Self Appraisal Report

1. Name of the Department **Directorate of Distance Education**

    Faculty of Management

2. Year of establishment   **1997**

    A.1 Academic programmes offered by the department at present, under the following categories and Sanctions Pertaining to each of the Courses.

Programmes	Number	Course/Subjects
UG		
PG	1	one
Integrated Masters		
M.Phil.		
Ph.D.		
Integrated Ph.D.		
Certificate		
Diploma		
PG Diploma		
Any other (please specify)		
Total		

A.1.1 Details approval/recognition and recommendations issued by the statutory body (for example, (UGC, AICTE, NCTE, PCI, MCI, DCI) governing the programme in case of Professional Programmes letters for the <u>first time</u> and <u>Last Academic Year</u> recognitions --**AICTE and DEC Approval received**

   If the department offers Distance Education Programmes (DEP) then
   Number of programmes offered.   **One**
   Name of Each Programme   **MBA**

   Letters for approvals by the Distance Education Council   **Enclosed**

A.2 Copy of Ordinances related to the courses in the department   **Enclosed**

A.3 Number of working days during the last academic year.   **246**

        Number of teaching days during the past four academic years.

| | 50 | | 49 | | 49 | | 49 |

The Directorate is offering distance Education program hence classes are held only on SUNDAYS.

('Teaching days' means days on which classes were engaged. Examination days are not to be included)

A.4 Number of positions in the Department, their appointment letters, joining reports and sanctions of Each

Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned by the UGC / University / State Government *Recruited Yet to recruit*	**Nil**	Nil	Nil	Nil	Nil
Number of persons working on contract basis - on deputation basis	One	One	One	Four	One

A.4.1 Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	**One**		**One**		**One**		**Three**
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers (Courses Visiting Faculty)							
Ph.D.	09		08	02			
M.Phil.							
PG					20	06	

Emeritus, Adjunct and Visiting Professors and their sanctions.

	Emeritus	Adjunct	Visiting
Number			

Semester-wise Record of Courses, Visiting Faculty and their Sanctions-- **Time Table and sanctions in File No. 4**

S.No.	Academic Session	Semester	Course	Name	Qualification	Teaching/ Research/ Industry Experience	Number of Hours in the Semester

A. 6 Copies of Latest Biodata of Faculty in positions in the Department **File No. 5**

A.7 **1**. Copies of Yearly Performa Based Assessment Records of Faculty in positions in the Department **File No. 6**

2. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	**1**	**Nil**
Associate Professors	**2**	**Nil**
Asst. Professors	**4**	**Nil**

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
1. Dr. Jayant Sonwalkar	Ph.D. , MBA, MA(social Works) MA. History	Professor	Marketing and HR	24	5
2. Dr. Maneesh Kant Arya	Ph.D., M.com.	Associate professor	Accosting and Finance	13	
3. Mr. Santosh Choube	M.C.A., B.Sc.	Assistant professor	Information Technology	9	

4. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors **N.A**.

5. Percentage of classes taken by temporary faculty – programme-wise information each semester wise information **-- N.A.**

   Percentage of classes taken by visiting faculty – programme-wise each semester wise information   *95%*

6. Programme-wise Student Teacher Ratio *Ranges from 1:50 to 1:20 depending on the semester and specialization*

7. Number of academic support staff (technical) and administrative staff: sanctioned and filled   *FIVE*

A.8 Students enrolled in the department during the current academic year, with the following details:

Students	UG		PG		Integrated Masters		M. Phil.		Ph.D.		D.Litt./ D.Sc.	
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
From the state where the university is located												
From other states of India												
NRI students												
Foreign students												
Total												

*M-Male *F-Female

Externally registered students? **NIL**
Yes ☐   No ☐
If yes, how many students avail of this provision annually?

A.7 Calculation of 'Unit cost' of education
(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

  (a) Including the salary component = **Rs**. **5100**

  (b) Excluding the salary component = **Rs. 2513**

A.8 A. Faculty recharging strategies

   B. Number and list of faculty with course details of faculty development programmes, academic staff college programs or other faculty recharge programs:

   Two Faculty Development programs were organized by the director of DDE Dr. Jayant Sonwalkar with the guest faculty from IIMs and from the industry to recharge the faculty members. Faculty from university also attended these FDPs.

A.11. Record of each of Seminar/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any.

A.12 Write up of Code of ethics for research followed by the departments ----- **Total transparency is followed in admission process, evaluating internal assignments and external exam books, highly ethical practices are encouraged in all functions operations of the department.**

A.12 Student profile course-wise:

Name of the Course (refer to question no. 4)	Applications received	Selected Male Female	Pass percentage in qualifying exams Male Female

A.13 Diversity of students

Name of the Course	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries

File No. 7

A.16 Record of Diversity of staff:

Percentage of faculty who are graduates	
of the same university	**100%**
from other universities within the State	
from universities from other States	
from universities outside the country	

A.17 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years:

FIVE-Faculty members were awarded Ph.D. during these four years. They are: Maneesh Kant Arya, Manohar Kapse, Sapna Awasthi, Nagendra Sohani, S.P. Tripathi

A.18 . Present details of infrastructural facilities in the department with regard to

a) Library – **Students use University Library**

b) Internet facilities for staff and Students **University IT Center is used by students**

c) Total number of class rooms **DDE Use IMS Building it has- 22 Class Room**

d) Class rooms with ICT facility - **20 (Internet)**

e) Students' laboratories **Not Required**

f) Research laboratories **Not Required**

A.19. List of doctoral, post-doctoral students and Research Associates

a) from the host university **Not Applicable**

b) from other universities **Not Applicable**

A.19 Records of financial assistance and Number of post graduate students getting financial assistance from the university, UGC, State, AICTE.

This is a self Financed Program. This program runs in distance mode, hence no financial assistance is available.

A.20 Methodology of need assessment exercise undertaken before the development of new programme (s**) IGNOU Pattern is followed**

A.21 Records of feedback from

a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback? **For improving the teaching quality and Learning of Students**

b. students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback? **For improving the teaching quality and learning of Students.**

c. Alumni and employers on the programmes offered and how does the department utilize the feedback? **For improving the teaching quality and Learning of Students**

A.22 List the distinguished alumni of the department (maximum 10)

1. Mr. Birendra Pratap Singh, IPS, (S.P. Vigilance, Indore) 2003-2004
2. Mr. Mohammad. Suleman, IAS, Secretary Govt. M.P 2005-2006
3. Mr. R. Damodaran, Vice President, IDBI, Bank, Mumbai 2006-2007
4. Mr. Raghvendra Singh, IAS, Commissioner, Tourism, Govt. of M.P.2005-2006
5. Mr. Pawan Shrivastava, IPS, I.G. Indore 2005-2006
6. Mr. S.V. Savant, Senior Manager ONGC 2006-2007
7. Mrs. Usha Parmar, Upper Collector, Bhopal 2006-2007
8. Mr. Raj Kumar Nigam, Commanding Officer in Military, CRPF, Shri Nagar 2011-2012
9. Mr. R. K. Mishra, GM, M.P. Agro, Bhopal 2000-2001
10. Mr. Sandeep Kapse, Regional Manage, Axis Bank 2007-2008
11.Mr. Nishi Bala Sigh, CEO, Janpad Panchayat, Khandwa 2007-2008
12. Mr. Chandramauli Shukla, Deputy Collector, Bhopal 2003-2004

