

**FILE NUMBERS AND LIST OF FILES TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY EACH INSTITUTE**

1. **Name of the Institute :** INSTITUTE OF MANAGEMENT STUDIES
2. **Faculty:** MANAGEMENT
3. **Year of establishment:** 1969

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

<b>Programmes</b>	<b>Number</b>	<b>Course/Subjects</b>
UG	2	BBA (HA), BBA (Ecom.)
PG	8	MBA (FT) (FA) (MM) (EC) (HA) (DM) (HR) MBA(Executive)
Integrated Masters	2	MBA (EC) (HA)
M.Phil.	2	M.Phil.(Defence), M.Phil. (Management)
Ph.D.	1	Research Centre
PG Diploma	1	PGDHRM
Total	16	

Sixteen courses with nearly 1800 students, it is a premier institute in the University and in the field of Management Education.

**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 first time and Last Academic Year recognitions**

AICTE PERMANENT INSTITUTE ID: 1- 487630871
CURRENT APPLICATION NUMBER OF 13-14: 1- 372754972
APPLICATION NUMBER OF 12-13: 1- 742211842
AICTE FILE Number: 431/26-8/MCP(M)94
APPLICATION TYPE: EXTENSION-EXPANSION-CLOSURE
ORGANIZATION REGISTRATION NUMBER: 53269

If the Institute offers **Distance Education Programmes (DEP)** then

Number of programmes offered. **01 (Under DDE)**

Name of Each Programme MBA(DE)

Letters for approvals by the Distance Education Council.

**All details are separately provided by Directorate of Distance Education**

**A.2 Copy of Ordinances related to the courses in the Institute:** File No.: A.2

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

200

Number of teaching days during the past four academic years.

180

180

181

180

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

**A.4 Number of positions in the Institute, 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/Univ/State Govt	6	11	22	43	7
<i>Recruited</i>	2	8	15		
<i>Yet to recruit</i>	4	3	7		
Number of Faculty working Full Time Temporary (on contract basis)			7		

**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.	4	1	7	1	7		
M.Phil.							
PG					2	3	25
Temporary teachers							
Ph.D.							
M.Phil.							
PG					2	5	7
Part-time teachers (Courses Visiting Faculty)							
Ph.D.							
M.Phil.							
PG					60	28	78

**A.5 Emeritus, Adjunct and Visiting Professors and their sanctions.**

	Emeritus	Adjunct	Visiting
Number			

Steps are being taken for 2013-14 for appointment of Emeritus Professor, Adjunct Professor, and Visiting Professor as per UGC guidelines.

**Semester-wise Record of Courses Visiting Faculty and their Sanctions: Available in File**

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

File No.: A.4

**A.6 Copies of Latest Bio data of Faculty in positions in the Institute: Available**

File No.: A.6

**A.7 1. Copies of Yearly Performa Based Assessment Records of Faculty in positions in the Institute: Available in Establishment Section of the University.**

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

**Status of Regular posts lying vacant in Institute of Management Studies:**

Post	Available	Filled	Vacant
Professor	4	1-UR	1-SC, 1-OBC, 1-UR
Reader	6	2-UR, 1-SC, 1-ST	1-ST, 1-UR
Lecturer	9	4UR,1-SC, 1-ST	1-ST, 1-OBC, 1-UR

**Status of Vacant Posts in Self-Financing in IMS in MBA allied**

Post	Available	Filled	Vacant
Professor	2	1-UR,	1-ST
Reader	5	3-UR, 1-SC	1-ST
Lecturer	13	5-UR, 2-SC, 2-OBC	2-ST, 2-UR

Steps are being taken in 2013-14 for appointment of Faculty.

4. Programme-wise Student Teacher Ratio

<b>COURSES OFFERED</b>	<b>Student Teacher Ratio</b>
M. Phil (Management)	16:1
M. Phil (Defence and Management)	
MBA (Full-Time)	
MBA (Financial Administration)	
MBA (Marketing Management)	
MBA(Hospital Administration)	
MBA(Human Resource )	
MBA(e-Commerce)	
MBA (Disaster Management)	
MBA (e-Commerce) Integrated	
MBA (Hospital Administration) Integrated	
PGDHRM (Post Graduate Diploma In Human Resource Management)	

5. Number of academic support staff (technical) and administrative staff: sanctioned and filled

- Class III= 14
- Class IV=26

A.8 Students enrolled in the Institute during the current academic year (2012-13), with the following details:

Year	PG Course 2011-13		NRI In All Courses		Total	UG Course 2010-2013		Total
	Male	Female	Male	Female		Male	Female	
2008	706	470	13	05	1176	202	165	367
2009	702	508	15	03	1210	222	148	370
2010	631	496	16	02	1127	197	166	363
2011	567	524	08	03	1091	158	194	352
2012	854	765	03	03	1619	159	187	346
2008- 2013 Sessions	3460	2763	55	16	6223	938	860	1798

\*M-Male \*F-Female

### Student Enrolment and Profile:

S. No.	Year	Total students	M.P. Domicile	Out of M.P.	Open		SC		ST		OBC	
					M	F	M	F	M	F	M	F
1	2008	1176	936	240	391	197	217	123	58	33	102	55
2	2009	1210	964	246	412	194	230	117	59	35	110	53
3	2010	1127	895	232	385	178	206	125	54	28	100	51
4	2011	1091	865	226	372	172	199	120	52	28	98	50
5	2012	1619	1284	335	552	255	296	177	78	42	145	74

Externally registered students?

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) 2011-2012 including the salary component = Rs. 8160=00
- (b) 2011-2012 excluding the salary component = Rs. 1724=00
- (c) 2012-2013 including the salary component = Rs. 13430=00
- (d) 2012-2013 excluding the salary component = Rs. 4447=00

### A.8 A. Faculty recharging strategies

Faculty Members are sent for FDPs, Refresher Programs, Orientation and Development Program.

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

- Refresher courses: 11 faculty members (2008-09 to 2012-13)
- Orientation programmes: 11 faculty members (2008-09 to 2012-13)
- HRD programmes: 06 Faculty members attended 2 FDP at IMS (2008-09 to 2012-13).

File No. A.8

#### **A.9 Student projects**

- **Percentage of students who have done in-house projects including inter-Institution projects**

MBA (FA), MBA (MM), MBA (HR), MBA (DM), MBA (HA 2 years and 5 years) and MBA (E-Com 2 years and 5 years)

- **1<sup>st</sup> year Summer Training.(All P.G. Students) – 100%**
- **2<sup>nd</sup> year Major Research Project under In-house Faculty.(All Final Year PG and UG Students) – 100%**
- percentage of students doing projects in collaboration with other universities / industry / institute
  - **NIL**

#### **A.10 Awards / recognitions received at the national and international level by**

- Faculty
  - \* **Award Received = 1**
- Doctoral / post doctoral fellows
- Students

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

- \* Development Program Organized (2008 July to June 2013)
  - Workshops = 41
  - Refresher Course = 00
  - Orientation Course = 00
  - Training Programme = 12
  - Any Other Programs = 17

#### **A.12 Write up of Code of ethics for research followed by the Institute**

- Data Integrity
- No Plagiarism and appropriate referencing of other's work.
- Areas which contribute to building National Knowledge Bank
- Promoting research areas of social relevancy
- Following scientific guidelines for conduct of research

**A.12 Student profile course-wise: Will be provided by July 30, 2013**

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

**A.13 Diversity of students Will be provided by July 30, 2013**

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

**A.14 Record of how many students have cleared Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations? Give details category-wise. NET: 09 Will be provided by July 30, 2013**

**A.15 Record of Student progression**

Student progression	Percentage against enrolled
UG to PG	>95%
PG to M.Phil.	<1%
PG to Ph.D.	
Ph.D. to Post-Doctoral	-
Employed	
• Campus selection	Roughly 60-70%
• Other than campus recruitment	Roughly 30%
Entrepreneurs	Roughly 15%

**A.16 Record of Diversity of staff**

Percentage of faculty who are graduates	
of the same university	65%
from other universities within the State	18%
from universities from other States	15%



from universities outside the country	Nil
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**A.17 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years: 08**

File : A.17

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

- a) Library : **Yes**
- b) Internet facilities for staff and students: **Yes**
- c) Total number of class rooms **22**
- d) Class rooms with ICT facility **22**
- e) Students' laboratories : **Computer Laboratory**
- f) Research laboratories **NA**

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

- a) from the host university
- b) from other universities

File A.19

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

S.No.	Year	ST	Amount Sch.	SC	Amount Sch.	OBC	Amount Sch.	Total
01	2008-2009	53	546755/-	96	226585/-	97	1431126/-	246
02	2009-2010	76	5433850/-	135	6308985/-	158	7078065/-	369
03	2010-2011	90	1802651/-	137	3112332/-	171	4608330/-	398
04	2011-2012	79	1974760/-	135	3585825/-	169	4601920/-	383
05	2012-2013	68	3063896/-	108	4968215/-	181	4718100	357

**A.20 Methodology of need assessment exercise undertaken before the development of new programme(s) Regular interactions are done with National Experts and Stake**

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**holders like companies which come on campus for placement, Research bodies and civil societies in the curriculum revision process.**

- 360 degree feedback of all the stakeholders includes students including research scholars alumni, parents, faculty, corporate .
- We take students feedback regularly on curriculum at the end of each semester. Suggestions are also taken for modification or revision on student related activities.
- In house meeting of industry and academic experts to propose the feasibility of curriculum updates. Immense feedback is taken from the alumni who are also contributing curriculum feedback from industry purview.
- Revising syllabi through Board of Studies with reference to Industrial requirements regularly.
- Incorporation of suggestions from the feedback.
- Involvement of all faculty members.
- Referred modules from universities in India/abroad.
- Revision of syllabus before commencement of each academic session
- Convention of curriculum revision as well as design and development of curriculum workshop before commencement of each academic sessions.
- Organizing guest lectures by corporate practitioners integrating curriculum need . Specially in domains like Hospital management .
- Curriculum is designed considering self development, community and National development, value orientation, ICT introduction and Global demand.
- Our courses focus on experiential learning through summer training and internship component .
- Significant changes are brought in introducing new courses like business intelligence, financial modeling, contemporary issues in marketing etc Computer skills are incorporated in all the programmes as a compulsory subject. We also cater to the high level ICT courses in e-Commerce stream.
- CBCS for programmes has been implemented since July 2012 with Specialization choices, along with predefined time-frame.
- Detailed Course Planning, bringing out the aims, objectives, learning outcomes, indicating knowledge, skills and cognitive components, staff and facility requirements, assignments, course evaluation.

