NAAC

Revised Format of Self-Study Report

(As per the NAAC Manual for Universities effective from July, 2017)

Qualitative Metrics to seek Descriptive data from Department

Of

Institute of Informatics & Communication (IIC)

CRITERION I – CURRICULAR ASPECTS

Key Indicator- 1.1 Curriculum Design and Development

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual, July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
1.1.1	**Curricula developed/adopted relevant to local/national/global needs; program outcomes, course outcomes.** **M.Sc. (Informatics)** **Ph.D. (Informatics)**	**Supporting Document Required:** A description in not more than 200 words of any Curricula developed/adopted from 2012-13 to 2016-2017 in the Department/Centre which is relevant to local / national / global needs. The concept of Internet of Things (IoT) has emerged as a new stage of evolution for the internet and is gaining traction globally. The research programs include IoT as a specialization to build a vibrant and sustainable IoT-ecosystem in the country, maximising the opportunities for platform development, interoperability and information sharing. The lab also fosters an innovative and problem driven research ecosystem through industrial collaboration, for design and development of technology frameworks and protocols, supporting application of IoT based systems across multiple business verticals such as healthcare, agriculture, security etc. The real-life problem oriented projects stretch the understanding and creativity of the students in new directions and impart diverse skill sets. This ecosystem is ideal for students, entrepreneurs and start-ups working to unify a diverse set of devices, data streams and processes under the IoT umbrella and the lab works an incubator for their ideas.

Key Indicator- 1.3 Curriculum Enrichment

1.3.1	Integration of cross-cutting issues relevant to Gender, Environment and sustainability, Human values, Professional Ethics into curriculum.	**Supporting Document Required:** A description of courses, which address Gender, Environment and Sustainability, Human Values and Professional Ethics. List in not more than 200 words. IIC conducts credit based summer internship to learn, core professional values, Professional Ethics, Team building. IIC also offer a course in IT management, which help students to understand Fundamental Management Practices, Organizational Culture, Professional work culture. **M.Sc. (Informatics) – IT Management (IT44)**

Criterion II-Teaching -Learning and Evaluation

Key Indicator - 2.2 Catering to Student Diversity

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
2.2.1	The institution assesses the learning levels of the students, after admission and organizes\ special programs for advanced learners and slow learners	**Supporting Document Required:** Describe the initiatives taken by the Department in not more than 200 words. • IIC conducts foundation courses in the beginning of the program to bring all the students on the same platform, who come from different streams. • Continual assessment of the students is performed using various modes e.g. workshops, seminars, open book test etc. • Teachers follow continuous evaluation system for most of the courses • In M.Sc. (Informatics) program two mid semester tests and end semester

		examinations are conducted and for Ph.D. course work followed by examination and thesis submission are being followed. • Examinations are conducted as per schedule and results are declared on time. • Students are shown evaluated answer scripts for mid semester examination (Internal Assessment) *We do not have any documentary evidence for above-mentioned steps as these are common practices followed by all the faculty members in the department.*
**Key Indicator-2.3 Teaching- Learning Process**
2.3.1	**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**	**Supporting Document Required:** Describe the student centric methods taken by the Department in not more than 200 words. • M.Sc. (Informatics) offered by IIC is mainly hands on driven. We do not have separate theory classes, the students attends the classes in the labs and get the opportunity to perform at the same time. • Real life problems are given to the students to work upon. Inviting domain experts to talk to the students and to expose them about best practices. • Department provides Academic Calendar of teaching and learning process well in advance of sessions • Student centric learning through extensive use of ICT tools.

		• Enrichment of learning experiences through mandatory practical class wherein students are given hands on experience in various techniques, shown videos and simulations. • Since the inception of IIC, students are trained to manage the labs, equipment, and other resources and the concept has been very successful and thus we have no lab or technical staff at IIC.

