



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	HALDIA INSTITUTE OF MANAGEMENT
Name of the head of the Institution	Dr. Soumendra Nath Bandyopadhyay
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03224255204
Mobile no.	7797917797
Registered Email	admin@himhaldia.edu.in
Alternate Email	him.2004@rediffmail.com
Address	ICRAE Complex, Hatiberia, Purba Medinipur
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	Dr. Sourav Gangopadhyay
Phone no/Alternate Phone no.	03224255204
Mobile no.	9830601451
Registered Email	iqac.him@gmail.com
Alternate Email	him.2004@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.himhaldia.edu.in/backend/naac_file/naac_314631561541214AQAR_REPORT_2017-18.pdf
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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/backend/notice_image/smallthmb_4428101581919773AcademicCalender\(2\).pdf](https://www.himhaldia.edu.in/backend/notice_image/smallthmb_4428101581919773AcademicCalender(2).pdf)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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

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	02-Jan-2019 365	215
Quiz (one)	04-Mar-2019 1	28
Quiz (two)	05-Aug-2019	30

	1	
Rural Visit	14-Nov-2019 1	24

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not Applicable	Not Applicable	Not Applicable	2019 Not Ap	0

No Files Uploaded !!!

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

Upload latest notification of formation of IQAC [View File](#)

10. Number of IQAC meetings held during the year : 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 and also Industry experts visited our Institute.
 · The institution has organized One International seminar with University of Naples Federico2, Italy. · The institution has conducted its second Village visit for developing toilet culture and health and hygiene practices and waste management programme. · The institution has conducted different awareness program like dengue rally, anti ragging rally. · Institute has conducted different special classes by different industry people. Institute has conducted photographic competition, wall magazine competition

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

Plan of Action	Achivements/Outcomes
Faculty are informed to get involved in the research activities	• Several international research paper was published,
Faculty are informed to get involved in the research activities	• Affiliated University conducted an FDP where the faculty members attended.
Faculty are informed to get involved in the research activities	• Few faculties started PhD with National & International University

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
BOARD OF GOVERNANCE	29-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

02-Jan-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

13-Feb-2020

17. Does the Institution have Management Information System ?

No

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

Academic atmosphere of the institution is containing some committees 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 calls 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 with the examination department. Different kinds of innovative teaching ways are discussed such as presentations, assignments, mini-projects, discussions, workshops, seminars, industrial visits, computer education are also discussed. CCTV has been incorporated in all class rooms. Each head of the department is informed to distribute different job to every staff of their department. Each department calls a meeting to execute the decisions which were taken by the academic council. Firstly the Director of the institution assigns different subject to different faculty members according to their specialization. The head of the department are discussed with every faculty member regarding the plan of teaching and also each syllabus of each subject into different modules are distributed 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 director and as well as the head of the department to see whether the faculties are following the instructions or not. As per University during each semester there are four internal examinations are 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 employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

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 !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Grooming and presentation	04/02/2019	142
General Communication skills	02/04/2019	104
Corporate communication	12/08/2019	103

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	HOSPITAL MANAGEMENT	200
BBA	BUSINESS ADMINISTRATION	47
BOptom	OPTOMETRY	9

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Five types of feedback forms have already made- Students Feedback form, Peer feedback form, Director's 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 fill up by the students is composed of different close ended questions for every faculty members. Peer feedback is composed of both open and close 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 close ended questions. Director feedback is composed of both open and close ended questions. • Students are asked to fill up the Faculty feedback form and submit it in the drop box. • Every teachers and non teaching members are asked to fill up the peer feedback submit it in the drop box. • Director of the institute is asked to fill up his feedback for every faculty and staff members and submit it in the drop box. • 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 parent feedback and submit it in the drop box during the parents meet. After that, the feedback are collected and the data are put in an excel file. Total score of each faculty member

and staff member is 50. The 50 marks are divided into three segments for faculty 10 from students, 10 from other faculty member, 10 from staff and 20 from director. In case of staff 10 from peer, 10 from teacher, 30 from director. The score of the each and every faculty members and staff members calculated and then according to that 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	Hospital Management	72	69	65
BBA	BUSINESS ADMINISTRATION	60	63	60
MHA	HOSPITAL ADMINISTRATION	43	39	38
BOptom	Optometry	36	32	29
BMS	Pharmaceutical Management	60	5	4
BSc	GAMING AND MOBILE APPLICATION DEVELOPMENT	60	5	5