A.23. Details of student enrichment programmes (special lectures / workshops / seminar) involving external experts. **Table given below:**

Sr. No	Title of Seminars/Special Lectures	Expert	Date	Number of Students
Year 2010				
1	Role of body language in managerial development of students	Mr. Sudhir Sood		55
2	Trends in human resources development	Dr. Sapna Awasthi		47
3	How to manage work spirit in employee	Gunjan Anand		66
4	Impact of manager's personality over employee	Dr. Harish Shukla		71
5	Human resource development	Pratiksha Rai		58

	program: A way to growth for organization			
6	Advertisement and its impact over common people	Kapil Rokde		52
7	Negative marketing and its role in product's personality	Baljeet Singh Narang		62
8	Role of brand to promoting the product	Mr. Pamkaj Bhatnagar Xcel Health Care Product		72
9	Similar products in market and customer performance	Pratiksh Rai		77
10	Financial distribution in Indian economy	Niranjan Shastri		46
11	Financial inequality in India	Preeti Bakshi		62
12	Technology management is an crucial issue in India	Dr. Joy Mukhopadhyay		57
**Year 2011**
1	Financial institution and markets	Sanjay Katihal		46
2	Business strategies: A issue of continuous up-gradation	Akshay Joshi CH Institute, Indore		71
3	Changing ways of living and business	Dr. Mukhopadhyay		64
4	Customer loyalty and brands	Pratiksha Rai		68
5	Essentials of Manager's personality	Depesh Agarwal		45
6	Technological up gradation of business processes and its role in business performance	Dr. Kamaljeet Bhatia		46
7	Market segmentation: Role, Issues and Impact	Kapil Rokde		62
8	Social Media Marketing	Dr. R.K. Mishra		37
9	e-Markets and customer belief	Pratiksha Rai		68
10	Brand Management: A strategy of business	Dr. R.K. Mishra		72
11	Relevance of business ethics	S. P. Tripathi		41
12	Financial Flows in organization and breakdown	Sanjay Katihal		49
13	Internet marketing and business	Mr. R.K. Mishra		58
14	Value based leadership	Mr. R.K. Mishra		55
**Year 2012**
1	Manager's personality and sales force management	Pratiksha Rai		71
2	Maslow's Hierarchy: A way to understand human needs	Gunjan Anand		65
3	Role of training & development programs in employee development	Dr. Joy Mukhopadhyay		69
4	Role of case studies in managerial	Dr. Harish Shukla		48

	development			
5	Marketing strategies and emerging marketing trends	Dr. Kapil Rokde		45
6	Understanding consumer behavior: Is help in product development	Gunjan Anand		66
7	Hire and Fire policies of human organization	Rachit Ghate		61
8	Business summit organized by MP Govt.: Is a good way to develop business pool	Mr. Sudhir Sood		54
9	Green Marketing Concept	Dr. Nagendra Soni		43
10	Pricing and Promotion policies	Pratiksha Rai		63
11	Employee rights and organizational perspectives	Dr. Sapna Awasthi		58
12	Corporate excellence program with moral dimensions	Akshay Joshi		51

A. 24. Record and List of the teaching methods adopted by the faculty for different programmes. -- **Lecture, Case Studies, Group Discussion, Role Playing, Internet based assignments.**

A.25 Record of Monitoring by the department ensure that programme objectives are constantly met and learning outcomes are monitored

Constant Review of the classes held is done to ensure effective delivery of classes

A. 26. Details and Highlight of the participation of students and faculty in extension activities in the department.

Students participated in Seminars, Lectures, Annual day function, Blood donation Camp

A.27 Details of "beyond syllabus scholarly activities" of the department.

Sr. No	Activities (Seminar/Presentation/Open Discussion)	Speaker	Date	Number of Students
	Year 2009			
1	Current & future studies on structure of resource logistic system.	Dr. Parimal H. Vyas Professor MSU Baroda		62
2	Public management and government	Mr. Paresh J. Bhatt IRM, Anand, Gujarat		45
3	Research methods for business studies	Lt. Col.(Retd) Dr. V. K. Gautam,		37

		Modern Group, Indore		
4	Contemporary financial management	Mr. Shailendra Jain, CA		62
5	Financial crisis and its management	MR. S. K. Mittal Chief Manager, PNB, Inore		57
Year 2010				
1	The progressive era intakes	Mr. Madhuvrat Sharma Otis, Regional Service Head		46
2	The impact of hundred year war	Mr. Arvind Sahu INFRES Methodex Senior Sales Officer		44
3	Merger and acquisition as an aqent for finance	Mr. P.K. Mehta Divisional Manager New India Assurance Co.Ltd.		61
4	Management of public enterprises	Mr. Mitisha Agrawal GITS, Udaipur		34
5	Challenges in distributing sources through electronic channels	Mr. Manish Saxena Sr. Marketing Executive PHI Learning		59
Year 2011				
1	Creative marketing through mobile	Mr, Amit Porwal A/c Manager Tikona		71
2	Studying the procurement management system in cross country natural gas pipeline	Mr. Om Prakash Mukhiya Asst. Manager Operations Dr. reddy's Foundation, Indore		66
3	Comparison of assets under management of different years	Mr. Vinu Venkatesh Director (FP & A) Cognizant		47
4	Descriptive qualitative approach towards the financial needs of Indian telecom sector	Mr, Amit Porwal A/c Manager Tikona		56
5	Investment opportunity in stock market with special focus on oil sector	Mr. Sudhanshu Bharti Branch Manager LIC, Indore		59
Year 2012				
1	National disaster management	Mr. Sudhanshu		38

		Bharti Branch Manager LIC, Indore		
2	Telecom commission approved hike in FDI	Mr, Amit Porwal A/c Manager Tikona		53
3	Global warming will make Indian monsoon worse & immedicable	Mr. Rakesh Jain Industrialist & Former Director Prestige Group of Industry		68
4	Foreign institutional investment pulled	Mr. N. L. Soni Former CEO Crompton Grew Pithampur		69
5	Out 5-6 Billion dollar from debt market	Mr. Raj Kirtaney Director Gajra Group of Industries		66
6	SEBI issued guideline for investment advisor to operate stock markets	Mr. K. Vaidyanathan Chief Operating Officer HEG, Ltd.		53

List to be included

A.28. Information about programme / department accreditation/grading by other agencies? If yes, give details. **N.A.**

A.29 Write up of highlight the contributions of the department in generating new knowledge, basic or applied.