*(updated syllabus is available 24X7 on institutes website connected to DAVV portal)*

MBA (Hospital Administration) and MBA (e-Commerce) 5 years integrated courses (BBA + MBA) are modular and student can choose other streams of MBA or any other course after completion of the BBA component

#### A.21 Records of feedback from

- a. **faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the Institute utilize the feedback? Yes**

The provided feedbacks are analyzed by the Institute and then discussed during Departmental Committee. The changes are made according to analysis to offer appropriate changes in curriculum.

We are following the model of curriculum development starting from industry need through integrated feedback mechanism and need assessment through academic and corporate experts along with students and faculty members.

#### **Faculty involved in curriculum design**

All Faculty members participate in curriculum design. This is required due to Management being an interdisciplinary area. Each faculty member gives input according to his / her functional expertise.

#### **b. students on staff, curriculum and teaching-learning-evaluation and how does the Institute utilize the feedback?**

- Institute uses the feedback as indicator of the overall quality of the teaching and learning, infrastructure, behaviour of the staff and faculties to students. The required changes are implemented using this indicator and incorporate suggestions given in the feedbacks.
- 360 degree feedback of all the stakeholders includes students including research scholars alumni, parents, faculty, corporate .  
Significant changes have been brought in introducing new courses, for example Business Intelligence, Financial Modelling, Contemporary Issues in Marketing

#### **c. Alumni and employers on the programmes offered and how does the Institute utilize the feedback?** Institute improves the program by incorporating the suggestions from feedbacks.

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

1. Bhaskar Dasgupta

Programme Director, Global Trade & Receivables Finance, Sales Transformation Programme

HSBC , London. UK.

2. Ashwini Sharma

Chief Executive Officer and Chairman Of The Management Board, Horizon Pulp and Paper Estonia ( EU).

3. Bhupendra Sajwan  
SVP - Strategic Service Delivery, SunGard Insurance  
SunGard Financial Systems, Greater New York City Area, US
4. Tarun Agarwal  
Head - Alternate Channels, Products and Innovations (Payment Systems), Development Banking & FI , Ratnakar Bank Limited ,Mumbai ,India
5. Amrith Pal Singh Sandhu  
Country NPS Manager, *Philips Electronics India Ltd , Mumbai ,India*
6. Navneet Anhal  
Chief Executive Officer, Zee Learn Limited , Mumbai
7. Amitabh Singh  
GM South Asia & Country Head India at Global Sources, Mumbai Area, India
8. Anshuman Singh  
Chief Executive Officer, Future Logistics Ltd., Mumbai, India
9. Arbind Lochan  
Marketing Business Leader- Asia Pacific, RS Components, Singapore.
10. Nilay Arora  
Senior Director - Marketing & Business Head, *ibibo Web private Limited, New Delhi, India*

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

Experts from corporate sector delivered the lectures on various topic like HR, finance, hospital administration.

Akbar Khan	Manager (HR)	AI Tayer Group Dubai	Feb. 2009
Amit K. Saxena	GM (HR)	Solvay Indian	Jan. 2009
Anas Khan	Manager (Mkt)	AI Futtaim Watches & Jwels	March 2008
Bhaskardas Gupta	Program Director	HSBC	Dec. 2009
Charanjeet Singh Bhatia	VP Fraud & Investigation	TCS	Feb. 2009
Harmeet Chabhra	Manager (HR)	Diaspark India	Nov. 2010
Harpulak Bahadur	VP Adventory		Oct. 2010

Rajesh Kamath	AVP	Bajaj	Sept. 2008
Ajit Talreja	Manager (HR)	Cummins	Dec. 2011
Ramchandra Arya	Consultant	TCS	Oct.
Sandeep Atre	Director	CH edgemakers	Nov. 2012
Pankaj Mittal	CTO	Impetus	Aug. 2008
Sity C. Kurian	GM	Consolidated Shipping	Oct. 2008
Somendra Pant	Asso.Professor	Clarkson Univ.	Nov. 2011
Sonit Porwal	Directo	Infosoft Technologies	Oct. 2010
Sunita Kishnani	AVP (Mktg)	Diaspark	Oct. 2010
Vinay Dalal	AVP (HR)	Reliance Retail	Dec. 2010
Bupendra Sajwan	SVP	Sunguard	Dec. 2008
Sanjeev	Principal Consultant	CSC	Jan. 2013
Dr. Girdhar Biyani	Director	QCI	Feb. 2013
Dr. Manoj Jain	Infection Controller	Haward Medical Center	
Dr. Y.P. Bhatia	Director	Astron	Feb. 2013
Dr. Rajiv Choure	VP	Care Hospital	March 2013
Firoj Khan	GM	Bombay Hospital	Feb. 2012

**A.24 Record and List of the teaching methods adopted by the faculty for different programmes.**

1. Teaching of advanced topics in details by using International research articles, e-journals, databases and online books.
2. To improve communication and research skills, presentations delivered by students on research topics.
3. Student participation in research is encouraged to some extent through major research projects that form part of the evaluation process at the UG/PG level.
4. The students are encouraged to do field based project with industry support.
5. The research aptitude is inculcated among PG and M.Phil. students through project work.
6. The M. Phil students are also motivated to make their research contribution through good quality Dissertation.
7. Students join Ph.D. programme in the institution itself.
8. The institute facilitate and implement research projects, proposals by forwarding them to related people/authorities.

**A.25 Record of Monitoring by the Institute ensures that programme objectives are constantly met and learning outcomes are monitored:**

The basic objectives of Institute's curriculum / syllabi are to enhance the theoretical and practical understanding as well as skills of students in the area of management. Following measures are adopted to ensure monitoring of the programme objectives and learning outcomes:

- Regular attendance
- Session Plan
- Faculty meetings
- Student performance through class tests, quizzes, internal and main exams.
- Student participation in academic and extracurricular activities.
- Student placements

**A.26 Details and Highlight of the participation of students and faculty in extension activities in the Institute:**

- A wide range of activities, for example, community development, social work, health and hygiene, eye and blood donation, campus cleaning and beautification, and AIDS awareness are regularly conducted by the University, in which our students actively participate.
- Institute organizes lectures, competitions, seminars, case studies, and FDP to promote extension activities.

**A.27 Details of “beyond syllabus scholarly activities” of the Institute:**

- a. Participation in various conferences, seminars and lectures.
- b. Blood donation camps organized by NSS.
- c. Training program and guest lecture for students.
- d. Students counselling on the personal problems, life style, career and to teach them to become good human being, by mentros.

**A.28 Information about programme/ Institute accreditation/grading by other agencies?**

**If yes, give details. :** Available

File No. A.28

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

Regular basis updation of syllabus and new subject added according to the need of Industry.

**A.30 Write up of Future plans of the Institute:**

- An extension of I.M.S. building has been planned and construction is to start soon.
- IT infrastructure upgradation
- Starting research journal
- Establishing Centre of Excellence in some functional areas.
- Emphasise on Corporate training and consultancy
- National and international collaborations

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

## Strengths:

- Updated Curriculum
- Industry Relations
- Students placement
- Faculty members expertise
- ICT enabled teaching learning process.

## Weaknesses

- Shortage of full time permanent faculty members.
- Shortage of supporting and administrative staff.
- Need for more Infrastructure for new programmes.

## Opportunities

- International and National collaborations will improve research standards and opportunities to students.
- Research skills and aptitude of faculty members and students will further improve the quality of teaching and research.
- International fellowships for the faculty members will enhance the communication and research skills further.

## Challenges:

- Recruitment of full time faculty.

**A.32 Write up of efforts for Quality Sustenance and Assurance in the Institute:**

We are continuously putting efforts towards maintaining the quality by promoting research and quality of teaching. This is further substantiated by the research publications of faculty members. Academic performance and industry placement of our students during M.B.A which is very big achievement for Institute and University.

Students are also provided support and counselling for upgrading their knowledge and skill, and strategies to crack competitive interviews of companies. The Institute recruit

number of contractual – temporary and full time faculty members who also contributes to support teaching and research to students. All the recruited faculties are qualified and experienced as per UGC norms.

The Institute has its Internal Quality Assurance Cell which keeps on monitoring the quality improvement efforts, documenting various activities, facilitating AICTE approvals, UGC accreditation, and regular meetings to discuss new ideas. The constitution of the Institute’s IQAC is as follows:

Chairman: Director

Faculty Incharge and team members for Seven Criteria as per NAAC guidelines:

<b>S. No.</b>	<b>IQAC Activities</b>	<b>Faculty Incharge</b>	<b>Team Members</b>
1.	Teaching Learning and Evaluation	Dr. Kapil Sharma	Dr. N. Waikar Mr. Piyush Kendurkar Mr. Avnish Vyas Mr. Alok Malviya
2.	Student Support & Progression	Dr. P.K. Gupta / Dr. Deepak Shrivastava	Dr. A.K.Jain Dr. Pankaj Chauhan Ms. Bhawana Saun
3.	Infrastructure & Learning Resources	Dr. Rajiv Gupta	Dr. Deepak Shrivastava Mr. B.P.Singh Ms. Divya Purohit
4.	Research Consultancy and Extension	Dr. J. Sonwalkar/ Dr. M.K. Arya	Dr. A.K. Jain Mr. Santosh Choube Ms. Deepa Katyal
5.	Curricular Aspect	Dr. Sangeeta Jain	Dr. N.K. Totla Ms. N.B. Siddiqui Ms. Jyoti Jain
6.	Governance, Leadership and Management	Dr. A. Trehan / Dr. N. K. Totala	Dr. Vivek Sharma Mrs. A. Chatterjee Ms. Kavita Sharma
7.	Innovation and Best Practices	Dr. Rajnish Jain / Mr. Niranjan Shrivastava	Dr. C.C. Motiani Dr. Shine David Ms. Sona Fating Mr. Achal Hardiya Mr. F.E. Vajifdar