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	163	38	34	5	5

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	Numberof smart classrooms	E-resources and techniques used
39	24	28	2	1	203

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

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 instil 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 arraigned 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 student 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 concerned 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
215	39	1 : 6

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	Null	4	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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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/ 2019	28/05/2019	31/07/2019
BBA	50	Even Semester/ 2019	28/05/2019	31/07/2019
BSc	850	Even Semester/ 2019	28/05/2019	31/07/2019
BOptom	17	Even Semester/ 2019	28/05/2019	31/07/2019
BMS	701	Even Semester/ 2019	28/05/2019	31/07/2019
MHA	93	Even Semester/ 2019	28/05/2019	31/07/2019
BBA	33	ODD Semester/ 2018	04/12/2018	27/02/2019
BBA	50	ODD Semester/ 2018	04/12/2018	27/02/2019

BSc	850	ODD Semester/ 2018	04/12/2018	27/02/2018
BOptom	17	ODD Semester/ 2018	04/12/2018	27/02/2019

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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 the 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 the special class. Different work shop, seminar are arraigned 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 10-01-2019 31-01-2019 01-02-2019 22-02-2019 04-03-2019 08-03-2019 18-03-2019 22-03-2019 01-04-2019 15-04-2019 23-04-2019 30-04-2019 01-05-2019 08-05-2019 13-05-2019 24-05-2019 27-05-2019 01-08-2019 12-08-2019 16-08-2019 23-08-2019 02-09-2019 20-09-2019 30-09-2019 01-10-2019 25-10-2019 01-11-2019 08-11-2019 Internal 25-02-2019 28-02-2019 01-03-2019 25-03-2019 29-03-2019 10-04-2019 22-04-2019 02-05-2019 07-05-2019 26-08-2019 30-08-2019 23-09-2019 27-09-2019 29-10-2019 31-10-2019 11-09-2019 15-09-2019 University examination 28-05-2019 31-05-2019 06-01-2019 14-06-2019 12-09-2019 23-12-2019 Seminar 29-11-2019 30-11-2019 E Week 11-03-2019 15-03-2019 Semester Break 17-06-2019 28-06-2019 01-07-2019 31-07-2019 02-12-2019 06-12-2019 24-12-2019 31-12-2019 Practical 14-05-2019 23-05-2019 18-11-2019 28-11-2019

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/home/course>

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
033	BBA	HOSPITAL MANAGEMENT	167	166	99.4%
50	BBA	BUSINESS ADMINISTRATION	53	53	100%
850	BSc	GAMING AND MOBILE APPLICATION DEVELOPMENT	10	10	100%
17	BOptom	OPTOMETRY	30	30	100%

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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/home/noticeevent_details/?q=tab1

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
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No Data Entered/Not Applicable !!!

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Work life balance in different sectors	Hospital Management and BBA	05/11/2019

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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

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

Name of the Department	Number of PhD's Awarded
Department of Hospital 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	Department of Pharmaceutical management	3	4.3
International	Department of General Management	5	5.97
International	Department of IT	9	6.23

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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

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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 !!!						

No file uploaded.

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

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

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

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

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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 !!!

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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 !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
All India Essay Competition	Shri Ram Chandra mission	Essay Competition	1	156

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
University of Mysore	Dr. Sourav Gangopadhyay, Jayeeta Majumder	Self	1095
Lincoln University College	Somsukla Maity, Vijayalakshmi Pandit	Self	180
NIT Kurukshetra	In process	Self	1825

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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
No Data Entered/Not Applicable !!!					