- ✓ **Contributed in the development of leadership quality, managerial & decision making skills among working professional.**
- ✓ **Timely organization of seminars/workshops on various topics for knowledge improvement of students**.
- ✓ **Make available various industry persons/experts for their knowledge sharing to the community.**
- ✓ **Promote and play important role in spreading distance education among working people of university. University employees given opportunity in the professional course (MBA Distance Education) with subsidirized rate**.
- ✓ **Spread professionalism in country.**

A.30 Write up of Future plans of the department**.**

Distance Education has a great scope as most of the universalities in the world are going for either Distance Education programs or for Online learning programs. The future plan of the department is as follow:

1. **Academic Plan includes starting of the new Masters and diploma programs in the areas of Tourism, Hospital Administration.**
2. **Infrastructure Plan includes the construction of a new building for the department, hiring of the new faculty members for the new courses, hiring for the new staff members to cater to the requirements of the department and creating audio visual facility for converting the existing programs into online programs.**

A.31 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

Strengths: **Online Admission, Online Alumni Registry, Online syllabus and assignment, Industry compatible syllabus and personal counseling,**

Weaknesses: **Requirement of new building, Lack of permanent faculty, Very small department**

Opportunities: **Many new programs can be started to make this department as one of the biggest in the university**

Threats: **Online programs of private universities, growing no of full time MBA Institutes in Indore and in the state**

A.32 Write up of efforts for Quality Sustenance and Assurance in the department

Regular Students interaction and written feedback from the students is taken and suggestions given by them are incorporated for the teaching, change syllabus, changes of exam time table and assignments.

CRITERION I: Curriculum Design and Development

1.1.1 Academic Year of Revision, Curriculum of Each Course, Objective and Course plans of each paper taught in the course
Whether uploaded on website --- **Syllabus is uploaded on www.ddedavv.in , Syllabus is based on IGNOU**

Yes ■   No ☐

1.1.1. A Eligibility for admission to each course
Bachelor degree with 45% marks in graduate for general candidate and 40% marks for the reserved category.

1.1.1.B Whether reflects Vision and mission reflection

Yes ■   No ☐

1.1.1C Write on reflection of vision and mission

Reflection of Vision: The reflection of vision is emancipated in all activities of department where maximum facilities are provided to the registered students with flexibility and ease to complete the program in hassle free manner. Online teaching material and online videos are provided to help students to learn the subject matter in their own pace.

Reflection of Mission: This is reflected in registration process, admission process, fees deposit process, exam form filling process and hall ticket downloading process. All the above mentioned processes are fully online. This is the reduced the number of personal and physical interactions and contact opportunities.   This is how student friendly technical intervention is provided.

1.1.2   Details of process followed in last revision of Curriculum

Revision is done IGNOU from Time to time in the papers and teaching material. Updated material is provided to the students.

 A. Need Assessment

 B. Faculty involved in curriculum design (List of members)
   - ✓ Dr. Jayant Sonwalkar (Director, DDE-IMS,)
   - ✓ Dr. Shakti Benarji (Head Statiscts Dept. DAVV)
   - ✓ Dr. S. P. Tripathi (IIPS, DAVV, Inore)
   - ✓ Dr. I. C. Gupta (Ex. Director, IIPS, DAVV)
   - ✓ Dr. M.K. Arya
   - ✓ Dr. R. K. Vyas (Dean Management, DAVV)
   - ✓ Dr. Sapna Awasthi (Head LN city, Indore)
   - ✓ Mr. R. K. Sood, Retd. CEO (TATA Holset)
   - ✓ Mr. Manish Lahriya (Reg. Manager Union Bank of India Insurance)
   - ✓ Mr. Vinod Sharma (Medicaps)
   - ✓ Mr. Alok Arjare (Consultant, Industries)

 C. Records of Departmental Committees/Board approvals of the designed curriculum

 D. Records of External Experts Opinion of the designed curriculum

 E. Records of External Experts Feedback of the designed curriculum

F. Records of Student Feedback opinion on the existing curriculum

G. Records of Syllabi of National tests, Eligibility Tests and Examinations for example, GATE, NET, Service Commissions, National Councils, for the each curriculum, if any,

1.1.3   Detailed write up out each course in reference to

* Employability – **Like other MBA programs this program also has high employability.**
* Innovation – **New papers and material is generated keeping in mind the innovation taken place in the industry and research.**
* Research – **Latest Research Studies are included as case studies in the course material**
*

3.1.4 Records of UGC/AICTE/National Council, Regulating bodies Guidelines for the development and restructuring the curriculum, if any,

   DEC guideline Available in the department

Department Faculty members, if any, involved in leading any curricular reform which has created a national impact?

Nil

1.1.5   A. Record of Interactions, Opinions and Feedbacks for the designed curriculum with External Research Bodies:

Alumni Feedback is taken on syllabus and improvement of the course.

B. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Industrial Experts, particularly in case of Professional Courses

Record available in the department (File No. :)

C. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stake Holders, such as eminent personalities, Visitors to the departments, parents **(File No. :)**

Mr. Raj Kirtaney

Mr. Om Prakash Mukhiya

Mr. P. K. Mehta

Mr. S. K. Mittal

Dr. Kapil Rokde

Mr. Akshay Joshi

Mr. Shailendra Jain

Mr. R.R. Mishra
Record available in the department

D. Records of Alumni opinion on the existing curriculum (may be taken in an Alumni Register)

Alumni Register available in the department with required information

1.1.6   List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses -- **N.A.**

1.1.6   Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs
Employees have attended skill development program –Certificate enclosed

1.2   Academic Flexibility

1.2.1   List of Courses taught in Department on campus --------   **MBA**

∗ Overseas programmes offered on campus -- **N.A**.

∗ Programmes available for colleges to choose from -- **N.A.**

1.2.2   Records on the following provisions with reference to academic flexibility

a. List of Core/ Elective options –

MS-1 : Management Functions And Behaviour
MS-2 : Management of Human Resources
MS-3 : Economic and Social Environment
MS-4 : Accounting and Finance for Managers
MS-5 : Management of Machines and Materials
MS-6 : Marketing for Managers
MS-7 : Information Systems for Managers
MS-8 : Quantitative Analysis for Managerial Applications
MS-9 : Managerial Economics
MS-10 : Organisational Design, Development And Change
MS-11 : Strategic Management
Human Resource Management Specialization Papers
MS-21 : Social Processes And Behavioural Issues
MS-22 : Human Resource Development
MS-23 : Human Resource Planning
MS-24 : Employment Relations
MS-25 : Managing Change In Organisations
MS-26 : Organisational Dynamics
MS-27 : Wage And Salary Administration
MS-28 : Labour Laws

Financial Management Specialization Papers
MS-41 : Working Capital Management
MS-42 : Capital Investment And Financing Decisions
MS-43 : Management Control Systems
MS-44 : Security Analysis And Portfolio Management
MS-45 : International Financial Management
MS-46 : Management Of Financial Services