## 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

Yes  No

File No. - 1.1.1

#### 1.1.1. A Eligibility for admission to each course

The institute organise admissions through CET, CMET ( counselling through VYAPAM) and separate entrance exams for M. Phil and PhD course. M. Phil (defence studies) course students are for high command army officers who are nominated by the army administration. Admissions in PGDHRM (for army officers) are through percentage basis merit list. Admissions in MBA (executive) is also through counselling along with percentage basis merit list. The details for the current session 2013-14 are mentioned as below:

Entrance specification	Courses	Eligibility
<b>CET</b>	MBA(Financial Administration)	Graduation in any stream with 50%
	MBA(Marketing Mgt.)	Graduation in any stream with 50%
	MBA(eCom.)	Graduation in any stream with 50%
	MBA(Disaster Mgt.)	Graduation in any stream with 50%
	MBA(HR)	Graduation in any stream with 50%
	MBA(Hospital Administration)	BHA/MBBS/BDS/BVSc/BSc. Nursing/BBA (HA) with 50%
	MBA(e-Commerce)-5 Yrs	12 <sup>th</sup> in any stream with 50%
	MBA (Hospital Administration) – 5Yrs	12 <sup>th</sup> (Biology) with 50%
<b>CMET</b>	MBA ( full Time)	Graduation in any stream with 50%
<b>M.Phil entrance test</b>	M. Phil	Post graduation in Management with 55%
<b>Nomination</b>	M.Phil ( defence)	High command officers are nominated by defence
<b>Institute level counselling</b>	MBA ( executive)	Graduation with 45% along with 5 years work experience
Percentage basis merit	PGDHRM ( for army officers)	Graduation with 50%
	PhD ( management)	Graduation with 55%

<b>PhD entrance test</b>		
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### 1.1.1.B Whether reflects Vision and mission reflection

Yes  No

#### 1.1.1C Write on reflection of vision and mission

The vision and mission of the institute is as given below:

##### **Vision**

Excellence in all areas of performance of everyone associated with the Institute and ensure quality in management education to produce globally recognized managers.

##### **Mission**

“Institute commits itself to identify young people with professional and entrepreneurial aspirations, talents, determination and trigger them off to become excellent inspirational leaders in their chosen pursuits by developing in them skills, insights, abilities, healthy habits, right perspective and clear vision. It focuses on holistic management education, training and conditioning of students through intellectual and informational inputs and activity- centered experiential self-discovery process to embolden them to assume responsibility to take charge and lead effectively”.

Mission is reflected in the institute by imparting quality education through updated course curriculum in all the courses and student centric approach. It has also resulted in ensuring good placement in the all the courses. Institute’s vision is reflected in offering new courses and Innovative subjects as per the requirements of stakeholders

### 1.1.2 Details of process followed in last revision of Curriculum

#### **A. Need Assessment**

IMS is following a model of curriculum development in which needs of industry are envisaged through integrated feedback mechanism assessment of

academic and corporate experts along with suggestions from students and faculty members. **(File No. – 1.1.2.A)**

**B. Faculty involved in curriculum design**

All Faculty members participate in curriculum design as management is interdisciplinary area; faculty members give their input according to their functional expertise. The list is enclosed **(File No. – 1.1.2.B)**

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

The board of studies in management comprises of senior professors, Dr. P. N. Mishra, Dr. Rajive Gupta, Dr. P. K. Gupta, Dr Sangita Jain, Dr. Kapil Sharma and Dr, Rajendra singh.

The Departmental Research Committee comprises of Dr. P N. Mishra and Dr. Rajive Gupta. This committee reviews the designed curriculum and other Committees. **(File No. – 1.1.2.C)**

**D. Records of External Experts Opinion of the designed curriculum Yes**

The opinion of the experts are obtained through emails and personal Interaction which is mention in file number **(File No. – 1.1.2.D)**

**E. Records of External Experts Feedback of the designed curriculum Yes**

The records are collected through personal interaction and online questionnaire.

The collected inputs are mentioned in **(File No. – 1.1.2.E)**

**F. Records of Student Feedback opinion on the existing curriculum Yes**

The records are collected through personal interaction and online questionnaire.

The collected inputs are mentioned in **(File No. – 1.1.2.F)**

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

**Yes. The records are compiled in (File No. – 1.1.2.G)**

**1.1.3 Detailed write up out each course in reference to employability, Innovation and Research.**

The institute offers thirteen courses the courses are summarized se below in terms of

employability, Innovation and Research:

### **1. MBA (Full Time)**

The Master of Business Administration is a two year full time programme started in 1969, is amongst one of the first few management institutes in the country. It admits students of various backgrounds from all over India. It grooms the conceptual and analytical skills. It streamlines the talents to adapt to the ever demanding requirements of the modern business world.

The MBA programme spreads over four semesters. It imparts quality management education in specialized areas of Marketing, Finance, Information Systems and Human Resources Development. It is designed to cater to the ever-evolving demands of the market.

Students are exposed to various dimensions of management and behavioural sciences with dual specialization - major and minor (now after CBCS the dual specialisation is no longer available since 2012).

### **2.MBA (Financial Administration)**

IMS conceived Master of Financial Administration in 1995 recognizing the need for the business school curriculum to incorporate the requirements of corporate changes and to prepare today's graduates for the new and varied challenges offered by the real business world.

Master of Financial Administration is a two-year full time. It is tailored made programme is engineered to impart quality management education arising out of fundamental rethinking in Capital Market, Financial Services, International Finance, Insurance and other financial areas.

The MBA (FA) programme aims to equip the students with the requisite knowledge and skills in financial planning, decision making and control.

### **3.MBA (e-commerce)**

The **MBA (e-commerce)** programme at IMS is conducted with objectives of enriching the students with interdisciplinary and multidimensional courses for using IT for commerce and management. This course is of two years and five years integrated programmes ( BBA+ MBA). This programme was started in the year 2000. The courses bridge the gap between management and technology.

The course imbibes the capacity for creative thinking, problem solving and decision making. The course emphasises on initiative building and self development. It grooms the student with the latest trends in the changing business scenario. It familiarises the students with integrative business processes. Internet marketing is an elective offered in this course. Internet marketing is now latest trend in industry.

#### **4. MBA ( Hospital management)**

The **MBA (Hospital Management)** programme at IMS is conducted with objectives of enriching the students with interdisciplinary and multidimensional flavour to Hospital administration and management. The Institute started the course in the year 1994. The MBA course is of two years. It is developed only for doctors and allied disciplines, and five years integrated programmes (BBA+ MBA). IMS is the first Institute in India to start Five years integrated course in Hospital management.

It enhances the capacity for creative thinking, problem solving and decision making in students. It emphasises on initiative building and self development. It grooms the students with the latest trends in the changing business scenario. It familiarises them with integrative business processes of healthcare and hospital industry.

#### **5.MBA (Disaster Management)**

IMS conceived Master of Business Administration (Disaster Management) in 2007. Recognizing the need for the business school curriculum to incorporate the requirements of environment changes and to prepare today's graduates for the new and varied challenges offered by the real social economic world.

The main objective of the program is to equip the students with the requisite knowledge and skills in planning, decision making and control, specifically in the field of Disaster Management.

The programme gives the exposure on distinguished sectors in the light of moral responsibility and individual interest of socioeconomic organisations of vibrant economy. It also encompasses broad and diverse career prospects of safety, health and environment management, insurance and bank management, including risk management, project management, and NGO management. The prospects are also there in the areas of risk reduction & vulnerability assessment, carbon credit, microfinance, livelihood development and preparedness and capacity development.

#### **6.MBA (Marketing Management)**

IMS conceived Master of Marketing Management in 2007. Recognizing the need for the business school curriculum to incorporate the requirements of corporate changes and to prepare today's graduates for the new and varied challenges offered by the real business world.

The Master of Marketing Management is a two-year full time tailor made programme engineered to impart quality management education arising out of fundamental rethinking in Marketing field.

### **7.MBA (Human Resource)**

The Master of Business Administration in HR is a two year full time programme started in the year 2012, is aimed at bringing together students of various backgrounds from all over India and grooming their conceptual and analytical skills so as to streamline the talents to adapt to the ever demanding requirements of the modern business world.

The MBA programme spread over four semesters Human Resources Management streams designed to cater to the ever-evolving demands of the industry.

### **8. M. Phil. (Management)**

The Masters in Philosophy programme in management was started in the years 2012 is catering to the demand of students who wants to pursue their career in research and academics in management field.

### **9. M. Phil. (Defence and Management)**

The Masters in Philosophy programme in Defence and Management is in institutional tie up with Defence. This course is offered to the senior commandant of army.

### **10. PGDHRM**

**Post graduate diploma in Human resource Management** is in institutional tie up with Defence. This course is offered to the army officers to continue their academic pursuit along with defence duties.

### **11. Ph.D.**

To meet the research needs of Management Education the institute offers PhD course work.

### **Innovation and Research**

We have IV semester completely dedicated for research / dissertation work. For 5 years integrated courses it provide opportunity to enhance practical and experimental skills among students to make them ready to work for specific domains

### **Research**

Our courses have compulsory Major research project component (MRP ) in their syllabus along with research methodology and statistics as a compulsory paper. This ensures development of research acumen along with sharpening of management

skills.

The institute offers M. Phil. and Ph.D. course which are dedicated to research streams.

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

The institute follows the UGC guideline and other regulating bodies on day to day basis in curriculum design development and restructuring

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

**1.1.4.1 Faculty members are involved in leading any curricular reform.**

Majority of the faculty members have contributed in the curricular reforms. Syllabus of the developed course act as a model course structure for affiliated colleges to the university and thus make an impact on state level as well as national level.

Records of curricular development and reforms are compiled in ( **File No. 1.1.4**)

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

The institute refers to the opinion of external research bodies on regular basis through e- mails and personal interaction **The institute has collected the feedback in the standard format from experts which is also available online via links .**

The collected data and its analysis is mentioned in the ( **File Number 1.1.5 A**)

**Corporate/Employer** feedback is done through online link mentioned

The collected data and its analysis is mentioned in the ( **File Number 1.1.5 B**)

**1.1.6 A. Records of Interactions, Opinions and Feedbacks for the designed**

**curriculum with Industrial Experts, particularly in case of Professional Courses.**

The records are compiled through formal interactions , emails as well as online feedback forms.

