

# ANNUAL QUALITY ASSESSMENT REPORT

**Name of the Institute:** Institute of Management Studies

**Year of Report:** 2012-2013

**PART A The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.**

<b>1. Curriculum Aspect</b>	<ul style="list-style-type: none"><li>• In addition to Flagship MBA (Full Time) Program, MBA in Financial Administration, Marketing Management, Electronic Commerce, Hospital Administration, and Disaster Management are among most aspired programs in the University of Indore.</li><li>• The curriculum is updated from time to time.</li><li>• Curriculum development process is participatory involving various stake holders.</li><li>• Formal feedback is obtained from the student. Feedback is utilized for updating the courses.</li><li>• Informal feedback from ex-students and industry professionals is taken into consideration</li><li>• All course of institute of management studies are job-oriented course.</li><li>• Innovative and unique programs are conducted by IMS.</li><li>• Special slots for providing reasoning and thinking session to all student are made available in regular time table</li><li>• ICT in education is one of the compulsory components of student curriculum.</li><li>• Student for BBA and MBA courses are admitted through centralized process at VYAPAM, CMAT and CET.</li><li>• AICTE and UGC norms are adhered to in admission process</li><li>• State governments norms are followed in admission process for reserved categories and women</li><li>• Remedial sessions are organized for weaker students and enrichment sessions for the brighter ones.</li></ul>
<b>2. Teaching, Learning and</b>	<ul style="list-style-type: none"><li>• Seminar hall and auditorium is equipped with multimedia</li></ul>

<p><b>Evaluation</b></p>	<p>projector</p> <ul style="list-style-type: none"> <li>• Assignment, seminar and supplement lectures, industrial visit</li> <li>• Teaching, case study, role play and summer training industrial experience are practical components</li> <li>• Exposure to research and innovation skill through students summer project is introduced at BBA and MBA level .</li> <li>• IMS boast of a team qualified and competent faculty (05 professor, 07 readers, 12 lectures and 07 contractual lecturers)</li> <li>• Teachers are motivated attending refresher courses, seminar, workshop etc.</li> <li>• Ph.D. qualified faculty, as on date is over 70%</li> <li>• Vacancies in regular faculty position are being met by contractual appointment and visiting faculty</li> <li>• Orientation and invocation programs are conducted</li> <li>• Continuous and comprehensive evaluation process is followed with three internal tests, and semester exam in each course</li> <li>• Transparency and openness in hallmark of evaluation in system</li> <li>• Grade – credit, teacher – based evaluation system is followed</li> <li>• Strict adherence to examination schedule, timely evaluation of answer sheet and declaration result.</li> <li>• Student are giving feedback on their performance and answer sheet are show to them</li> <li>• Result processing is computerized</li> <li>• Teaching learning process incorporates ICT component</li> <li>• External audit in form of comprehensive viva is a special feature of evaluation</li> <li>• Innovative evaluative practices like peer evaluation, MCQ based tests, teachers evaluation by student are followed.</li> <li>• Environment evaluation, special education, and guidance and counselling are some of the values added courses which are part of BBA and MBA curriculum</li> <li>• Applied statistics and SPSS are unique component of research methodology course at BBA and MBA level.</li> <li>• Importance days, co-curriculum activities and annual function are observed/celebrate.</li> </ul>
<p><b>3. Research, Consultancy and Extension</b></p>	<ul style="list-style-type: none"> <li>• UGC projects are carried out by two faculty members.</li> <li>• Faculty development programmes in the area of Marketing and Strategic Management were conducted.</li> <li>• Training programmes for staff members were conducted for capacity building.</li> </ul>