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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 Neples Federico II	30/11/2019	• Faculty development Programme • Faculty exchange program • Research and Development program	1

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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
2000000	1450000

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	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
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Seminar Halls	Existing
Campus Area	Existing
Class rooms	Existing

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4.2 - Library as a Learning Resource

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

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

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1715	4416	75	1037	1790	5453
Reference Books	200	200	30	30	230	230
e-Books	340	340	610	610	950	950
Journals	35	645	5	25	40	670

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

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

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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	140	2	140	2	2	6	5	40	0
Added	25	0	0	0	0	0	0	0	0
Total	165	2	140	2	2	6	5	40	0

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

40 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 facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	470000	200000	200000

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 (IQSC) 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.

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CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Learning For All	90	873322
Financial Support from Other Sources			

a) National	Kanyashree Minority	20	50000
b) International	0	Nil	0

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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 implemetation	Number of students enrolled	Agencies involved
Remedial classes	11/02/2019	152	NA
High Skill Development Class	18/03/2019	122	NA
Language lab	01/08/2019	145	NA
Personal counselling and Mentoring	02/09/2019	194	NA

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	COMMON ENTRANCE TEST / CAREER COUNSELING AND GROOMING WORKSHOP	159	90	159	72

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

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

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
HDFC Bank	21	Nil	Sharanya Multi speciality Hospital	2	2

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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
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2019	22	HOSPITAL MANAGEMENT, BUSINESS ADMINISTRATION	MANAGEMENT STUDIES DEPARTMENT	HALDIA INSTITUTE OF TECHNOLOGY, HALDIA INSTITUTE OF MANAGEMENT	MASTER IN HOSPITAL ADMINISTRATION, MASTER IN BUSINESS ADMINISTRATION
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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 !!!	

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

Activity	Level	Number of Participants
Cricket Tournament	Institutional level	78
Football	Institutional level	68
Badminton	Institutional level	66
4X50mt relay race	Institutional level	15
100mt run	Institutional level	15
Tug of war	Institutional level	122

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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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 class representative. • Two are boys and two are girls. • Class representative are responsible to make every communication with the all the subject teacher and the head of the Department. • Class representative 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 representative 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. • The information regarding the extra classes, remedial classes and the special classes are given by the class representative. The HOD informed the class representative about the extra classes, remedial classes and the special classes.

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. Objectives: 1. To maintain an up-to-date and comprehensive database of HIM alumni. 2. To identify and promote alumni success and achievements to advance the credibility and reputation of the Institute. 3. To maintain, deepen and strengthen and enduring lifelong relationship between alumni and their alma mater through opportunities that promote interaction and engagement with all its stake holders. 4. To maintain an alumni liaison programme that will encourage alumni to identify themselves with the Institute to generate and sustain interest and participation in the Institute to inspire alumni to contribute to the development of the Institute and the promotion of its good name and reputation, locally and internationally. 5. To keep alumni informed and connected through a comprehensive communication and social media programme that inspires commitment to and confidence in the institute. 6. To support an effective advancement programme through collaboration and cooperation with all entities in the advancement of the broader community. Alumni-reunion is a platform that offers an opportunity for the current students to get acquainted with this crisis and enrich themselves with unique perspectives to convert the crisis into an opportunity for growth as individuals and as professionals. It is an important avenue to prepare network with the corporate world, and shape a better future. Under these circumstances, HIM is pleased to rejuvenate its annual alumni meet "PRAKTON 2014" last year at our institute campus on 22/02/2014. On the occasion of the reunion, a huge number of alumni returned to their beloved campus for reunion. The momentous event included introduction of two awards to encourage our current students towards greater heights of success. • Academic Excellence Award • Best Sports' Personality Award

5.4.2 - No. of enrolled Alumni:

29

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

Yearly 1 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 try 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 diseases are waterborne, and because of this, it might contain many microscopic particulates and unknowingly this water is used for drinking purpose. According to World Health Organisation (WHO), improving water and hygiene could prevent most of the diseases which are directly associated with water. Water is an essential necessity without which mankind cannot 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 premise is not enough but implementation is more important and this objective could be achieved by promoting this to the students with the help of the staff and the faculty members of the Institute. In a place like Haldia, which is referred to as a rural belt, the chances of waterborne 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 diseases. So it has to be made sure that students should also spread awareness in their neighbourhood so that everyone 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 girls' students and making sure that they know the importance of using that. Since most of the students are from rural belt, not everyone 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 free to ask any questions regarding this. Faculty members should try to diminish the communication barrier between the students and the teachers. Information regarding food habit 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 girls students do not come to the college due to not easy access of sanitary pads and clean bathrooms to change that makes 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 workshop, perform in one act play on this