**B. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stake Holders, such as eminent personalities, Visitors to the departments, parents.**

Feedback of the parents is obtained via online forms.

**C. Records of Alumni opinion on the existing curriculum**

The institute refers to alumni opinion on regular basis through e- mails and personal interaction. Institute has also developed online feedback for alumni via link . The inputs obtained through composite feedback are compiled in **(File No. 1.1.6 annexure A to C)**

**1.1.7 List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses**

The institute is pioneer in starting various courses viz. MBA ( FT) course in the year 1969, MBA (HA) 2 years and five years courses . Our Institute is the first institute in India to start five years integrated course on hospital management , MBA ( Marketing Management) and MBA ( EC) 2 years and Five years integrated course . MBA (HA) course is also introduced in affiliated collages viz. Arihant institute, Choithram collage and Indore institute of Law (IIL), these collages have started the BBA component of five years integrated course. Arihant institute has started BBA as well as MBA (HA) course. The MBA (full time) course is also offered in number of affiliated colleges.

**1.1.8 Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs**

Conducted 15 days training programme in 2012-13 for non teaching employees of the University and affiliated colleges on Office Accounting, Communication Skills and Health Care.



In the last five years 2008-09 to 2012-13, the Institute has nominated more than 25 faculty members for the pursuit of excellence in their respective key areas for orientation, refresher courses or any workshop / symposium / seminar / conferences at national / international level.

Institute has organized a National level FDP series on Strategic Management and Marketing Management in the year 2012-2013. International management experts and directors of IIMs delivered the lectures at the FDP series. in the year 2012-13. The programmes were attended by faculty members of the institutes as well as affiliated college's management course faculty. The institute has also organized a National level Case Writing Workshop for the development of faculty members in the year 2011-12.

Under departmental IQAC activities different Task force / Cells / Committees have been formed to enable faculty members for strategic development.

## 1.2 Academic Flexibility

### 1.2.1 List of Courses taught in Department on campus

<b>COURSES OFFERED</b>	<b>DURATION</b>
MBA (Full-Time)	2 years
MBA (Financial Administration)	2 years
MBA (Marketing Management)	2 years
MBA(Hospital Administration)	2 years
MBA(Human Resource )	2 years
MBA(e-Commerce)	2 years
MBA ( Disaster Management)	2 years
MBA (Executive)	2 years
MBA (e-Commerce) Integrated	5 years
MBA (Hospital Administration) Integrated	5 years
PGDHRM (Post Graduate Diploma In Human Resource Management)	1 year
Ph.D.(Management)	-
M. Phil (Defense and Management)	1 year
M. Phil (Management)	1 year

\* Overseas programmes offered on campus **NIL**

\* Programmes available for colleges to choose from

All the courses which are taught on campus are also running in many colleges affiliated to the university.

### 1.2.2 Records on the following provisions with reference to academic flexibility

a. List of Core/ Elective options **Yes we have both the options (Syllabus**

**enclosed).**

- b.** List of Enrichment courses **The list is enclosed**
- c.** List of Courses offered in modular form **Yes(Syllabus enclosed).**
- d.** List of courses/papers with Credit accumulation and transfer facility **NA**
- e.** Details of Lateral and vertical mobility within and across programmes, courses and disciplines **NA**

**The details are compiled in (File number: 1.2.2 Annexure A to C)**

### **1.2.3 Records of International students**

Number of international students are mentioned as below:

<b>Year</b>	<b>Number of international students</b>	
	<b>Male</b>	<b>Female</b>
2008	13	05
2009	15	03
2010	16	02
2011	08	03
2012	03	03

### **1.2.4 Records of Courses developed targeting international students, if any**

Courses are contemporary in nature and developed after considering syllabus of International Universities and Board of Studies. The courses are designed after referring these benchmarks. The courses thus have global orientation and applications.

### **1.2.5 Record of dual degree and twinning programmes**

The institute offer Major Minor specialization for MBA (FT) course (now after CBCS incorporation the dual specialization is no longer applicable since 2012). MBA (EC) 2 years and five years integrated courses institute offer electives in three categories as per the curriculum feedback from the stakeholders.

### **1.2.6 A. List of students, Admission Process, Fee structure of each programme**

Admissions are through entrance test (CET), CMET and dedicated test for PhD and M. Phil. The details are compiled in **(File No.: 1.2.6 A).**

### **B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programmes**

The institute has total 32 faculty members. 25 Regular Full time permanent Teachers (including 5 professors, 8 associate professors and 12 asst. professors) getting salaries as per University rules i.e. nearly 90,000/- and 45,000/- p.m. respectively. The salary is at par of self finance program teachers and teachers under Full time permanent employment. Seven temporary full time teachers on contract are paid basic pay plus grade pay as per UGC Scale. The details are compiled in **(File No.: 1.2.6 B)**.

**1.2.7 Operational details of distance Education Course in the department (if applicable) Yes**

Masters of Business Administration - Distance Education is a three-year programme offered by Institute of Management Studies under DDE (Directorate of distance Education) providing management education through correspondence to people located at far off places in various part of the country. The detail records are available at directorate of DE.

**1.2.8 Details of Choice Based Credit System (CBCS)**

CBCS system has commenced from July 2012 for all the courses.

**1.2.9 Records of Departmental Academic Calendars of each semester**

Institute's academic calendar follows the Academic Calendars proposed by the university. The Institute incorporates in that calendar the additional activities as follows:

- Induction and orientation courses
- Learner's / Remedial courses
- Advance modules of the course

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

All the courses of the institute are Inter-disciplinary in nature which is a mix of specific domains along with management concepts and practices.

**1.3 Curriculum Enrichment**

**1.3.1 A. Record of academic years in which each of the courses was revised**

All the syllabus were revised at frequent interval of time during the time frame of 2008 to 2013.

**B. Records of review, up-gradation.**

All the syllabus were revised at frequent interval of time during the time frame of 2008 to 2013.

**C. Records of social relevancy** - Management is need of every sphere of activity in modern economy. All the courses have high social relevancy.

**D. Records of job orientation** - All the courses of the institute are job oriented and the institute has excellent placement record.

**E. Records of knowledge intensive nature of each course.**

The syllabus of all the courses covers basic to advance level. Contents of the syllabus are carefully structured to cover knowledge intensive input along with application areas.

**F. Records of meeting the emerging need of students.**

For curricular revision informal as well as formal feedback is taken from the students of diverse backgrounds. To cater to the specific sect of students institute has also initiated “Earn While You Learn Scheme”.

The online link of students feedback is also designed.

**G. Records of meeting the emerging need of stakeholders**

The stakeholders participate in curriculum revision. The curriculum design workshops are held. The alumni and corporate give regular feedback to the placement officers for specific industry need.

**The details are compiled in (File No.: 1.3.1 A to G)**

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

**\* Inter-disciplinary**

MBA ( HR)

M.Phil. (Management)

**\* Programmes in emerging areas**

MBA – executives (Retail management)

PhD Course (Research scholars)

### **1.3.3 A. Details of strategies adopted for the revision of the existing programmes**

Institute regularly conduct revision of existing programmes through industry need assessment, alumni feedback, expert opinion, suggestions of students. A need assessment was carried out along with a focus on international and national emerging trends. The institutes' curriculum revision committee incorporates 360 degree feedback mechanism to involve all the stakeholders so as to ensure relevancy in curricular revision.

### **B. Percentage of courses underwent a syllabus revision in last four years**

Hundred Percent. All the courses underwent syllabus revision in last four years.

### **1.3.4 A. Details of Value-added courses offered**

The institute has designed and developed following value added courses

MBA (FA, MM, HA, EC, DM, HR)

M. Phil (Management)

PhD Course (Research scholars in Management)

### **B. Details of these courses access to students**

All the courses are offered through all India level test called Common Entrance Test (CET), which is online in terms of admission procedure. M. Phil and PhD exams admissions are through separately designed entrance test.

MBA (FT) course is exception. Its admission is under VYAPAM of MP state government and through CMRT exam. Institutes good reputation is evident from the fact that the State toppers in this All India level exams give first preference to IMS UTD for MBA (FT), MBA (FA), MBA (MM) and MBA (HR) courses.

Institute's seats are filled 100% in one or two days of state level counselling. There is heavy demand for the courses mentioned. The few highlights are as below:

- More than 20,000 applications are received for 960 seats only
- M.Phil. (Management), MBA (HR), Ph.D. (Course Work) are the new programmes started in the academic year 2012-13.
- Additional batches of 60 students each for our two prime programs MBA (FA) and MBA (MM) have been added from academic year 2009-10.

### **1.3.5 Details of higher order skill development programmes in consonance with the Self Study Report of Institute of Management Studies, DAVV, Indore**

national requirements (for example, innovative M. Tech. /M.E. courses, CCNA, CCSP, ....) NA

#### **1.4 Feedback System**

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

The student feedback about the Faculty, teaching-learning process, use of ICT and suggestions is taken in all the courses at the end of each academic session on the University approved format.

##### **B. Details of action and use of on feedback from students**

Student's feedback along with other stakeholder's feedback, opinion and suggestions follow the brainstorming sessions. The sessions are conducted under curriculum revision workshop.

The online feedback system is developed for students via online form.

##### **1.4.2 A. Method used for eliciting feedback on the curriculum from national and international faculty:** e-mails and personal Discussions and online feedback instruments.

**B. Conducting webinars :** Planned from 2013-14

**C. Curriculum development Workshops :** Yes

**D. Curriculum development online discussions:** Planned from 2013-14

The corporate and alumni who are in senior position frequently suggest curriculum updates through mail to the respective placement Officers. These are also considered in curriculum workshops at the institute.

##### **E. Impact of Workshop and discussions:**

Discussions and workshops input results into industry-ready contents.

The details are compiled in ( **File No.: 1.4.2 A to E**).