	<ul style="list-style-type: none"> <li>• Faculty members presented papers in National and International Conferences.</li> <li>• Research papers of faculty members are published in peer reviewed national and international research journals.</li> <li>• NSS wing of the Institute participates in various extension activities such as blood donation, plantation, eye camp, and other social activities.</li> <li>• Health centre maintenance of university by IMS Faculty.</li> </ul>
<b>4. Infrastructure and learning resources</b>	<ul style="list-style-type: none"> <li>• Optimal utilization of equipment and computer resources</li> <li>• Dissemination of e-content has been planned</li> <li>• Some class rooms are ICT enabled</li> <li>• Department has enriched library with 30, 524 print volumes of books, back volumes and theses).</li> <li>• Utilization of electronic databases and e-journals through central library network.</li> <li>• Separates reference section with reading rooms available</li> <li>• ICT networking through IT centre and LCD facility is available</li> </ul>
<b>5. Student Support and Progression</b>	<ul style="list-style-type: none"> <li>• Student mentorship is practiced with the help of program coordinators, batch facilitators and faculty members.</li> <li>• Greater employability is achieved. Good placement, most of the student absorbed in private and public sectors organization.</li> <li>• Alumni association is formed in the university</li> <li>• Grievance redressed mechanism exist and counselling is provided to students</li> <li>• Remedial classes are arranged for weak student.</li> <li>• Student avail hostel, internet and health facilities of the university</li> <li>• Student participate in university culture and sports activities</li> <li>• Student also participate in various academic competitive events.</li> </ul>
<b>6. Governance &amp; leadership</b>	<ul style="list-style-type: none"> <li>• Full academic autonomy</li> <li>• Faculty members are on the board of different academic bodies of the University such as Board of Studies, Faculty of Management Studies, and Examination Committee etc.</li> <li>• Sizable faculty representation on various committees apex bodies like AICTE, UGC, IGNOU, and Universities</li> <li>• Faculty involve in selection, Examination and professional development activities of the university</li> <li>• IMS holds key position in managing affairs of Devi Ahilya University</li> <li>• Academic calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong emphasis is placed on classroom teaching.</li> <li>• Results are declared on time.</li> <li>• Assessment of student is undertaken through regular and continuous evaluation and end semester examination</li> <li>• Student feedback system is followed continuous.</li> <li>• Transparency in evaluation system is followed by showing answer sheets to the students.</li> </ul>
<p><b>7. Innovative practices</b></p>	<ul style="list-style-type: none"> <li>• Earn while you learn scheme.</li> <li>• Conduct of academic programs with support from industry.</li> <li>• Counselling and career guidance.</li> <li>• Feedback from all stakeholders for improvement.</li> <li>• Use of problem solving approach, case study method , field trip, direct observation technique, self learning material for teaching learning process.</li> <li>• ICT based teaching</li> <li>• Strong Industry – Institute Interface.</li> </ul>

## Part B : INNOVATIVE PRACTICES

01	<b>Activities reflecting the goals and objectives of the institution</b>	<ul style="list-style-type: none"> <li>• Developing students who can perform competently in the globalized environment and help the organization to sustain and develop.</li> <li>• Regular Industry visits so that the students develop the feel of working environment of the corporate world.</li> <li>• Group activities are assigned to students, so that they learn team building and leadership.</li> <li>• Role modelling, management games, quiz etc. are organized to inculcate the attributes of creativity and innovation among the students.</li> <li>• Presentations and seminars are organized to improve communication skills in future managers.</li> </ul>
02	<b>New academic programmes initiated (UG and PG)</b>	<ul style="list-style-type: none"> <li>• MBA (HR) and M. Phil in Management.</li> </ul>
03	<b>Innovations in curricular design and transaction</b>	<ul style="list-style-type: none"> <li>• Held workshop on curriculum revision December 2012</li> <li>• Feedback is obtained from stakeholders</li> </ul>
04	<b>Inter-disciplinary programmes started</b>	<ul style="list-style-type: none"> <li>• We are already having MBA (e-commerce), MBA (Disaster Management) and MBA (Hospital Administration.).</li> <li>• MBA (HR) and M. Phil. in Management are added into list.</li> </ul>
05	<b>Examination reforms Implemented</b>	<ul style="list-style-type: none"> <li>• Evaluation according to ordinance 31 already being done and evaluated answer sheets shown to the students. Then scrutiny is performed though students have seen the answer sheet.</li> </ul>
06	<b>Candidates qualified NET/SLET/GATE etc.</b>	<ul style="list-style-type: none"> <li>• 03 Students qualified for NET</li> </ul>
07	<b>Initiative towards faculty development programme</b>	<ul style="list-style-type: none"> <li>• New Faculty members underwent orientation program in Academic Staff College, DAVV</li> <li>• Faculty members also attended training programmes and workshops.</li> <li>• Faculty members who are yet to obtain PhD</li> </ul>