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission notification is published in all leading national and regional daily newspapers in English, Bengali and other vernacular languages. Dedicated admission team conduct seminars, awareness programs, workshops/interactive session in various schools and colleges, and also participate in various regional fairs for promotion. The Institute displays various hoardings, flexes and banners in different locations. The institute publishes annual prospectus each and every year. For graduate courses institute conducts an internal entrance examination named as Dr. Mumtaz Ahmed Khan Scholarship and Management Entrance Exam. For post graduation courses the admission process is controlled by MAT, JEMAT.
Industry Interaction / Collaboration	College knows very well the importance of industry exposure. Therefore, it makes every effort for the interaction with the industry through seminars, workshop, internship and research projects. Speakers are invited from industry to address the students and help them to become professional and suitable for the industry. There is a separate department in the college which looks after the interaction with the industry for the interest of the students
Human Resource Management	The UGC norms are strictly followed by the Institute .Institute utilizes their manpower in a very effective manner
Library, ICT and Physical Infrastructure / Instrumentation	As per University Grants Commission and Maulana Abul Kalam Azad University of Technology norms, all the physical facilities are established to have a very good teaching and learning experience making an effective system. The Institute has policy for creation and enhancement of infrastructure depending on the requirements of any change in the curriculum, student admission and introduction of any additional courses. The budget for this requirement is prepared in consultation with HOD, Principal and the Management and subsequently submits to the Board of Governors (BOG) for approval. Once it is approved, the same is implemented with the help of professionals in the concern area.
Research and Development	The institute believes that research is the playing a pivotal role in the process of betterment of the students and the faculty. During last five year the institute is looking to get approval to do the project from DST, NMPB, SMPB, AIC etc. the institute has a Research and development cell who are constantly looking to get the project approval from the different area. The institute is encouraging the faculty members to publish paper in

	<p>the national and international journal, attend seminar, workshop, FDP in and outside the institute. API scores of the faculty members are calculated and kept for record regularly also the faculty members are encouraged to increase their API score on the regular basis and if any faculty member is not improving their API score on the regular basis then the faculty member will be warned. The institute has also applied for NSS, to perform many social activities. The social activities are including world AIDS day, EYE Check up Camp, tree plantation, blood donation camp, environmental awareness program etc.</p>
<p>Examination and Evaluation</p>	<p>The examination committee is responsible to conduct the internal examination, practical examination, written examination. Every record is stored and analyzed properly and by that proper decision is taken accordingly. The regulations, curriculum and syllabus of all the programs offered by the Institute are available in the Institute and the affiliated University websites. The regulations contain the details of the evaluation process according to the affiliating University norms. The Officer-In-Charge of the Examination Cell of the Institute prepares Instruction Manual ahead of each Semester Examination as per the guidelines of the Controller of Examination of Maulana Abul Kalam Azad University of Technology (MAKAUT), Kolkata to conduct all the examinations. The time tables for the two class tests in each Semester are prepared by the Examination Controller Office of the Institute in consultation with the Principal, the Registrar and the HODs. Students are also informed well in advance about the schedules. Examination schedules are also displayed on the Institute Notice Boards, Library, Hostel and Institute Website. The question paper formats including the marks distributions are communicated to faculty members through internal Circulars. Full marks of the examination, date, time, seating arrangements, and invigilation duties are notified to the students and faculty members one week before commencement of the Internal and Semester Examinations. The Examination Cell also distributes the answer scripts and question papers to the concerned invigilators immediately before commencement of the examination. After each examination, the papers are collected, and distributed to the concerned faculty members for evaluation. Students' marks are displayed on the Departmental Notice Boards within 10 days of the completion of the examination. The evaluation of Semester Examination papers is carried out by the MAKAUT at a Central Evaluation Facility. Students are encouraged to do skill training courses through MOOCs. This is also included in their internal examination.</p>
<p>Teaching and Learning</p>	<p>The academic council is maintaining smooth process of academic function like Every six months a meeting with HODs is carried out. Regular meeting with each and every faculty member are carried out. Before commencement of the academic year academic calendar is formed Regularly monitor the academic process by surprise visit. Regularly student feedback, guardian feedbacks are collected and analyzed by the academic council. The academic council makes the examination schedule. They are responsible for the every academic infrastructure. The institute is regularly collecting and analyzing the feedback from different part like students, guardians, Alumni. These are carefully scrutinized and proper decisions are taken accordingly.</p>
<p>Curriculum Development</p>	<p>The institute has formed an Academic administration. Within the Academic administration 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. 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. 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</p>