##### **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:**

The affiliated institutions provide feedback by way of e-mails, written feedback, participation in the Board of Studies as special invitees, special meetings of all HODs of affiliated colleges.

The feedback provided by the affiliated institutions is formally reviewed in the Board of Studies. After review by experts or sub-committees, changes are made in the curriculum.

**1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula?**

- Convention of curriculum design, revision and enrichment after a curriculum workshop, before commencement of each academic sessions ensures quality and also enhances quality of teaching learning process.
- Organization of guest lecturers of corporate practitioners integrating curriculum need, especially in domains like Hospital management.
- IMS has institutional tie up with NCDC (National Civil Defence College) Nagpur which provide special focus to curriculum. The batch of first year students undergo one month rigorous training on disaster management each year.
- All the students of the first year batch undergo summer training. There is a provision of a student mentor and two externals.
- In integrated MBA programmes of five years (EC/ HA) students undergo internship programme for six months in the tenth semester. These internees are absorbed generally in the same organization which imparts internship training. It ensures good placements of the students.

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

- National level tests such as UGC NET are kept in view while revising the curriculum .
- Induction programme at University as well as Institute level after admission of a student.
- Orientation programmes organized for the new students in July/ August every year.
- Psychometric test follows counselling of the students. Remedial classes / workshops, etc conducted for slow learners after each test.
- Add-on courses are offered to students in the area of communications, personality development and Advance Excel.

## CRITERION II: TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

S. No.	Year	Total students	M.P. Domicile	Out of M.P.	Open		SC		ST		OBC	
					M	F	M	F	M	F	M	F
1	2008	1176	936	240	391	197	217	123	58	33	102	55
2	2009	1210	964	246	412	194	230	117	59	35	110	53
3	2010	1127	895	232	385	178	206	125	54	28	100	51
4	2011	1091	865	226	372	172	199	120	52	28	98	50
5	2012	1619	1284	335	552	255	296	177	78	42	145	74

\*\*\* Figures given above are for both the years for all PG programs and for three years for all UG programs.

#### 2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process

- MPMET and CET examinations advertisement enclosed in File no. 2.1 Annexure no 2.1.1

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

**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 purely on merit basis with entrance test and counseling conducted by the university. Test is known as CET and is conducted for MBA (FA), (MM), (HR),(DM),(HA 2 years and 5 years) and (E-Com 2 years and 5 years).
- Admission is through entrance test conducted by State Government for MBA (Full Time) 2 Years Program

#### 2.1.3 Details of admission process in the affiliated colleges if department is monitoring the same.

- Higher Education Department of the state is monitoring the admission process of the affiliated colleges.



#### 2.1.4 Student profile analysis

➤ **Profiling of students is under process and will be submitted by 30 July 2013.**

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

- \* **SC/ST**
  - \* **OBC**
  - \* **Women**
  - \* **Persons with varied disabilities**
  - \* **Economically weaker sections**
  - \* **Outstanding achievers in sports and other extracurricular activities**
- Reservation is provided to SC/ ST, OBC, Women, Persons with Varied Disabilities, Economically weaker sections and outstanding achievers in sports and other extracurricular activities as per the M.P. State Government reservation rules from time to time.
- Further scholarships also given to the above mentioned category students as per government rules.

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

S. No.	Year	Total students	M.P. Domicile	Out of M.P.	Open		SC		ST		OBC	
					M	F	M	F	M	F	M	F
1.	2008	1176	936	240	391	197	217	123	58	33	102	55
2.	2009	1210	964	246	412	194	230	117	59	35	110	53
3.	2010	1127	895	232	385	178	206	125	54	28	100	51
4.	2011	1091	865	226	372	172	199	120	52	28	98	50
5.	2012	1619	1284	335	552	255	296	177	78	42	145	74

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

- A general trend in the society towards management courses has been observed in the last few years. There are ample job opportunities for management graduates. This has lead to huge demand for all the courses offered by the department. The university receives approximately 16,000 applications for the various courses run by the department and around 720 students are admitted every year through a rigorous entrance examination process conducted by the university and state government.

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

<b>Programmes</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand Ratio</b>
UG		Included in Integrated Courses	
PG	Not known because it is through MP-MET and CET-DAVV	600	
Integrated Masters	Not known because it is through CET-DAVV	120	
M.Phil.		17	
Ph.D.			
Integrated Ph.D.	NA	NA	
Certificate	NA	NA	
Diploma	NA	NA	
PG Diploma	NA	NA	
Any other (please specify)	NA	NA	

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

**B. If yes, write-up of the reasons.**

➤ None

**2.1.9 Record of Admissions**

<b>Programmes</b>	<b>Total Number of admissions</b>	<b>Number of 1st division pass students in qualifying</b>	<b>Number of 2<sup>nd</sup> division pass students in qualifying</b>	<b>Entrance test Marks% (Min)</b>
<b>UG</b>				
<b>PG</b>				
<b>Integrated Masters</b>				
<b>M. Phil.</b>				
<b>Ph.D.</b>				
<b>Integrated Ph.D.</b>				
<b>Certificate</b>				

<b>Diploma</b>				
<b>PG Diploma</b>				
<b>Any other (please specify)</b>				

➤ **Profiling of students is under process and will be submitted by 30 July 2013.**

## **2.2 Catering to Diverse Needs of Students**

### **2.2.1 A. Record of organization of orientation/ induction programme for fresher's**

- Induction program conducted at university level and then at institute level. The program is organized for the new students of the department in the month of July/August every year. The programs are organized course wise at institutional level and one at the university level.

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

- The program ranges from 1-2 days and covers areas like anti ragging, Internal and external examination pattern of the institute, introduction to university officers and faculties, briefing about the facilities available in the university and includes the do's and do not's , student activities, student clubs and grievance reporting etc.

### **2.2.2 A. Record of analysis of the “differential requirements of the student population” after admission and before the commencement of classes**

- Based on their educational backgrounds specific needs of the students are identified and then soft skills and academic lectures / workshops are conducted.

**B. Record of key issues identified and addressed**

- The key issue that has been identified is that students lack communication skills, expertise in working on Excel, quantitative and accounting skills. Courses are offered to students in the area for examples communications, personality development, and proficiency in Excel.

### **2.2.3 A. Record of bridge/remedial/ add-on courses**

- Remedial course and add on courses are conducted by both internal as well as external experts for weak students who perform poorly in internal tests.

**B. Time table and details of the courses offered in the department-wise for all courses**

- The courses are offered subject wise depending upon the need of the students

File no 2 Annexure no 2.2.3

### **2.2.4 A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc**

**B. Main findings?**

- It has been observed that many students from the disadvantaged section of society lack communication skills, presentation skills, they have poor analytical and logical capabilities. A steady improvement in their academic growth been observed in the last few years.
- Teaching through earn while you learn. They are also associated with advance industry projects to get some additional earning.
- Special guided and supervised study classes are taken up form time to time by the respective course faculty.
- List of such students available.

#### **2.2.5 Record of identification and responses to the learning needs of advanced learners**

- Emphasis has been laid down on developing skills required to get high rank jobs in corporate world. Special training classes have been organized for students, for example to enhance their communication skills, working on Excel, corporate etiquette.
- Placement cell of the Institute puts extra efforts on such students in terms of arranging summer training and guest lecturers.

### **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.)**

- Academic calendar is planned by the university in consultation with departments, colleges and other academic bodies. Institute follows the calendar after inclusion of special needs of students. After induction and orientation programme remedial classes and enrichment courses for advanced learners.
- Students are communicated about the institute's academic calendar well in advance.
- Course outline and schedules are given to the students at the beginning of the semester by the respective faculty and are also uploaded on the website.

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

- Syllabus is uploaded on university website.
- B. Methods used for effective implementation

#### **2.3.3 A. Record of difficulties in completing the curriculum within the stipulated time frame and calendar**

No difficulty is faced.

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

- There is sufficient time to cover the syllabus but then also in case any problem is faced then the concerned faculty covers it with extra class. Teaching learning

process monitoring committee monitors the effective implementation of the calendar.

**2.3.4 A. Record of student-centric learning activities**

**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.**

- Students are encouraged for group assignments, presentations, self guided projects so as to build up self management, knowledge enhancement skills development.
- Activities varies from faculty to faculty as well as subject wise however some of the commonly used methods used are live projects, case analysis, role plays, simulation games, lecture methods, industrial visits, etc. File no 2, Annexure no 2.3.4

**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**

- A large number of guest lectures are organized in the institute from time to time in the field of Finance, Marketing, Human Resource, Disaster Management, General Management, Hospital Administration, E-Commerce. Guest speakers are from both industry and academics some of the prominent speakers who have delivered lectures are Prof. Pradhan (BITS Goa Campus), Mrs. Vaniki Joshi (Credit Susie New Delhi) File no 2, Annexure no 2.3.5

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

- Separate access ID's are given to students to use INFLIBNET at IT center and Central Library of the university. The entire campus is Wi-Fi enabled .

**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**

- Each faculty has been provided with a laptop and printer. The faculty makes extensive use of technology for teaching, assessment etc. The faculty besides the blackboard teaching has adapted to power point presentation and web-based teaching as and when need arises specially for demonstration of exercises. Virtual class rooms are planned in 2013-14.

**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**

- A committee comprising of following members is active in institute looking after open source community and monitors the trends. Each faculty prepares list of the links for web tutorials, eBooks and relevant articles on web and gives it as a part of course plan. (File no. 2 ,Annexure no 2.3.8)
- Dr. Rajeev Gupta--Convener  
Dr. P.N. Mishra

Dr. Jayant Sonwalkar  
Dr. Alpana Trehan  
Dr. Rajendra Singh  
Dr. Kapil Sharma  
Ms. Anindita Chatterjee  
Mr. Alok Malviya

**2.3.9 Record of steps taken to convert traditional classrooms into 24x7 learning places**

- Use of internet with Wi –Fi and LCD projector has converted conventional class room into 24x7 learning place. Students view lecture series and popular videos of topic of their concern.
- Both faculties and students are in touch with each other on a constant basis through internet. Students are given online assignments, projects and are required to submit them online only. Apart from this a large number of real time exercises, simulation games etc which are monitored on a continuous basis.