Production Management Specialization Papers
MS-51 : Operations Research
MS-52 : Project Management
MS-53 : Production/Operations Management
MS-54 : Management Information System
MS-55 : Logistics And Supply Chain Management
MS-56 : Materials Management
MS-57 : Maintenance Management
MS-58 : Management of R&D And Innovation

Marketing Management Specialization Papers
MS-61 : Consumer Behaviour
MS-62 : Sales Management
MS-63 : Product Management
MS-64 : International Marketing
MS-65 : Marketing of Services
MS-66 : Marketing Research
MS-68 : Management Of Marketing Communication And Advertising
MS-611 : Rural Marketing
MS-612 : Retail Management

Systems Specialization Papers
MS-91 : Advanced Strategic Management
MS-92 : Management Of Public Enterprises
MS-93 : Management of New and Small Enterprises
MS-94 : Technology Management
MS-95 : Research Methodology For Management Decisions
MS-96 : Total Quality Management
MS-97 : International Business Management

b. List of Enrichment courses

c. List of Courses offered in modular form--- **Whole MBA distance mode program is in modular form. Students can do different modules leaving one in between.**

d. List of courses/papers with Credit accumulation and transfer facility. **Credits are given for other program from other universities.**

e. Details of Lateral and vertical mobility within and across programmes, courses and disciplines **N.A.**

1.2.3   Records of International students   **N.A.**

1.2.4   Records of Courses developed targeting international students, if any   **N.A.**

1.2.5   Record of dual degree and twinning programmes   **N.A.**

1.2.6   A. List of students, Admission Process, Fee structure of each programme **Enclosed, Admission process is online through www.mponline.com, Fee is Rs. 7000 per annum**
B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programmes: **(File No. :)**

Qualification of Teachers and the salary slip enclosed.

1.2.7   Operational details of distance Education Course in the department (if applicable)
MBA Distance Education is being run by the directorate since 1997. It has 1000 sanctioned seats. This course offers 5 specializations in the areas of Marketing, Finance, Human Resources, Production and Operations Management and in Information technology.

1.2.8   Details of Choice Based Credit System (CBCS) -- **N.A. This course is not run on the credit system**

1.2.9   Records of Departmental Academic Calendars of each semester
At website (www.dauniv.ac.in)

1.2.10   Records of Inter-disciplinary programmes, Name of interdisciplinary program and details of students undertaken those programmes**. N. A.**

1.3   Curriculum Enrichment
1.3.1   A. Record of academic years in which each of the courses was revised
B. Records of review, up-gradation,

Review is done periodically by IGNOU in the syllabus and in the teaching material of the subjects offered in the MBA program. Updated material is distributed to the students.

C. Records of social relevancy,

The program is very relevant to the needs of the different sectors of the society. Especial emphasis is given to the service sector and the rural sector. Most of the concepts in the teaching material specially give examples from social sector, government sector and non-profit sector also.

D. Records of job orientation

This program is highly job oriented. Few years ago only executive from the industry used to join the program to upgrade their skills but now a days as many as 50% students are fresher and they get job immediately after completing the program. This speaks of its job orient nature of the program.

E. Records of knowledge intensive nature of each course

Apart from the external examination all students are required to complete 8-10 questions as internal assignment. The answer to the assignments can be written only by the students after going through the teaching material in depth. The questions are also asked in the external examination with the objective to test the depth of the knowledge of the students. They are asked to site appropriate examples from the field which makes the study of the course intensive.

F. Records of meeting the emerging need of students

New papers are introduced time to time and the approach of the papers also is very practical in nature. The subjects cover emerging needs of the students.

G. Records of meeting the emerging need of stakeholders

The subjects deal with the problems of the industry and the

1.3.2 Details of the last four years during which how many new programmes at UG and PG levels were introduced

     * Inter-disciplinary   **No Program was Launched**

     * programmes in emerging areas   **No Program was Launched**

1.3.3   A. Details of strategies adopted for the revision of the existing programmes
       Revision is done by IGNOU and followed by the university

       B. Percentage of courses underwent a syllabus revision in last four years
       100%

1.3.4   A. Details of Value-added courses offered

       (a). Specialization in Production and Operation management was started by the department, which is a high value program for the industries in the nearby vicinities.

       (b) Specialization in Information Technology was started for the students from the industries to cater to the requirements of the industries. This is a high value program requirement.

       B. Details of these courses access to students

       Both theses specialization courses are available to the students and around 40-50 students take advantage of these specialization papers.

1.3.5   Details of higher order skill development programmes in consonance with the national requirements (for example, innovative M. Tech. /M.E. courses, CCNA, CCSP, ….) **N.A.**

1.4   Feedback System

1.4.1   A. Copy of Feedback form to obtain feedback from students/student class representatives regarding the curriculum   **-- Enclosed**

       B. Details of action and use of on feedback from students   **-- Students feedback is taken after every semester. Feedback is shared with the respective faculty for the improvement in teaching. In some cases even the visiting faculty is changed.**

1.4.2   A. Method used for eliciting feedback on the curriculum from national and international faculty   **N.A.**

       B. Conducting webinars   **N.A.**

       C. Curriculum development Workshops   **N.A.**

       D. Curriculum development online discussions   **N.A.**

       E. Impact of Workshop and discussions   **N.A.**

1.4.3   Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of. **N.A.**

1.4.4   What are the quality sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula?
Curricula are followed on the lines of IGNOI, which incorporates latest research and cases in the teaching material. Due care is taken to bring the latest teaching material from IGNOU.

1.4.5 Any other information regarding Curricular Aspects which the UTD would like to include.

Specialization in the area of Product and Operations management was started looking to the requirement of this area. Many students come from industries and they wish to do specialization in this area.

There is no course which provides the specialization in this area including all the full time courses in and around Indore area.

This is a unique feature of this course.

2.1   Student Enrolment and Profile

2.1.1   Copy of Advertisements and website info for ensuring publicity and transparency in the admission process   **(File No. :)**

2.1.2   A. Write up details of the process of admission put in place by the department

Advertisement is published in the local and national news papers. Counseling is done on the fixed date, where documents are verified and the merit list is prepared. Admission is offered on the basis of merit.

B. List of the criteria for admission: (*e.g.*: (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common entrance test conducted by state agencies and national agencies (v) other criteria followed

Admission is offered on the basis of merit.