is bound to finish the syllabus within time. Each faculty members are told to form and maintain evaluation file for each subject.

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 every class related information is given in the common email. Student can take the admission through online by filling up online form.
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. Every record of the examination is stored electronically.

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
No Data Entered/Not Applicable !!!				

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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)
2019	FDP on Leading Growth: Managing Self Others in This VUCA world	FDP on Leading Growth: Managing Self Others in This VUCA world	23/07/2019	29/07/2019	17	8

[View File](#)

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
FDP on Leading Growth: Managing Self Others in This VUCA world	17	23/07/2019	29/07/2019	7

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
39	39	12	12

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Provident fund, Gratuity	Provident fund, ESI, 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 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 !!!		

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6.4.3 - Total corpus fund generated

1562927.40

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	Yes	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's 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
2019	International Seminar	02/01/2019	29/11/2019	30/12/2019	510
2019	Rural Immersion Program (Mugberia)	02/01/2019	14/11/2019	14/11/2019	24

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
ONE DAY AWARENESS ON SEXUAL HARASSMENT IN WORKPLACE	08/08/2019	08/08/2019	82	15

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

No Data Entered/Not Applicable !!!

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	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	1

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
2019	1	1	12/01/2019	1	EYE HEALTH	79.8 of the students of our college are not aware of basic eye health awareness. Semi	230

AWARENESS
CAMP

urban having better knowledge on eye health
awareness rather than rural people

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
HIM Service Rule Book	03/09/2018	<p>Service Rules : Duties The College expects its employees to foster an environment which reflects the College values of Caring, Learning, Integrity and Respect, adhering to high ethical standards while performing their duties Employees are expected to be familiar with the College policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies. You are expected to take classes in the subjects in which you have expertise or in any other subjects as per the syllabus provided to you.</p> <p>Obligations: Employees are expected to act in a professional manner that includes meeting obligations, being truthful, being cooperative with College administration, maintaining integrity in their work and civility in their conduct and communications. Attendance Duty Hours: Prompt and regular attendance is an essential condition of this Institute. 90 to 100 attendance of an employee in a year will be considered/nominated for Annual Appreciation Award. All employees including faculty members will attend the Institute on all working days except Saturday and Sunday from 10:00 am to 5:30 pm. Service Benefits : Guidelines for career up gradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the rules prescribed by the Institute from time to time. Process would be done through interview by the Selection Committee and subsequent well-structured evaluation framework.</p>

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Industrial Values and Ethics	05/06/2019	06/06/2019	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. • The institute is arraigning several classes which are not included in the course curriculum. But they are helpful to grow management skill, leadership quality of the students. The classes are including Mock interview, Group discussion, Grooming. • The institute is also arraigning many innovative events like E-Week, national events, seminars, workshop, Blood Donation camp etc. The students are encouraged to participate in those programs. Participation in this kind of program is helpful to grow leadership quality, participative nature. • The students are included in many committees of the institute. So they can be a part of the meeting and they have the opportunity to express their opinion in the meeting. That makes a good relation between students and the faculty.