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

- Every faculty member acts as a counselor and provides academic and personal guidance to students individually as well as in the group. Also there are formerly designated facilitators for every batch. The mentor monitors the academic growth of the students, counsels them on their career path etc. Each student seeks guidance once a week on assigned day. Hypsometric tests will be conducted on admission and counseling will be provided from 2013 -14.

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

- Almost all faculty members have benefited at some or the other point of time.

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

- Faculties in their respective areas use innovative methods to impart knowledge to their student depending upon the requirements of their course. Innovative methods used by the faculties are real time assignments (particularly to finance students), real life projects in the market (mainly for marketing students), visits to industry/hospitals, simulation exercises, case methodology, role play, and showing films.
- Continuous assessment method is followed. A student is assessed at a number of points using different techniques to find out the level of understanding and learning.

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

- Faculty is awarded points in his / her annual appraisal depending upon his/her

performance during an academic year. Appreciation is given in the departmental committee meetings and departmental functions.

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

- The department provides takes care of opportunities and resources to the students to exhibit their creativity and enhance them. Various activities are organized from time to time where students can show their talent and improve them. A large number of these activities are regular phenomena of the institute.

**2.3.13 A. Record of student projects (if mandatory in each of the learning programme) File no 2 Annexure no 2.3.13**

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

None

**C. Names of external institutions associated with the University for Student Project Work**

None

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

- Institute gives importance to the project work. All first year students (PG courses) are required to undertake a project during their summer break and submit its report to the Institute. This project can be done in the institute or in any organization. Students are allotted a faculty guide they undertake a Major Research Project .An external examiner awards marks for the same. the students are given mini projects by various faculty members in their respective courses.
- The institute has collaboration with a number of institutions such as National Civil Defense Collage Nagpur where the students of Disaster Management every year go for two months training, apart from this the institute has an association with major companies like HDFC, ICICI, Asian Paints, NCEIT etc where they go for their summer training. A large number of industries located at Pithampur have an association with institution allowing our students to undertake small projects and industrial visits from time to time.
- Faculty /coordinator of each program supervise the progress of the student's projects.
- File no 2, Annexure no 2.3.13

**2.3.14 A. Record of shortfall in qualified faculty to meet the requirements of the curriculum**

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

- Faculty is highly motivated and have expertise in respective areas.
- There is a shortfall of faculty members which is compensated by visiting faculty members and guest lectures series.

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

- 100%

**2.3.16 A. Record of Student feedback for evaluation of teachers by the students**

**B. Record of Alumni feedback for evaluation of teachers by the students**

File no 2, Annexure no 2.3.16

**C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process**

- The appraisal by superiors are done annually and teachers are informed about their remarks. Also student feedbacks are analyzed. The result of analysis is communicated to the teacher and suggestions are recommended to improve the teaching.

**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**

- Planning of human resources is done at Institutional level and also at University level. For permanent faculty position it is done at university level but for guest faculty it is done at the department level.

**2.4.3 Diversity in its faculty recruitment**

<b>Department / School</b>	<b>% of faculty from the same university</b>	<b>% of faculty from other universities within the State</b>	<b>% of faculty from universities outside the State</b>	<b>% of faculty from other countries</b>
IMS	65%	18%	15%	NIL

**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**

- NIL

**2.4.5 List of academic recharge and rejuvenation of teachers**

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

- Dr. Kapil Sharma and
- Dr. Vivek Sharma

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

- Mr. Manish Unahle



For Ph.D., University of Liverpool, U.K. On leave from 2009 till date.

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

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**

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

<b>Academic Staff Development Programmes</b>	<b>Number of faculty</b>
Refresher courses	09
HRD programmes	06
Orientation programmes	09
Staff training conducted by the university	yes
Staff training conducted by other institutions	IT center conducted staff training in computer skills
Summer / Winter schools, workshops, etc.	Course Revision Workshop was conducted during summer vacation May 2013

2.4.9 **Percentage of the faculty have been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies = 100 %**

- \* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies = 100 %
- \* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies = 100 %
- \* teaching experience in other universities / national institutions and other institutions = 100 %
- \* industrial engagement = 100 %
- \* international experience in teaching = NIL

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**

- The institute conducted a National Level Case Writing Workshop in 2012 .The institute also conducted a course revision workshop in the month of May 2012 and revised the course content for all its programs. Two faculty development programmes on Strategic Management and Marketing Management were also conducted by the institution in the year 2012 and 2013. Apart from these a number of short workshops, lectures are being conducted from time to time for the development of the faculties. These workshops were conducted in university for quality issues in paper setting (9.09.12) , CBCS, (15.5.13)

2.4.11 A. List of faculty encouraged

- \* Mobility of faculty between universities for teaching
- \* Faculty exchange programmes with national and international bodies

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

**2.5 Evaluation Process and Reforms**

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

- One week to fifteen days.

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

- Result uploaded on website and also placed on notice board.

2.5.4 **A. Record of ensuring transparency in the evaluation process**

- Sealed papers are opened just in time before commencement of exam

**B. Measures taken to ensure confidentiality**

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

File no 2 ,Annexure no 2.5.4

**D. Results of students course wise and its analysis**

- Students and parents are well aware of the evaluation process. They are briefed about it during the orientation program.
- Students are shown their internal and end sem copies. Discussions are held in case of any problem and it is solved immediately. This has lead to nearly zero in revaluation cases and great transparency on evaluation process. The student can appeal to comprehensive viva board in case unsatisfied with the marks.

**2.6. Student Performance and Learning Outcomes**

- Students graduating from the institute are placed in highly reputed companies on a very good salary packages. Students also opt for higher education like M. Phil, Ph. D, UGC-NET etc. File no 2, Annexure no 2.6.0

2.6.1 **A. Write up of articulation of its Graduate Attributes of the department**  
 ➤ The emphasis is on development of skill required in the corporate world. Students are exposed to theoretical concepts along with practical knowledge so as to have a better understand of real life business situation.

**B. Record of facilitation of monitor the implementation and outcome**

2.6.2 **A. Record of learning outcomes for its academic programmes**

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

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

➤ All the programs are designed keeping in mind not only inculcation of skills but also value system amongst the students. The curriculum focuses on gaining knowledge both practical and conceptual along with employability. Assessment of students is done on a continuous basis throughout the course both written and oral.

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

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

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

Course Name	Total Students	No. of Students with Ist Division and Distinction	No. of Students with Ist Division	No. of Students with II nd Division	No. of Students with III rd Division	No. of Students who failed
<b>Details under process will be furnished by 30.7.2013</b>						

**CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

**III.1 Year-wises Publications in the department: 2008-09 TO 2012-13**

S.NO.	PUBLICATIONS	2008-09	2009-10	2010-11	2011-12	2012-13
1.	Research Papers(International)	8	6	10	9	6
2.	Research Papers (National)	17	8	20	21	4
	Total of Research Papers	25	14	30	30	10
3.	Monographs	----	-----	-----	-----	-----
4.	Chapters in Books	2	-----	-----	-----	-----
5.	Books edited	----	-----	-----	-----	-----
6.	Books Authored	-----	1	1	-----	-----

File No III.1

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

Details in the Table above.

File no. III. 2

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

Citation Index – range / average

SNIP

SJR

Impact Factor – range / average

h-index

III.3 List and Records and Details of patents and income generated NA

III.4 List and Record of Areas of consultancy and income generated. NA

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

III.6 List and Record of Faculty serving in

National committees b) International committees c) Editorial Boards d) any other

<b>National Committees</b>
Member in National Institute of personal management
Life member Indian Economic Association
Life member in Indian Hospital Association
Life member Indian Society of Training and Development
Member National HRD Network
Life member Indian Institute of Public Administration
President Priyasakhi Mahila Sangh
Member Indore Management Association

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<b>International Committees</b>
Member International Society for Strategic Management, USA
Member Sales and Marketing International Executive , USA
Member association of International Business (AIB) ,USA

File No. III.6

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

NA

**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.**

S.NO	File No.	Name and Address	subject	Title	Allocati on	Instalment
1.	File no.-6-97/2012	Dr. Kapil Sharma Devi Ahilya univ.	Managemen t	A study of impact of Micro Finance Funding on the Socio Economic Development of	98,000/-	74000/-

				Tribal Women in Malwa Region		
2.	F.No.6- 99/201 2	Dr. Vivek Sharma Devi Ahilya Univ.	Managemen t	A Study of work stress level in employees of manufacturing sector in Madhya Pradesh with specific reference to Automobile Industry	90,000/	70,000/

Details in File No. III.8

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

**All India collaboration b) International**

NA

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

NA

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

- state recognition                      YES
- national recognition    YES
- international recognition    N/A

List of NCDC in File No. III 11

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

File No. III.12

### **3.1 Promotion of Research**

#### **3.1.1 A. Composition of Departmental Research Committee, List of members and minutes of its meeting are as follows**

##### **Departmental Research Committee**

1. Dr. P. K. Gupta, Convener
2. Dr. P. N. Mishra, Member
3. Dr. Rajendra Singh, Member
4. Dr. M. K. Arya, Member
5. Dr. Kapil Sharma, Member
6. Dr. Pankaj Chouhan, Member
7. Ms. Nisha Bano Siddiqui, Member
8. Ms. Divya Purohit, Member

File No. 3.1.1 A

#### **B. Records of DRC regarding monitoring and addressing issues related to research Minutes of Nov. Dec. 2012 meeting for selection of Ph.D**

File No. 3.1.1 B

#### **3.1.2 Information of research centres in its affiliated / constituent colleges which are monitored by the DRC of the department .**

File No. 3.1.2 B

#### **3.1.3 Details of the**

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

NA

#### **3.1.4 Record of interdisciplinary research promoted**

- \* with other departments /schools of the university and

\* collaboration with national/international institutes/industries

NA

**3.1.5 Details of workshops/ training programmes/ sensitization programmes conducted by the department to promote a research culture on campus.**

**Workshops**

1. Workshop on management of police thana on 23/10/2008
2. Pioneer society for professional studies workshop on PIME
3. Workshop on religious values, business ethics and Indian ethos in management on 15/04/2012.  
Resource Persons were: Prof. A.A. Abbasi, Dr. M.I. Qureshi, and Dr. Pramod Jain.
4. Workshop on standardization and accreditation in health care on 23/02/2013  
Resource Persons were: Dr. Y.P. Bhatia, Dr. Shabir Modi and Dr. Satish Premchandani.
5. Workshop on curriculum development
6. Workshop on curriculum development
7. Workshop on Case methods in management teaching