2.1.3   Details of admission process in the affiliated colleges if department is monitoring the same. **No affiliating college is offering distance mode MBA other than directorate of distance education in university**

2.1.4   Student profile analysis

Year of Admission	No. of First Division Students Admitted		No. of Second Division Students Admitted		Total Number of Students	
	M	F	M	F	M	F
2012-2013						
2011-2012						
2010-2011						

2.1.5   Strategies adopted to increase/improve access for students belonging to the following categories:

  * SC/ST   **Reservation given as per government guidelines**
  * OBC   **Reservation given as per government guidelines**

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* Women   **Reservation given as per government guidelines**
* Persons with varied disabilities **Reservation given as per government guidelines**
* Economically weaker sections **Reservation given as per government guidelines**
* Outstanding achievers in sports and other extracurricular activities **There is no sports quota as admissions are easily available.**

2.1.6   Number of students admitted in department in the last four academic years:

Categories	Year 1-2012		Year 2-2011		Year 3-2010		Year 4-2009	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	07	04	10	03	35	07	12	07
ST	07	03	10	03	06	03	04	02
OBC	44	14	50	16	111	26	93	14
General	120	52	136	59	238	113	217	105
Others								

2.1.7   A. Record of demand ratio for the various programmes of the university departments

B. If yes then highlight the significant trends explaining the reasons for increase/decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
PG	251	251	1:1
Integrated Masters			
M.Phil.			
Ph.D.			
Integrated Ph.D.			
Certificate			
Diploma			
PG Diploma			

Programmes	Number of applications	Number of students admitted	Demand Ratio
Any other (please specify)			

2.1.8   A. Record of any programme discontinued/staggered in the last four years?

B. If yes, write-up of the reasons. **N. A. (as no Course was discontinued)**

2.1.9   Record of Admissions:

Programmes	Total Number of admissions	Number of 1st division pass students in qualifying	Number of 2nd division pass students in qualifying	Entrance test Marks% (Min)
UG				
PG	251	144	107	
Integrated Masters				
M.Phil.				
Ph.D.				
Integrated Ph.D.				
Certificate				
Diploma				
PG Diploma				
Any other (please specify)				

2.2   Catering to Diverse Needs of Students

2.2.1   A. Record of organization of orientation/ induction programme for freshers
Induction program is organized at the beginning of every semester

B. Details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.

The duration of the program is one day. Introduction about the program, course, specialization, process, methodology, internal assessment and external examination is shared with the freshers. Generally senior professors of management, experts from the industry and senior university officials are invited to address the students. They are also informed about

the precautions they should take and feedback of the last year students to smoothly complete the program in time. At the end of the program and question and answer session is organized. It helps in solving the queries of the students.

2.2.2   A. Record of analysis of the "differential requirements of the student population" after admission and before the commencement of classes

B. Record of key issues identified and addressed: **students needs are assessed and then counseling is done to acquaint them the methods and procedures of the course. Most of the time students get convinced with the syllabus available in the department.**

2.2.3   A. Record of bridge/remedial/ add-on courses
B. Time table and details of the courses offered in the department-wise for all courses **NOT REQUIRED**

2.2.4   A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc **Appropriate guidance is provide to all such students.**
B. Main findings? Students cope up after the First semester of the course.

2.2.5   Record of identification and responses to the learning needs of advanced learners
Such students do not contact the department

2.3   **Teaching-Learning Process**

2.3.1   Records of Plan and organization of the teaching, learning and evaluation schedules (teaching plan, evaluation schedules and methods, etc.)

15-20 Counseling classes are held where together with teaching the subjects the doubts of the students are cleared and the problems are solved. Every student has to attempt assignment and submit them for evaluation which is equal to 30% of the marks. At the end of the semester the external examination is conducted and it counts for the rest of 70% marks for the evaluation.

2.3.2   A. Record and website info of providing course outlines and course schedules prior to the commencement of the academic session

Available on web site www.ddedavv.in

    B. Methods used for effective implementation

It is ensured that the syllabus is covered in time for all the subjects.

2.3.3   A. Record of difficulties in completing the curriculum within the stipulated time frame and calendar **NONE**

    B. Write up of the challenges encountered and the departmental measures to overcome these.

If there is problem in completing the course in time due to any reason, the alternate arrangements are done.

2.3.4   A. Record of student-centric learning activities

Teaching pedagogy is student centric

    B. List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

Case Studies, Example Sharing, Group Discussions and Role Playing are used to ensure holistic learning and as for IGNOU guideline.

2.3.5   List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students **N.A.**

2.3.6   Record of Encouragement to blended learning by using e-learning resources

All teaching material and video lectures are available online

2.3.7   Record of facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching

Virtual class rooms are in the process of development.

2.3.8   Record of activities of designated group among the faculty to monitor the

trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes **N.A.**

2.3.9 Record of steps taken to convert traditional classrooms into 24x7 learning places **Online material and videos have uploaded on the web site**

2.3.10 A. Record of actions taken to avail the services of counsellors/mentors/ advisors for each class or group of students for academic, personal and psycho-social guidance

All visiting faculty members do counseling of the students before and after the class as per the requirement of the students.

B. Details of the process and the number of students who have benefitted.

On an average 15 faculty members do counseling of the students. On every Sunday around 50-100 students get benefitted.

2.3.11 A. Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?

(a) Teaching material is uploaded online and available 24 X 7

B. Write up of improvement in learning by innovative methods

Video Lectures are available online

C. Record of recognition to the faculty due recognition for innovation in teaching **N.A.**

2.3.12 Record of actions for creating e a culture of instilling and nurturing creativity and scientific temper among the learners

Personal counseling is available for all students.

2.3.13 A. Record of student projects (if mandatory in each of the learning programme) **N.A.**

B. Number of projects executed within the university **N.A.**

C. Names of external institutions associated with the University for Student Project Work - **Project Work not done**

D. Role of faculty in facilitating such projects **N.A.**

2.3.14 A. Record of shortfall in qualified faculty to meet the requirements of the Curriculum **Very experienced Faculty is invited to share the experience with the working professionals.**

B. Record of actions for shortfall supplementation **N.A.**

2.3.15 Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials **N.A.**

2.3.16 A. Record of Student feedback for evaluation of teachers by the students
Available in the office

B. Record of Alumni feedback for evaluation of teachers by the students
Available in the office

 C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process
Individually teachers are shown the feedback and methods of improving teaching is discussed with the director after every semester.

2.4   Teacher Quality

2.4.1   Record of how the plan and management of human resources was done to meet the changing requirements of the curriculum
Senior faculty with industry exposure is invited to teach in the distance education classes. This ensures the relevance of the teaching and the examples discussed in the class.

2.4.3   Diversity in its faculty recruitment

Department / School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries
Directorate of Distance Education	**50%**	30%	20%	

2.4.4   A. List of qualified faculty appointed for new programmes/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies,

Forensic Computing, Educational Leadership, etc.)?   **N.A.**

   B. Number of faculty members appointed to teach new programmes during the last four years   **N.A.**

2.4.5   List of academic recharge and rejuvenation of teachers

A. List of faculty availed and provided research grants by the University **N.A.**

B. List of faculty availed and on study leave   **N.A.**

C. List of faculty nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.

Available in the department

2.4.7   List of faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years   **NONE**

2.4.8   List of faculty underwent staff development programmes during the last four years (add any other programme if necessary)?