		<p>degree are being encouraged to achieve this distinction at the earliest.</p> <ul style="list-style-type: none"> <li>• Faculty members also sent for FDP's from time to time.</li> </ul>
08	<b>Total number of seminars/workshops conducted</b>	<ul style="list-style-type: none"> <li>• Three workshops/faculty development programmes – Healthcare; Strategic Management; and Marketing</li> <li>• Curriculum development workshop was organized in Dec. 2012.</li> </ul>
09	<b>Research projects</b> a) Newly implemented b) Completed	<ul style="list-style-type: none"> <li>• Two Minor projects given by UGC to Dr. Kapil Sharma and Dr. Vivek Sharma</li> </ul>
10	<b>Patents generated if any</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
11	<b>New collaborative research programmes</b>	<ul style="list-style-type: none"> <li>• Collaboration with NCDC Nagpur for Disaster Management Programme for training and research.</li> </ul>
12	<b>Research grants received from various agencies</b>	<ul style="list-style-type: none"> <li>• Dr. Kapil Sharma – 98,000/-</li> <li>• Dr. Vivek Sharma – 90,000/- from UGC</li> </ul>
13	<b>Details of research scholars</b>	<ul style="list-style-type: none"> <li>• 49 Research Scholars are currently registered</li> <li>• 22 Ph.D. thesis are awarded/submitted</li> </ul>
14	<b>Citation index of faculty members and impact factor</b>	<ul style="list-style-type: none"> <li>• Citation Index: Dr. Rajnish Jain - 100</li> <li>• Citation Index: Dr. Pankaj Chauhan - 72</li> </ul>
15	<b>Honors/Awards to the faculty</b>	<ul style="list-style-type: none"> <li>• Prof. Dr.P.N.Mishra is honoured as special Director on the Board of Pradeep Phosphates Ltd. And Baroda Rayon Corporation Surat. He holds the post of Vice Chair person CECOEDCON Jaipur</li> <li>• Prof. Dr. P.K.Gupta is The Honorary Vice President, Rotary Club of Indore Professionals (Rotary District 3040). He is the Chairman, Vocational Services Rotary District 3040, He is also member of IYE Team Selection Committee.</li> <li>• Dr. Mrs. Sangeeta Jain honoured as the Assistant Governor, Rotary District 3040.</li> </ul>
16	<b>Internal resources generated</b>	<ul style="list-style-type: none"> <li>• Departmental Fees</li> <li>• Rs. 7,11,47,428/- (Financial Year 2012-13)</li> </ul>
17	<b>Details of departments getting SAP,COSIST(ASSIST)DST.FIST, etc. assistance/recognition.</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

18	<b>Community services</b>	<ul style="list-style-type: none"> <li>• General Health check-up camp was organized at DAVV Health Centre.</li> <li>• Blood Donation Camp of DAVV at DAVV Health Centre organized</li> <li>• Free Eye check-up camp organized DAVV health centre by Dr. CC Motiani</li> <li>• NSS wing of IMS organized plantation activities, blood donation, eye check-up and other environment related activities</li> </ul>
19	<b>Teachers and officers newly recruited</b>	<ul style="list-style-type: none"> <li>• 07 (Contract Faculty)</li> </ul>
20	<b>Teaching-Non-teaching staff ratio</b>	<ul style="list-style-type: none"> <li>• 1:1.56</li> </ul>
21	<b>Improvements in the library services</b>	<ul style="list-style-type: none"> <li>• Computerization under process.</li> <li>• Previously :</li> <li>• In the recent expansion, our old parking space has been built up to be incorporated in the library. This portion is to be furnished this year.</li> <li>• Purchase of new books and upgradation of library with latest magazines and journals, is to be done.</li> </ul>
22	<b>New books/journals subscribed and their value</b>	<ul style="list-style-type: none"> <li>• New books and Journals purchased for Rs.3,00,176/-</li> <li>• Number of books purchased = 646.</li> <li>• IMS shares Central Library facilities along with e-books, e-journals, and e-database.</li> </ul>
23	<b>Courses in which student assessment of teachers is introduced and the action taken on student feedback</b>	<ul style="list-style-type: none"> <li>• All Full time Courses UG and PG exercise student feedback system and analysis at IMS. On the basis of total anonymity the form are filled up by the students and submitted to respective facilitators, who, in turn submit them to a faculty team constituted to analyze and submit the report to Director. Director discusses the feedback with individual faculty member for their improvement in weak areas. The improvement activity is monitored by the Academic Coordinator.</li> <li>• Student's feedback was analyzed. Overall rating about the deptt. and teachers was very good.</li> </ul>