**Faculty Development Programmes**

1. Strategic Management
2. Marketing Management

File No. 3.1.5

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

**Guest Lectures**

1. Guest Lecture on 'Business Ethics' on 31/01/2009  
By Prof. S. Kumar, Surat.
2. Guest Lecture on restructuring financial teaching on 06/03/2009  
By Dr. P.R. Agrawal.
3. Guest Lecture on restructuring HA teaching on 07/03/2009  
By Dr. R.P. Narayan.
4. Guest lecture on SPSS application on 25/11/2009  
By Mr. Manohar Kapse.
5. Guest Lecture on Business ethics and Indian ethos in management on 27/10/2010  
By Pt. Vijayshankar Mehta.  
Mr. Jagdish Verma  
Dr. Sangram Singh  
Mr. Keshavchiatanyaji  
Swamiji saomeshwarnandji  
Mr. Shashank Kasliwal
6. Guest lecture on Recent trends in management teaching on 26/12/11



- By Prof. H. Chaturvedi
7. Guest lecture on FDI in retail on 05/11/2012  
By Prof. R.P. Pradhan
  8. Guest lecture on World AIDS Day on 01/12/2012  
By Dr. B.K. Sethia and Dr. Dilip Kumar Acharya
  9. Guest Lecture on strategic management on 29/01/2013  
By Dr. R.P. Das
  10. Guest lecture on NABH of hospitals on 13/02/2013  
By Dr. Girdhar Gandhi
  11. Guest lecture on Innovations in Research on 09/06/2013  
By Dr. A.D.N. Bajpayee

File No. 3.1.6

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

Yes, it is motivated a lot in research area.

**3.1.7 A. Percentage of the total budget of the department which is earmarked for research**

Copy of the Budget File No. 3.1.7

**B. Details of heads of expenditure, financial allocation and actual utilization**

Year Wise	Expenditure(Proposed)	Actual Utilization
2012-13	500000	265000
2013-14	750000	Awaited

File No. 3.1.7 B

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

University / Institute Provide reimbursement of membership fee of top International Research Bodies ( 50% to Professors, 70% to Assoc. Prof. 85% to Asst. Prof.) Ph.D guiding Faculty is provided reimbursement of Internet charges.

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

**and other sources**

List of Students in File No. 3.1.8 B

**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**

Mr. Manish Unhale on leave for Ph.D

File No. 3.1.10 A

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

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

File No. 3.1.11 A

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

Vajpayee jee

File No.3.1.11 B

**3.2 Resource Mobilization for Research**

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

Planned in 2013-14

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

NA

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

NA

**3.2.3 Details of ongoing research projects of faculty:**

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects	NA				
Major projects	NA				
B. Other agencies - national and international (specify)					
Minor projects	2012	02	REQ	UGC	NIL
Major projects	-	-	-	-	-

Details in file no. 3.2.3

- 3.2.4 A. Record of projects sponsored by the industry/corporate houses** NA  
**B. Details such as the name of the project, funding agency and grants received.**

NA

- 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**

NA

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

NA

**3.2.6 List details of**

a. Research projects completed and grants received (funded by National/International agencies). 02

b. Inter-institutional collaborative projects and grants received

i) All India collaboration 02

ii) International

File 3.2.6 b

**3.3 Research Facilities**

**3.3.1 A. Infrastructure in the department to facilitate research**

Library fully equipped

Computer Center fully equipped

Online Journals

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

AVAILABLE

- 3.3.2 A. Information and Resources catering to the needs of researchers of the department National and International Books, Magazines, Journals, Daily News Papers, Newsletters, Software (SPSS 14.0), etc.**

**B. Details of the facility.**

Library fully equipped

Computer Center fully equipped

Online Journals

**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)**

N/A

**3.3.5 Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and other specialized Research Centres for research**

Interaction with I.I.M. faculty members and use of I.I.M. library.

**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.**

NA

**3.4.2 Details of publications by the faculty:**

- \* Number of papers published in peer reviewed journals (national / international)
- \* Monographs
- \* Chapters in Books
- \* Books edited
- \* 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

File no III.1

**3.4.3 Details of**

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

File no III.1

- \* faculty serving as members of steering committees of international

conferences recognized by reputed organizations / societies

File no. III.1

**3.4.4 Details of**

**\* Research awards received by the faculty and students**

NA

**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**

Details in file no 3.4.5

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

yes

**3.4.6 A. Record of Promotion e interdisciplinary research**

Theses related to I.T, Management, Internet Banking

**B. Number of interdepartmental / interdisciplinary research projects undertaken**

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

NA

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

NA

**3.4.9 Details of incentives given to the faculty for receiving state, national and International recognition for research contributions**

NA

**3.5 Consultancy**

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

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

Yes (List of members available)

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

It organizes industrial visits, on the job training, summer training, internship, guest lecture from industry, experience sharing, mock interview, summer and final placements.

**3.5.3 Record of publicizing the expertise of the department for consultancy services**

File no 3.5.3

**3.5.4 Extension Activities and Institutional Social Responsibility (ISR)**

File no 3.5.4

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

File no 3.6.1

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

File no 3.6.1 A

**3.6.2 Promotion of neighbourhood network and student engagement and holistic development of students and sustained community development?**

File no. 3.6.2

**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**

File no. 3.6.2

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

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

**3.6.7 Department community in its outreach activities**

File no 3.6.7

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

File no 3.6.8

**3.7 Collaboration**

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

File no. 3.7.A

**B. Record of benefits academically and financially because of collaborations**

File no. 3.7.B

**3.7.2 Records of linkages resulted in**

- \* 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.**

File No. 3.7.3A

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

File No.3.7.3 B

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

File No. 3.7.4

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

File No. 3.7.5

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

#### **4.1.1 A. Details of Department physical infrastructure.**

Computer Centre: 1

Library and Reading Room- 1

Director's Office-1

Department Office-05

Placement Office-03

Faculty Room-40

Class Room- 23

Auditorium-1

Gents Toilet- 06

Ladies Toilet-06

#### **B. Maintenance of Laboratories for its optimal utilization**

Computer Lab Maintenance : Civil Work and Electrical Installations maintained by the Engineering Section of the university

Technical installations and switches maintained by the maintenance staff of I.T. Centre.

#### **C. Maintenance of Computers for its optimal utilization**

Maintenance of Computers is done regularly. Annual Maintenance Contract is regularly awarded for computers and their accessories.

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

Maintenance Contract for UPSes and Power Supplies is awarded regularly.

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

Maintenance of sanitation, plumbing, electricity connections is done by the Engineering Section of the University.

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

Maintenance of the building is being done by the Engineering Section of the University. Maintenance of the Institute garden is being done by the gardener of the Institute with Faculty monitoring its maintenance.

#### **4.1.2 Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment**



A pool of 22 LCD's Projectors is available for Classrooms with Internet access. Video projection are done using LCDs Internet facilities both wired as well as wireless are available within the Institute. All Faculty is internet connected.

**4.1.3 Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services**

Physical ambience is excellent. There are adequate number of PCs in the laboratory to support research.

The students have access to the institute's computer centre/university I.T. Centre. They also have access to the institute's Wi-Fi facility through which they can access the internet on desktop systems/laptops/I-pads/mobile devices. Photocopy facility is available at the Institute. The university subscribes to e-journals and databases and faculty/students/researchers have access to these journals through internet within the university campus.

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

The institute has a separate office wing where fee section, exam section, accounts section, dispatch section and administrative officer's offices are located.

A Ladies Common Room and separate rest rooms have been provided for women students and staff since June,2013.

**4.1.5 List of the infrastructure facilities are disabled-friendly**

Physically challenged persons have access to disabled-friendly facilities at the institute. They can enter the institute premises through the channel gate ramp at the backside of the institute building. Their vehicle can reach right up to their channel gate so that they don't have to walk. Internet facility and computer training for blind students are provided at the University I.T. Centre.

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

The institute shares the common sports facilities with the University.

The institute has an auditorium for cultural activities with a seating capacity of 430 persons.

The institute also has access to the University Auditorium with a seating capacity of 1200 persons.

## **4.2 Library as a Learning Resource**

### **4.2.1 Details of departmental library facilities:**

As per given below:

### **4.2.2 Provide details of the departmental library:**

- \* **Total area of the library (in Sq. Mts.)**  
750
- \* **Total seating capacity**  
100
- \* **Working hours (on working days, on holidays, before examination, during examination, during vacation)**  
9:00 a.m. to 6:00 p.m. on all working days.
- \* **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**  
Reading area near the entrance and a reading hall in the library extension
- \* **Clear and prominent display of floor plan**  
Display boards available from June,2013
- \* **Adequate sign boards;**  
Sign boards available from June,2013
- \* **Fire alarm;**  
Fire alarms available from June,2013
- \* **Access to differently-abled users and**  
Differently-abled users can take assistance of the library staff
- \* **Mode of access to collection**  
With the assistance of the library staff  
Automation planned in 2013-14

### **4.2.3 Departmental library holdings:**

- a) **Print (books, back volumes and theses)**  
Books: 30524
- b) **Average number of books added during the last three years**

2009-2010	145
2010-2011	445
2011-2012	878
- c) **Non Print (Audio Video, CDs, Downloaded Articles)**  
Downloaded articles available from June,2013
- d) **Electronic (e-books, e-journals)**  
Electronic e-books are being acquired in the library.

Subscription to Mc-Graw Hill, Springer is being made by the Central Library of the University.

E-journals access is available in the library through the university I.T. Centre.

**e) Special collections (e.g. text books, reference books, standards, patents)**

Text Books as well as reference books are available in the library.