Enclosed

Academic Staff Development Programmes	Number of faculty
Refresher courses	
HRD programmes	
Orientation programmes	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, workshops, etc.	

2.4.9   Percentage of the faculty have

* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies =   **50 %**
* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies =   **50 %**
* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies = **30%**
* teaching experience in other universities / national institutions and other institutions =   **30 %**
* industrial engagement =   **30** %
* international experience in teaching = **0 %**

2.4.10   List and details of organization of academic development programmes (*e.g.*: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process

Two Faculty Development Programs of one week duration were organized in the area of Strategic Management and Marketing Management by Dr. Jayant Sonwalkar where over 25 faculty members have attended and upgraded their knowledge and teaching skills.

2.4.11   A. List of faculty encouraged **All faculty members are encouraged. They take classes at different departments of the university.**

* Mobility of faculty between universities for teaching **NONE**
* Faculty exchange programmes with national and international bodies **N.A.**

B. Record of schemes helping in enriching the quality of the faculty by such mobility and faculty exchanges **N.A.**

2.5   Evaluation Process and Reforms

2.5.3   A. Record of time taken by the department for declaration of examination results each semester   **3-6 months**

B. Record of means adopted for the mode / media adopted for the publication of examination results (Website, SMS, email, etc.). **Website of the university**

2.5.4   A. Record of ensuring transparency in the evaluation process

Process is highly confidential. Coding, decoding is done before and after the evaluation.

B. Measures taken to ensure confidentiality

All answer books are coded and sent for evaluation. After the evaluation is complete the decoding of the answer books is done and then results are prepared. This process is highly confidential.

C. Record of the Pre-examination processes – Examination Time table generation, student list generation, Invigilators, Attendance sheet,

This process in fully online and very transparent

D. Results of students course wise and its analysis

Available in the department

2.6. Student Performance and Learning Outcomes

2.6.1   A. Write up of articulation of its Graduate Attributes of the department

All graduates of this department are well placed in the industry.

B. Record of facilitation of monitor the implementation and outcome

The growth and development of the students after admission is closely monitored throughout their stay in DDE. All graduate passing from here get good jobs in the industry and the government sector.

2.6.2   A. Record of learning outcomes for its academic programmes

The emphasis of the department is on learning rather than teaching and hence the students perform well in their life.

B. Record of making students and staff are made aware of these

All the staff and the students know the objectives of the department and they strive together to achieve those objectives.

2.6.3   Write up of department teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes.

Department is staving hard to convert the students into a successful manager. This starts from the day one, they join the program. Students are monitored and evaluated continuously for developing required skills to become a good manager. Constant feedback is taken formally and informally to inprove the teaching learning process. Emphasis is on learning the key concepts in each paper and their application into industry. Learning outcome is a successful management with MBA degree and the approach to make the organization successful where he/she works.

2.6.4   Record of collection and analysis of data on student learning outcomes and use it to overcome the barriers to learning

Feedback is taken at the end to each semester. It is available in the department.

2.6.5   Write up of new technologies deployed by the department in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges

As new online programs are coming, the admission, registration, fee payments, exam form filing an the hall tickets taking out process has been made fully online. Teaching material, videos have been put online and are

available 24 X 7 to all students.

Gradually, virtual classrooms are being developed for the students.

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department:

Enclosed in the Resume.

III.2 Number of papers published in peer reviewed journals (national / international)   **15**

Monographs

Chapters in Books   **5**

Edited **Books 1 -- Book: Strategic Management by Fred David, published by Pearsons Education, USA. ISBN-13: 9780136120988**

Books with ISBN with details of publishers

Number listed in International Database (For *e.g*. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **One Article listed in Ebsco International Database**

Citation Index – range / average

SNIP

SJR

Impact Factor – range / average

h-index

III.3 List and Records and Details of patents and income generated   **N.A.**

III.4 List and Record of Areas of consultancy and income generated   **N.A.**

III.6 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad   **N.A.**

III.6 List and Record of Faculty serving in

National committees b) International committees c) Editorial Boards d) any other (please specify)

Dr. Jayant Sonwlkar, Director DDE served

1.On the board of International Institute of Stress Management & allied Sciences

2. Editorial Board of marketing journals published from Business Press 3.

3. Patron Disseminate Knowledge, Online Journal of Management

4. Editoral Board Members for 4 Jounals

III.7 Research thrust area recognized by funding agencies for the department **N.A.**

III.8 Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies and grants received project-wise. **N.A.**

III.9 List and details of Inter-institutional collaborative projects and grants received **N.A.**

All India collaboration b) International   **N.A.**

III.10 List and details of Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, etc.; total grants received. **N.A.**

III.11 List and Details of Research facility / centre with **N.A.**

- state recognition   **N.A.**
- national recognition   **N.A.**
- international recognition   **N.A.**

III.12 List and details of Special research laboratories sponsored by / created by industry or corporate bodies   **N.A.**

3.1   Promotion of Research

3.1.1   A. Composition of Departmental Research Committee, List of members and minutes of its meeting   **Enclosed**

B. Records of DRC regarding monitoring and addressing issues related to research

C. Record of DRC recommendations which have been implemented and their impact.

Available in the department

3.1.2   Information of research centers in its affiliated / constituent colleges which

are monitored by the DRC of the department --**N.A.**

3.1.3   Details of the

* advanced funds for the sanctioned projects **N.A.**
* providing seed money **N.A.**
* Simplification of procedures related to sanctions / purchases to be made by the investigators **N.A.**
* Autonomy to the principal investigator/coordinator for utilizing overhead charges **N.A.**
* Timely release of grants **N.A.**
* Timely auditing **N.A.**
* Submitted utilization certificates to the funding authorities **N.A.**

3.1.4   Record of interdisciplinary research promoted **N.A.**

* with other departments /schools of the university and **N.A.**
* collaboration with national/international institutes/industries **N.A.**

3.1.5   Details of workshops/ training programmes/ sensitization programmes conducted by the department to promote a research culture on campus
Director DDE had organized Two Faculty Development Programs as convener in collaboration with IMS in the areas of Strategic Management and Marketing Management where interaction with the IIMs faculty members and senior executives from the field was ensured with the participants for promotion of research culture.

