years, HIM has earnestly and perseveringly developed a distinctive brand of leadership by committing itself to provide value-based and quality education to present and future generations. In keeping with our pledge and commitment to providing quality business education, we are planning to introduce the following new courses from the next academic year. 1. B.Sc. in Data Science 2. M.Sc. in Data Science 3. B.Sc. in Agricultural Science 4. M.Sc. in Agricultural Science. We are also happy to announce that the intake capacity of the following courses is going to be increased from the next academic session. B. Optometry 30 to 60 and BBA hospital management 60 to 120. Apart from this, we are also planning to introduce more digitally-equipped smart classrooms to facilitate a more interactive learning environment. We, at HIM, strongly believe in a continual and sustainable personal development and improvement process. In sync with this idea, we plan to upgrade the teaching and research skills of our educators through our Faculty Development Programme. Since quality business education needs to place equal emphasis on both theory and practice, we, at HIM, are planning to run a greater number of workshops in the future to enable our students not only to keep abreast of the latest management practices but also to ensure a deeper understanding of

the strategies taught in the classroom.