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<tr><td colspan="3" align="center">Key Indicator- 2.6 Student Performance and Learning Outcomes</td></tr>
<tr>
<td>2.6.1</td>
<td>Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on
website and communicated to teachers and students</td>
<td>Supporting Document Required:
(i) Cos for all courses (Examples can be seen from attached Glossary-Notes)
(ii) A description of Mechanism of Communication in not more than 100 words.

• Being a professional course, all the networking and linkages with corporate world are compiled and published as a brochure.
• The course structure, contents, methods of evaluation, minimum attendance requirement, and method of assessment is explained to students at the time of orientation.

• The above information is available to all students and faculty members at the University website as 'syllabus for M.Sc in Informatics'.</td>
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2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	**Supporting Document Required:** A description of the method of measuring attainment of POs, PSOs and Cos and the level of attainment of Pos, PSOs and Cos in not more than 200 words. The constant engagements with the industry help us to monitor status of the performance of both teachers and students. At the end of the program the student are expected to be familiar with basic and advanced Informatics, Telecommunication Technology and IT management, the importance of Informatics in increasing in all aspects of corporate life and playing an important role with particular emphasis on Health Care, Food Technology, Telecommunication Industry and even product development through use of Informatics. The attainments of these outcomes are assessed at end of each semester through practical and theoretical evaluations. Furthermore the students implement these outcomes in final semester where they carry out research work for which they are assessed at end of the semester.

Criterion III- Research, Innovations and Extension

Key Indicator - 3.6 Extension Activities

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17) IIC has been very responsible to perform and deliver to society in various aspects. The faculty along with the Masters and Ph.D. students conducts special workshops for school teachers during the summer vacations and winter break. These workshops are specially designed to cater to the ICT based requirements.

3.6.1	**Extension activities in the neighborhood community, if any, in terms of impact and sensitising students to social issues and holistic development during the last five years.**	**Supporting Document Required:** A Description in not more than 200 words mentioning the impact of the activities in sensitising students to social issues and holistic development. IIC has been the nodal center for providing ICT based services to its peer departments, campus colleges. IIC has been designing the software tools for automating their basic needs to expedite their teaching and research work. IIC has been the pioneer in implementing and advocating for the use of Open Source Technology. Every year, IIC compile the latest open source software required by the academic community and distribute to the student and teaching community within and outside the University, especially in the neighborhood schools. IIC also render active support to the social foundations by providing them the technology framework, training, mentorship. IIC also provides active support to Delhi Police in solving their complex cases in the area of Video and Cyber forensic. IIC has been instrumental in solving few of the most infamous crime cases.

Criterion IV – Infrastructure and Learning Resources

Key Indicator - 4.1 Physical Facilities

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
4.1.1	**Facilities for teaching - learning available in Dept. / Centre as per the minimum specified requirements by the statutory bodies.**	**Supporting Document Required:** A Description in 200 words on the adequacy of facilities for teaching learning as per the minimum specified requirements by statutory bodies. Facilities may include Classrooms (mention number and room size in mtr. / square, Laboratories (mention number and room size in mtr. / square), Computing equipment (mention only number), etc. The Institute does not have its own building, it has its own eco system in the

		library building and some part at Bamboo hut to cater to the class of 62 students for each year.
		Classroom cum Laboratory: 13 Sq. Mtr. (2)
		Computing equipment: ~150
		In addition to this IIC has its research laboratory cum incubator housed in DUWA building, where all the internship, technology incubation and collaborative research carried out. All the Ph.D. students along with research interns work together and mentored by industry experts.
4.1.2	**The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.**	**Supporting Document Required:** A Description in not more than 200 words on adequate facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate. The campus has a sports ground with badminton court, volleyball court, football and cricket ground. The department students use these facilities and department organizes annual sports meet every year.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

Key Indicator- 5.4 Alumni Engagement

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
5.4.1	**The Alumni Association/Chapters (registered and functional)**	**Supporting Document Required:** A Description in not more than 200 words on how the alumni association contributes to the institution

	contributes significantly to the development of the institution through financial and non-financial means during the last five years	The Institute hosts its Alumni meet every year. The alumni actively support the students by donating Books, tools and also providing time-to-time guidance for industry relation and placement.