3.1.6   A. Details of visits of researchers of eminence to visit the campus as adjunct professors **N.A.**

B. Impact of such efforts on the research activities of the university **N.A.**

3.1.7   A. Percentage of the total budget of the department which is earmarked for research   --- **1. Lakh for reading papers in conferences.**

 B. Details of heads of expenditure, financial allocation and actual utilization
Seminar/workshop head of DDE budget (copy enclosed)

3.1.8   A. Details of University funded research and awarded Post Doctoral Fellowships/Research Associateships **N.A.**

B. List of students registered with record of source of funding by the

university and other sources **N.A.**

3.1.10   A. List and percentage of faculty which have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad **N.A.**

  B. Record of the output of these scholars **N.A.**

3.1.11   A. Details with photographs of national and international conferences organized **N.A.**

  B. List highlighting the names of eminent scientists/scholars who participated in these events.   **N.A.**

3.2   **Resource Mobilization for Research**

3.2.1   Record of Financial provisions made in the university budget for supporting students' research projects **N.A.**

3.2.2   A. Record of special efforts to encourage its faculty to file for patents **N.A.**

  B. List of registered and accepted patents. **N.A.**

3.2.3   Details of ongoing research projects of faculty: **N.A.**

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects					
Major projects					
B. Other agencies - national and international (specify)					
Minor projects					
Major projects					

3.2.4   A. Record of projects sponsored by the industry/corporate houses **N.A.**

  B. Details such as the name of the project, funding agency and grants received. **N.A.**

3.2.5   A. Details of Department recognition for their research activities by national / international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and the quantum of assistance received **N.A.**

B. Record of any two significant outcomes or breakthroughs achieved by this recognition. **N.A.**

3.2.6   List details of

a. research projects completed and grants received (funded by National/International agencies).   **N.A.**

b. Inter-institutional collaborative projects and grants received   **N.A.**
   i) All India collaboration
   ii) International

3.3   Research Facilities

3.3.1   A. Infrastructure in the department to facilitate research
University facilities are used like university Library, University IT center etc.

 B. Strategies have been evolved to meet the needs of researchers in emerging disciplines

Department Research Committee has recommended research on Rural **Marketing, Tribal Marketing, Management in Government sector and Disaster Management Sector.**

3.3.2   A. Information and Resources catering to the needs of researchers of the department **New Building is planned with latest resources**
B. Details of the facility.   **N.A.**

3.3.3   Record of University Science Instrumentation Centre (USIC) facilities been made available to research scholars **N.A.**

3.3.4   Record of provision of residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international)   **available in the university**

3.3.5   Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and other

---

specialized Research Centers for research **N.A.**

3.4   **Research Publications and Awards**

3.4.1   Research journal published, if any, from the department(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.

List Enclosed

3.4.2   Details of publications by the faculty:

* Number of papers published in peer reviewed journals (national / international) **15**

* Monographs

* Chapters in Books **5**

* Books edited - **1**

* Books with ISBN with details of publishers

* Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)

* Citation Index – range / average

* SNIP

* SJR

* Impact Factor – range / average

* h-index

3.4.3   Details of

* faculty serving on the editorial boards of national and international journals

Dr. Jayant Sonwalkar is on the board of FIVE research h Journals

* faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies

3.4.4   Details of

* research awards received by the faculty and students   **N.A.**

∗ national and international recognition received by the faculty from reputed professional bodies and agencies **N.A.**

3.4.5 A. Number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years. **FOUR Ph.D. Students were awarded Ph.D. during last 4 yrs.**

B. University participate in *Shodhganga* by depositing the Ph.D. theses with INFLIBNET for electronic dissemination through open access. **N.A.**

3.4.6 A. Record of Promotion of interdisciplinary research

B. Number of interdepartmental/interdisciplinary research projects undertaken

C. Mention the number of departments involved in such endeavours **N.A.**

3.4.8 List of University instituted research awards to the faculty of the Department **N.A.**

3.4.9 Details of incentives given to the faculty for receiving state, national and international recognition for research contributions **N.A.**

3.5 Consultancy

3.5.1 Important consultancies undertaken by the department during the last four years. **N.A.**

3.5.2 A. Department participation in university-industry cell **Yes**

B. If yes, what is its scope and range of activities **N.A.**

3.5.3 Record of publicizing the expertise of the department for consultancy services **N.A.**

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 A. Department records of sensitization of faculty and students on its Institutional Social Responsibilities **N.A.**

B. List the social outreach programmes which have created an impact on students' campus experience during the last four years. **N.A.**

3.6.2 Promotion of neighborhood network and student engagement and holistic development of students and sustained community development? **N.A.**

3.6.3 Record of participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International

programmes **N.A.**

3.6.4   Records of tracking the students' involvement in various social movements / activities which promote citizenship roles **List Enclosed**

3.6.6   Write up of the values inculcated and skills learnt during extension activities. **Enclosed**

3.6.7   Department community in its outreach activities **3 Villages nearby Indore**

3.6.8   Details of awards received by the institution for extension activities and/contributions to social/community development during the last four years   **N.A.**

3.7   Collaboration

A. MOU Copies and Record of collaboration with other agencies impacted the visibility, identity and diversity of activities on campus **N.A.**

B. Record of benefits academically and financially because of collaborations

3.7.2   Records of linkages resulted in   **Enclosed**

* Curriculum development
* Internship
* On-the-job training
* Faculty exchange and development
* Research
* Publication
* Consultancy
* Extension
* Student placement
* Any other (please specify)

3.7.3   A.Copy of MoUs with institutions of national/international importance/other universities/ industries/corporate houses etc. **N.A.**

B. Record of enhanced the research and development activities   **N.A.**

3.7.4   Have the university-industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities? **N.A.**

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

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1   A. Details of Department physical infrastructure   **It is run in IMS Building**

   B. Maintenance of Laboratories for its optimal utilization **N.A.**

C. Maintenance of Computers for its optimal utilization **Uses IMS Computer Lab.**

D. Maintenance of UPSes, Power Supplies **Available**

E. Maintenance of support services, sanitation, first aid boxes **Available**

F. Maintenance of building, garden, indoor games structure **Maintained**

4.1.2   Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment-- B**uilding is W-Fi enabled**

4.1.3   Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services **University facilities are used for this purpose**

4.1.4   List of Facilities like office room, common room and separate rest rooms for women students and staff   **Adequate for present faculty**

4.1.5   List of the infrastructure facilities are disabled-friendly -- **N.A.**

4.1.8   Departmental special facilities are available on campus to promote students' interest in sports and cultural events/activities **Available**

4.2 Library as a Learning Resource

4.2.1   Details of departmental library facilities: **IMS Library and Central library is being used**

4.2.2   Provide details of the departmental library:

* Total area of the library (in Sq. Mts.)

* Total seating capacity

* Working hours (on working days, on holidays, before examination, during examination, during vacation)

* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

* Clear and prominent display of floor plan

* Adequate sign boards;

* Fire alarm;

* Access to differently-abled users and

* Mode of access to collection

4.2.3   Departmental library holdings:
   a)   Print (books, back volumes and theses)
   b)   Average number of books added during the last three years
   c)   Non Print (Audio Video, CDs, Downloaded Articles)
   d)   Electronic (e-books, e-journals)
   e)   Special collections (e.g. text books, reference books, standards, patents)

4.2.4   Records of tools the library deploys to provide access to the collection
   * OPAC
   * Electronic Resource Management package for e-journals
   * Federated searching tools to search articles in multiple databases
   * Library Website
   * In-house/remote access to e-publications

4.2.5   Use of ICT deployed in the library
   * Library automation
   * Total number of computers for public access
   * Total numbers of printers for public access
   * Internet band width speed   □ 2mbps □ 10 mbps □ 1 GB
   * Institutional Repository
   * Content management system for e-learning
   * Participation in resource sharing networks/consortia (like INFLIBNET)

4.2.6   Details (per year) with regard to
   * Ratio of library books to students enrolled
   * Average number of books added during the last four years
   * Assistance in searching Databases
   * INFLIBNET/IUC facilities

4.2.8   Annual departmental library budget and the amount spent for purchasing new books and journals.

4.3   IT Infrastructure

4.3.1   Details of Department IT and ICT Infrastructure

4.3.2   Details of the computing facilities i.e., hardware and software.

- Number of systems with individual configurations
- Computer-student ratio
- Dedicated computing facilities
- LAN facility
- Proprietary software
- Number of nodes/ computers with internet facility
- Any other (please specify)

4.3.3   Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

4.3.4   Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.