24	<b>Unit cost of education</b>	<ul style="list-style-type: none"> <li>Rs. 37000/- per students grossly.</li> </ul>
25	<b>Computerization of administration and the process of admissions and examination results, issue of certificates</b>	<ul style="list-style-type: none"> <li>New software for account section is developed, which consist fees module.</li> </ul>
26	<b>Increase in the infrastructural facilities</b>	<ul style="list-style-type: none"> <li><b>Faculty Wing:</b> The construction is done on second floor to accommodate new faculty and visiting/ guest faculty</li> <li><b>Class Rooms:</b> Old furniture has been replaced by new furniture for class rooms.</li> <li>Computer peripherals such as multifunctional printers were purchased.</li> </ul>
27	<b>Technology up gradation</b>	<ul style="list-style-type: none"> <li>Institute has a plan to purchase new statistical and other application software and upgraded systems for its computer centre.</li> </ul>
28	<b>Computer and internet access and training to teachers and students</b>	<ul style="list-style-type: none"> <li>Computers are provided in faculty members rooms with LAN connection and internet access.</li> <li>Wi-fi access is also available.</li> </ul>
29	<b>Financial aid to students</b>	<ul style="list-style-type: none"> <li>We have “<b>Earn while you Learn</b>” scheme, under which meritorious and needy students are assigned paid tasks to support their study. Institute supports students for their loans etc.</li> <li>Govt. Scholarships are available for students belonging to SC / ST category.</li> </ul>
30	<b>Activities and support from the Alumni Association</b>	<ul style="list-style-type: none"> <li>Alumni meet is organized at frequent intervals.</li> <li>Interaction of alumni with students (as a feedback) is regularly organized.</li> <li><b>Alumni cell:</b> It has been merged recently with common University Alumni Cell.</li> <li>Alumni support the institute by providing training and placement opportunities, experience sharing and guest lectures.</li> </ul>
31	<b>Activities and support from the Parent Teacher Association</b>	<ul style="list-style-type: none"> <li>Parents regularly visit the institute and interact with the faculty members regarding the progress of the students</li> </ul>
32	<b>Health services</b>	<ul style="list-style-type: none"> <li>Two of our faculty members, Dr.C.C.Motiani and DR. A.K.Jain are always available to students for routine healthcare problems.</li> <li>Dr.C.C.Motiani has also been extending his services free of cost to Hospitalized students.</li> <li>Dr. CC Motiani is the in-charge of Health Centre DAVV.</li> </ul>
33	<b>Performance in sports activities</b>	<ul style="list-style-type: none"> <li>Students participated in sports activities</li> </ul>



		organized by institute as well as university every year.
34	<b>Incentives to outstanding sportspersons</b>	<ul style="list-style-type: none"> <li>• Students received awards and prizes on securing positions / winning the games.</li> </ul>
35	<b>Student achievements and awards</b>	<ul style="list-style-type: none"> <li>• Three students qualified for NET.</li> <li>• Students won many competitive events in academic, cultural and extracurricular activities organized in different institutes.</li> </ul>
36	<b>Activities of the Guidance and Counselling unit</b>	<ul style="list-style-type: none"> <li>• All the faculty members are involved in such activities always and guide the students with full commitment.</li> </ul>
37	<b>Placement services provided to students</b>	<ul style="list-style-type: none"> <li>• Three full time placement officers accomplish the work of placement services to the students effectively.</li> <li>• Mr. Nishikant Waikar takes care of MBA (Hospital Administration) Programme and MBA (Disaster Management) Programme,</li> <li>• Mr. Avnish Vyas takes care of MBA (Full Time), MBA (Financial Administration), MBA (Marketing Management), and</li> <li>• Mr. F. Wazifdar takes care of MBA (e Commerce).</li> </ul>
38	<b>Development programmes for non-teaching staff</b>	<ul style="list-style-type: none"> <li>• Employees were motivated for better performance by Director through meetings and personal interaction.</li> <li>• Training programmes were organized for non-teaching staff.</li> </ul>
39	<b>Healthy practices of the institution</b>	<p><b>Institute emphasizes on following:</b></p> <ul style="list-style-type: none"> <li>• Earn while you learn scheme</li> <li>• Conduct of academic programme with support from industry</li> <li>• Counselling and career guidance</li> <li>• Feedback from all stakeholders and improvement</li> <li>• Conduction of exam according to ordinance 31.</li> <li>• Regular and quality teaching</li> <li>• Active participation in Research Activities</li> <li>• Quality assurance, self analysis and feedback from students.</li> </ul>
40	<b>Linkages developed with National/International, Academic/Research bodies</b>	<ul style="list-style-type: none"> <li>• Collaboration with NCDC Nagpur for Disaster Management.</li> <li>• Previously :</li> </ul>