• The institute is regularly inviting the industry people who use to come and take some special classes. These classes are helpful to grow the knowledge regarding recent trend of industry. • The students are sent for the industry training on regular basis. The students use to make project report and submit it to the institute. The project report is evaluated properly. • The

institute is in Collaboration with the British Council of India, Profit Mart. Faculty members from those institutes, use to come and take the grooming classes. The grooming classes are helpful to grow the communication skill and make them industry ready. They also guide to make appropriate CV which can draw attraction. • The students of this institute are also engaged in many state and central government project. So this will be a great opportunity to be engaged and get experienced in the research project. • The institute is also in relation with other reputed educational institute. The experienced faculties from those institutes are invited, students of our institute is enriched by their valuable lectures. • The institute is arraigning off campus interview for the students. The training and placement cell are responsible for arrangement of those interview seasons. • The institute is regularly participated in the meeting arranged by the university. Also the member from this institute is the member of BOS of university. B. Introduction of the new courses which have a good carrier prospect for the student and they can also perform as a bridge the gap between expected service and service delivered in the various industry. • The institute has introduced several courses both graduation and post graduation. The curriculum of those some courses are formulated by the institute and the university approved those courses as the member of the institute is associated with the BOS of the university. • The institute has performed feasibility study to understand what are the main requirement in the various industry which if fulfilled can be beneficial for the organization and as well as for the society itself. • The institute also conducted expert survey. Opinion of expert from the industry and educational institute are collected, analyzed in the departmental meeting. In that meeting decision of introduction of new courses are taken. In the various seminar, workshop, events, the experts are invited. The institute is enriched and informed regarding the future prospect of the market and the global scenario of different aspect of the different field. • The IQAC members are always searching for the case studies of different organization which are facing problem due to improper distribution of manpower and lack of manpower. The man power requirements are studied and analyzed properly. • The institute is marinating a good relation with the alumni association. They are invited in seminar workshop and also they use to take many classes for the students of the institute. • The project reports of the students are kept for the research purpose. C. Building a good relation between staff and make them motivated towards productive work Each and every staff member of the institute is motivated towards work. Regular meeting is conducted and every staff member has the opportunity to express their opinion regarding productivity of the institute. • The institute resolve any problem if raised by immediate calling for a meeting. • The institute is having 360 degree appraisal system. Feedbacks from various sources are collected, verified, analyzed. • In the different activities like national events, seminar, workshop, annual sport every staff members are participating.

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/backend/notice_image/smallthumb_5987541584095108bestpracticesofhaldiaoinstituteofmanagement.pdf

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. Mission • 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 social, moral, aesthetic and ethical values amongst our students. • 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 establish a centre of excellence for undergraduate and postgraduate studies in the area of Hospital management, Pharmaceutical Management, Optometry, Computer Science through value based meaningful education training. Quality policy • Maintaining the standard of excellence in education and related areas. Quality objective • To provide students with job oriented education and training. • To strive for continuous up-liftmen of the students • To develop students with good moral characteristics Objective Health care Software Industry are the fastest growing industries particularly in Eastern India. The size of the health care industry in India is increasing day by day. Even in case of recession people have to go to hospital if they are sick there is no secondary option. Once student get placed it is like a government job. The hospitals are not going to close down and retrenchment rate is also quiet low. On the other hand increment and promotional opportunity is extremely high. The Software Industry in India is growing extremely fast and has huge opportunity for place in the coming future. Starting from Sector 5 Salt Lake to IT city of Hyderabad and Bangalore the software industry has spread its wings throughout India. Young

people with practical knowledge are highly preferred. India is coming out to be one of the hubs of the gaming industry. Increase in animation, 3D effect and other software related work is being done by major IT firms in India. So there was a need of new courses on software and gaming that will empower the students get employed in modern India. Joining this course will be like entering in a gold mine and living a life of your dreams.

Provide the weblink of the institution

https://www.himhaldia.edu.in/backend/notice_image/smallthumb_283201584095573Performanceoftheinstitution.pdf

8.Future Plans of Actions for Next Academic Year

The Haldia Institute of Management (HIM) 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 strictly 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. BSC in DATA SCIENCE 2. BBA (SUPPLY CHAIN MANAGEMENT) 3. MASTER IN PUBLEC HEALTH Apart from this, we are also planning to introduce dark room, and extra class room for new courses. We, at HIM, strongly believe in a. With the help of continual and sustainable personal development and improvement process, we plan to upgrade the teaching and research skills of our educators through our Faculty Development Program (FDP). 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. • We are planning to start online certificate courses in collaboration with NIT Kurushetra.