4.3.5   IT facilities available to individual teachers for effective teaching and quality research

4.3.8   A. Details of ICT-enabled classrooms/learning spaces available

B. Record of utilization for enhancing the quality of teaching and learning

4.3.9   Records of Faculty and computer- aided teaching-learning materials

4.3.10   Department availing of of the National Knowledge Network connectivity

4.3.12   Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources

4.3.13   Department budget for the update, deployment and maintenance of computers

4.3.14   Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment

4.4 Any other information regarding Infrastructure and Learning Resources which the university would like to include.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Department system, structural and functional characteristics for student support and mentoring

5.1.2 Record of 'apart from classroom interaction', the provisions available for academic mentoring

5.1.3 Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.

5.1.4 Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result

5.1.5 A. Records of the Timely dissipation of financial aid

   C. Tables for type and number of scholarships/free-ships given to the students during the last four years the following categories: UG/PG/M.Phil/Ph.D./Diploma/others

5.1.6 Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)

5.1.7 Department use of International Student Cell, number and list of foreign students

5.1.8 Department support services available for

* Students participating in various competitions/conferences in India and abroad
* Physically challenged / differently-abled students
* SC/ST, OBC and economically weaker sections
* Health centre, health insurance etc.
* Skill development (spoken English, computer literacy, etc.)
* performance enhancement for slow learners

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* exposure of students to other institutions of higher learning/ corporates/business houses, etc.
* publication of student magazines
* Record of student participation in sports and extracurricular activities

5.1.9   Placement Records

5.1.10   Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).

5.1.11   A. Record of registered Alumni Association

B. Record of activities and contributions to the development of the department

C. Record of alumni meets

5.1.12   A. Committee members and record of student grievance redressal

B. Details of the nature of grievances reported and the redressal

5.1.13   A. Record of anti-ragging committee

B. List of instances reported during the last four years and what action has been taken in these cases

5.1.14   Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students

5.1.18   A. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

B. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

5.2   Student Progression

5.2.1   Analysis of progression and trends for the last four years.

Student Progression	%
UG to PG*	
PG to M.Phil.*	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	

5.2.2   Programme-wise pass percentage during the time span stipulated

5.2.3   Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

5.2.4   List category-wise with details egarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years

5.3   Student Participation and Activities

5.3.1   A. List the range of sports, cultural and extracurricular activities available to students

    B. Sports and extracurricular calendar and details of students' participation.

5.3.2   Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.

5.3.3   A. Gathered data and feedback from pass-out graduates

    B. Gathered data and feedback from employers

    C. Use of the data for the growth and development of the department

5.3.4   Department special drives / campaigns for its faculty and students to promote heritage consciousness

5.3.5   A. Records of Department involvement and encourage its students to publish materials like catalogues, wall magazines, departmental magazine, and other material

    B. List the major publications/ materials brought out by the students during the last four academic sessions.

5.3.6   A. Departmental Student and Alumni association or or any other similar body

    B. Details on its constitution, activities and funding.

5.3.7   Details of student representatives in Board of Studies, various academic and administrative bodies

5.3.8 Any other information regarding Student Support and Progression which the university would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision and Leadership

6.1.1   State the vision and the mission of the department in line with the University

6.1.2   Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,

6.1.3   Write-up of

* ensuring the organization's management system development, implementation and continuous improvement
* interacting with its stakeholders
* Reinforcing a culture of excellence
* identifying organizational needs and striving to fulfill them

6.1.4   Records of Departmental and other committees meetings

6.1.6   Write-up of a culture of participative decisions in the department

6.1.7   Record of Grooming leadership at various levels

6.1.10   Record of knowledge management strategy

6.1.11   Write up on

* Contributing to national development
* Fostering global competencies among students
* Inculcating a sound value system among students
* Promoting use of technology
* Quest for excellence

6.2   Strategy Development and Deployment

6.2.1   Perspective plan for development and write-up of policies and strategies to

* work for Vision and for achieving the mission
* Enhancing Teaching and learning
* Enhancing Research and development
* Enhancing Community engagement
* Enhancing Human resource planning and development
* Enhancing Industry interaction
* Enhancing Internationalisation

6.2.2   Departmental organizational structure and decision making processes and their effectiveness.

6.2.3   Write up of functioning independently and autonomously and ensure

accountability

6.2.5 Record of last four years, have there been any instances of court cases filed by and against the department, What were the critical issues and verdicts of the courts on these issues

6.2.6 Performance audit of the department by external experts

6.3 Faculty Empowerment Strategies

6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that

6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff.

6.3.4 List and number of attracted and retained eminent faculty in last 4 years

6.3.5 Gender audit during the last four years of the department achievements and pass percentages and its salient findings.

6.4 Financial Management and Resource Mobilization

6.4.1 Statements of audited income and expenditure of academic and administrative activities of the last four years.

6.4.5 Efforts taken by the department for resource mobilization.

6.4.6 Record of endowment funds created

6.5 Internal Quality Assurance System

6.5.1 Details of department internal quality assurance and sustenance system, give details.

6.5.2 Internal workshops to improve teaching, learning and evaluation

6.5.3 Record of continuously review the teaching learning process

6.5.4 **Any other information regarding Governance, Leadership and Management which the university would like to include.**

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1   Department Area Green Audit details

7.1.2   Departmental initiative to make the campus eco-friendly?

Energy conservation **University Energy department has done energy audit and the recommendations received are being fully implemented**

* Use of renewable energy   **No**

* Water harvesting   **Yes**

* Check dam construction   **N.A.**

* Efforts for Carbon neutrality

* Plantation

* Hazardous waste management

* e-waste management

* any other (please specify)

7.2   Innovations

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

7.3   Best Practices

7.3.1   Give details of any two best practices which have contributed to better academic and administrative functioning of the department.

Format for Record of Best Practices of the department

1. **Title of the Practice**

   This title should capture the keywords that describe the practice.

2. **Objectives of the Practice**

   What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

3. **The Context**

   What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. **The Practice**

   Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. **Evidence of Success**

   Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

6. **Problems Encountered and Resources Required**

   Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. **Notes**

   Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).