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<tr><td colspan="3" align="center">Criterion VI: Governance, Leadership and Management</td></tr>
<tr><td colspan="3" align="center">Key Indicator - 6.1 Institutional Vision and Leadership</td></tr>
<tr>
<td align="center">Metric No.
(as per NAAC Manual)</td>
<td align="center">Description
(as per NAAC Manual , July 2017, for Reference purposes</td>
<td align="center">Data Requirement from Department
(For Academic years 2012-13 to 2016-17)</td>
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<td align="center">6.1.2</td>
<td align="center">The institution practices decentralisation and participative management</td>
<td>Supporting Document Required:
Describe any one case study of practicing decentralisation and participative management in the institution in notmore than 200 words.

IIC's core values and mission is very well defined in its ordinance:

1. To serve as an inter-disciplinary center for humanities, social sciences, pure and applied sciences and as a nodal point between university and various Institutions/Industries, related to communication and informatics.
2. To conduct professional / socially relevant post-graduate teaching programmes, independently or in collaboration with various departments on different aspects on communication and informatics.
3. To conduct research on various aspects of informatics and communication.</td>
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		The IIC follows multiple ways of effective governance by following decentralized management under supervision of University leadership. This is carried out by the organization of various Committees also involving students' for specific tasks.

Criterion VII – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
7.1.1.2	**Institution shows gender sensitivity in providing facilities such as:** **a) Safety and Security** **b) Counselling** **c) Common Room**	Supporting Document Required for uploading: A Description of gender equity initiatives undertaken by the Department on the specified areas in not more than 200 words. The IIC has committees for gender sensitization, anti-ragging, and anti- smoking committee. The faculty of department regularly counsels students and give career guidance. These committee work in sync with the Campus administration.

7.1.2 Environmental Consciousness and Sustainability

7.1.2.3	**Waste Management steps**	**Supporting Document Required:** A Description of efforts towards waste management in departments in not more than 200 words. This may include Solid waste management, Liquid waste management and E-waste management. IIC follows the University's guidelines and leverage on common services for waste management/ e- waste.
7.1.2.4	**Rain water harvesting structures and utilization in the department**	**Supporting Document Required:** Provide a description of efforts towards rain water harvesting on the department in not more than 200 words. Through common University services. The south campus has its own water harvesting system.
7.1.2.5	**Green Practices**	**Supporting Document Required:** A Description of efforts towards green practices in departments in no more than 200 words .It may include students and staff using Bicycles, Public Transport, Pedestrian Friendly Roads, Plastic free campus, Paperless office, Green landscaping with trees and plants. Campus has the excellent environment and very well connected with walkways, students are encouraged to walk or to use bicycles. IIC always promotes to save papers by using online systems for day to day work.

Key Indicator - 7.2 Best Practices

7.2.1	**State at least two institutional best practices (as per NAAC format)**	**Supporting Document Required:** A Description in not more than 200 words on any two best practices successfully implemented by the Department as per NAAC format. The IIC, does not have the concept of keeping any lab staff, attendants or other supporting staff, a system has been created to self sustain all the activities only by students and teachers. A very strong Industry connect for effective mentoring of the students, it helps student to keep updated about the latest industry trends.

		The IIC has created the ICT framework for the University to cater to its online admission and other many systems to save huge amount of papers and time. Creating
	Key Indicator – 7.3 Institutional Distinctiveness	
7.3.1	**Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust.**	**Supporting Document Required:** A Description of the Department's performance in any one area distinctive to its vision, priority and thrust in not more than 200 words. The IIC has created an eco-system with the help of students to provide ICT related support to entire University, and has become a nodal point to cater to the vast ICT requirements of the teaching and learning community. Now Many other central Universities have approached us to help them in automating their various processes. IIC has been providing quality human resource to the corporate world since 1998. The alumni has been doing remarkable job and working at top positions globally.