		<ul style="list-style-type: none"> <li>• Institute has collaboration with NIDM (National Institute of Disaster Management) Nagpur, SWARAJ (Social Work Academy for Research and Action Jaipur) Jaipur, promoted by CECOEDECON (Centre for community economics and development consultant's society). Institute also has very strong linkage with Army War College, MHOW.</li> </ul>
41	<b>Any other relevant information the institution wishes to add</b>	<ul style="list-style-type: none"> <li>• The institute promotes research and academic development among faculty members.</li> <li>• It also encourages innovation in teaching-learning process.</li> </ul>

### **Part C: The Detailed plan of the institution for the next year:**

- Curriculum upgradation is a continuous process, done on yearly basis. In the next year also, the Institute will update Curriculum in a systematic manner, involving all the stake holders - for all the academic programmes.
- The institute plans to redefine the syllabi to further strengthen 'application orientation' as to tune through practical exposure to industry and project work assignments throughout the year including summer training.
- Innovations in teaching learning process will be encouraged, initiated and evaluated.
- The feedback and analysis is taken as a continuous internal improvement program. Before the end of academic session and every semester feedback forms are distributed to the students by the respective course facilitators. It will be continued in a more systematic manner.
- Industry – Institute interface will be further strengthened. It will be done on under the guidance of faculty members and will also be monitored regularly. Benefits will also be duly documented.
- Research orientation is being encouraged among students through assigning short term, specific, research projects under strict faculty guidance. Activity based assignment system is also being implemented.
- More emphasis will be given on organizing student development activities via Guest Lectures, Seminars, Workshops, Training Programmes and Special Counselling sessions.
- Greater efforts will be made to organize Management Development Programs, Corporate Consultancy and Collaboration with industry and academic institutions.
- The Practical aspect of teaching will be enhanced (though in practice) through activity based industry interface and assignment systems.
- Interaction and experience sharing sessions with well placed alumni of the institute will continue in more organized manner.

- Research and Publication by Faculty Members will be further enhanced by providing requisite institutional support. Both Faculty and students will be encouraged to present their research papers in Conferences, Seminars and workshops etc.
- Students will continue to be sent for training, development and research in industries, all over India.
- In order to enrich employee competencies, capacity building and cross training programs will be organized.
- The construction of State of Art New Extension Building for IMS is planned. The existing infrastructure is also being furnished and renovated.
- Furniture, equipments, and other teaching aids will be updated for classrooms.
- The IMS auditorium needs renovation of centralized air condition system, power backup, latest sound system, maintenance of the sound proofing and repair of general wear and tear. This will be a priority area for upgradation and maintenance.
- Fitting and fixtures: institute plans to make all our classrooms fully equipped with multimedia teaching aids and internet facility.
- The institute also plans to upgrade hardware and software of computer centre. It will also plan to purchase new computers, projectors and software.
- Purchase of new books and up gradation of library with latest magazines and journals is a regular feature, will be continued.
- Rooftop rain water charging is another priority for next year.
- Alumni Cell has been reframed recently at the university level. The institute plans to enhance the system with more elaborate database.
- The institute has formed different committees for specific set of activities. All such committees will be encouraged to experiment with new ideas and document their activities.
- The Institute has “Earn while you Learn” scheme, under which meritorious and needy students are assigned paid tasks to support their study. Institute supports students for their loans, trainings and placements etc. It will continue and efforts will be made to strengthen these activities.
- IQAC activities will be planned on systematic and regular basis to be more effective in planning, implementation and follow up of institutional activities.
- The institute will make efforts to excel in a few practices adopted in the institute which can be established as “Best Practices”.
- The institute will take new initiatives to contribute towards sustainability by using more energy efficient devices, saving energy, and participating in sustainable development related activities.

**Name & Signature of the Coordinator  
IQAC**

**Dr. Rajnish Jain**

**Name Signature of the Head, UTD**

**Dr. P. N. Mishra**