**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**

All the above mentioned facilities are being shared by the institute with the University library

**4.2.5 Use of ICT deployed in the library**

- \* **Library automation**  
Under process
- \* **Total number of computers for public access**  
03
- \* **Total numbers of printers for public access**  
01
- \* **Internet band width speed**    □ 2mbps   □ 10 mbps   □ 1 GB  
1 GB leased line through I.T. Centre
- \* **Institutional Repository**  
Above mentioned facilities are offered through the university I.T. centre/University central library

**Content management system for e-learning**

Above mentioned facilities are offered through the university I.T. centre/University central library

- \* **Participation in resource sharing networks/consortia (like INFLIBNET)**  
Above mentioned facilities are offered through the university I.T. centre/University central library

#### 4.2.6 Details (per year) with regard to

- \* **Ratio of library books to students enrolled**

1100:1

- \* **Average number of books added during the last four years**

1469:1

- \* **Assistance in searching Databases**

- \* **INFLIBNET/IUC facilities**

Above mentioned facilities are available with the central library of the university

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

(1) Rs. 4,00,000 in 2013-14.

(2) UGC XI Plan grant for Management Books is

(3) e-Management grant for books Rs. 60 lakhs used in Central Library.

#### 4.3 IT Infrastructure

##### 4.3.1 Details of Department IT and ICT Infrastructure

As per given below

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

- **Number of systems with individual configurations**

Core 2 Duo Laptops            25

Core 2 Duo desktops        95

PIV                                20

- **Computer-student ratio**

1:8

- **Dedicated computing facilities**

YES

- **LAN facility**

YES

- **Proprietary software**

20-legal System Software

10-Legal application software

- **Number of nodes/ computers with internet facility**

100

- **Any other (please specify)**

Wi-Fi facility

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

The institute is planning to upgrade the IT infrastructure. New switches are being installed to avail the enhanced speed of the Internet.

**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.**

On-line teaching and learning resources are available to the students and faculty through IT centre of the university.

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

All faculty members have been provided with internet facility in their respective Faculty Office and within the institute through Wi-Fi

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

All 22 classrooms of the institute are ICT enabled

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

Information is being compiled and shall be available soon

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

Information is being compiled and shall be available soon

**4.3.10 Department availing of the National Knowledge Network connectivity**

Through I.T. Centre.

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

Wikipedia, online dictionary are available through the Internet. Records can be accessed through the University Web Server

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

Rs. 500000 (2013-14)

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

Students seek guidance working on their major research project through email and Skype- Videoconferencing

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

An extension of I.M.S. building has been planned and construction is to start soon.

## 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

Coordinators and Facilitators work under the supervision of Chief-Academic Coordinator. Coordinators and Facilitators provide mentoring to the students of their respective courses. Coordinators and Facilitators organised an induction program for the students in the beginning of the session. They were informed about the facilities and the system of the organization so that they came to know where to contact at the time of difficulty. Coordinator and Facilitators also mentor student throughout the semester.

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

As per the need of the students group expert lectures are arranged by Coordinators and Facilitators in consultation with placement officers and Director. Some are listed below:

Akbar Khan	Manager (HR)	AI Tayer Group Dubai	Feb. 2009
Amit K. Saxena	GM (HR)	Solvay Indian	Jan. 2009
Anas Khan	Manager (Mkt)	AI Futtaim Watches & Jwels	March 2008
Bhaskardas Gupta	Program Director	HSBC	Dec. 2009
Charanjeet Singh Bhatia	VP Fraud & Investigation	TCS	Feb. 2009
Harmeet Chabhra	Manager (HR)	Diaspark India	Nov. 2010
Harpulak Bahadur	VP Adventory		Oct. 2010
Rajesh Kamath	AVP	Bajaj	Sept. 2008
Ajit Talreja	Manager (HR)	Cummins	Dec. 2011
Ramchandra Arya	Consultant	TCS	Oct.
Sandeep Atre		CH edgemakers	Nov. 2012
Pankaj Mittal	CTO	Impetus	Aug. 2008
Sity C. Kurian	GM	Consolidated Shipping	Oct. 2008
Somendra Pant	Asso.Professor	Clarkson Univ.	Nov. 2011
Sonit Porwal	Directo	Infosoft Technologies	Oct. 2010
Sunita Kishnani	AVP (Mktg)	Diaspark	Oct. 2010
Vincy Dalal	AVP (HR)	Reliance Retail	Dec. 2010
Tarun Agrawal	VP Fins		Aug. 2009

Bupendra Sajwan		Sunguard	Dec. 2008
Sanjeev	Principal Consultant	CSC	Jan. 2013
Dr. Girdhar Biyani	Director	QCI	Feb. 2013
Dr. Manoj Jain	Infection Controller	Haward Medical Center	
Dr. Y.P. Bhatia	Director	Astron	Feb. 2013
Dr. Rajiv Choure	VP	Care Hospital	March 2013
Firoj Khan	GM	Bombay Hospital	Feb. 2012

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

As per the need of the students group expert lectures are arranged by Coordinators and Facilitators in consultation with placement officers and Director.

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

Time table, Examination Schedule and Syllabi, and all other notices etc. are hosted on the website.

**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**

A separate section looks after and assists students for availing financial assistance. Scholarships etc. are disbursed as and when it is received from funding agencies.

S.No.	Year	ST	Amount Sch.	SC	Amount Sch.	OBC	Amount Sch.	Total
01	2008-2009	53	546755/-	96	226585/-	97	1431126/-	246
02	2009-2010	76	5433850/-	135	6308985/-	158	7078065/-	369
03	2010-2011	90	1802651/-	137	3112332/-	171	4608330/-	398
04	2011-2012	79	1974760/-	135	3585825/-	169	4601920/-	383
05	2012-2013	68	3063896/-	108	4968215/-	181	4718100	357

**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.)**

SC, ST and OBC are given scholarships and fee reimbursement by the state. A separate section looks after and assists students for availing financial assistance. Scholarships etc. are disbursed as and when it is received from funding agencies.

### **5.1. Department use of International Student Cell, number and list of foreign students**

University has setup International Student Cell. The Institute uses the same facilities.

#### **5.1.7 Department support services available for**

- \* Students participating in various competitions/conferences in India and abroad
- \* List of Students Participating in Cultural in Management Activities.

##### 1. International IMA Conclave

1. Megha Purnaik
2. Shweta Sahu
3. Purnima Vaishnav
4. Preeti Malu
5. Bhumika Dhote
6. Nishtha Parikh
7. Archi Mishra
8. Jyoti Lajiwai
9. Shweta Prabhakaran
10. Riya Bahram
11. Shivangi Chourasia
12. Shivani Dusey
13. Approva Nirsarkar
14. Purnima Rathore
15. Devesh Yadav B
16. Tushar Chabra B
17. Siddarth Arya B
18. Gautam Kaswalekar B

##### 2. Aavahan 12 IIM Indore

1. Bhumika Dhote
2. Riya Brahme
3. Greena Wadikar
4. Aproova Gadwani
5. Nilanjan Dev Shankar B
6. Arpit Shrivastava B
7. Ankit Parwani B
8. Tripti Chawala

9. Pradipta Shrivastava
  10. Rishabh Jain            B
  11. Naynesh Mishra        B
  12. Nida Zaidi
3. Rotarry Club of Indore Professionals
    1. Nida Zaidi
    2. Anushka Agrawal
    3. Pradipta Shrivastava
    4. Tripti Chopra
  4. Acropolic Debate Competition
    1. Ankita Tharwani
    2. Nida Zaidi
    3. Rishabh Jain
  5. Finance Boot Camp
    1. Nida Zaidi
  6. National Workshop on Case Methods (Medicaps)
    1. Purnima Vaishnav
    2. Manju Singh
    3. Poorva Bhandari
  7. Reliance Sensitises
    1. Greta Wadikar
    2. Naynesh Mishra
  8. IIM Indore Marathan
    1. Arpit
    2. Amit Agrawal
  9. Jaipuriya Institute of Mgmt.
    1. Rishabh Jain
  10. MSME
    1. Greena Wadikar
  11. Blood Donation Camp
    1. Yashwant Kachhama
  12. Confluence 2012 IIM Ahmedabad
    1. Amit Agrawal

\* Physically challenged / differently-abled students

03

\* SC/ST, OBC and economically weaker sections

S.No.	Year	ST	SC	OBC	Total
01	2008-2009	53	96	97	246
02	2009-2010	76	135	158	369
03	2010-2011	90	137	171	398
04	2011-2012	79	135	169	383
05	2012-2013	68	108	181	357

- \* Health centre, health insurance etc.  
University has centralised Health Centre
- \* Skill development (spoken English, computer literacy, etc.)  
Training program on Accounting was organised
- \* performance enhancement for slow learners  
Special lectures for slow learners was organised in various areas like Accounts, Business maths, Operation Research etc
- \* exposure of students to other institutions of higher learning/ corporates/business houses, etc.
- \* Students undertake on the job Training to various Businesses, Research institutions, hospitals etc. MBA DM Students attended Training at National Civil Defence College, (NCDC)
- \* publication of student magazines. NIL
- \* Record of student participation in sports and extracurricular activities

1. International IMA Conclave

1. Megha Purnaik
2. Shweta Sahu
3. Purnima Vaishnav
4. Preeti Malu
5. Bhumika Dhote
6. Nishtha Parikh
7. Archi Mishra
8. Jyoti Lajiwai
9. Shweta Prabhakaran
10. Riya Bahram
11. Shivangi Chourasia
12. Shivani Dusey
13. Approva Nirsarkar
14. Purnima Rathore
15. Devesh Yadav            B

16. Tushar Chabra B
  17. Siddarth Arya B
  18. Gautam Kaswalekar B
2. Aavahan 12 IIM Indore
    1. Bhumika Dhote
    2. Riya Brahme
    3. Greena Wadikar
    4. Aproova Gadwani
    5. Nilanjan Dev Shankar B
    6. Arpit Shrivastava B
    7. Ankit Parwani B
    8. Tripti Chawala
    9. Pradipta Shrivastava
    10. Rishabh Jain B
    11. Naynesh Mishra B
    12. Nida Zaidi
  3. Rotarry Club of Indore Professionals
    1. Nida Zaidi
    2. Anushka Agrawal
    3. Pradipta Shrivastava
    4. Tripti Chopra
  4. Acropolic Debate Competition
    1. Ankita Tharwani
    2. Nida Zaidi
    3. Rishabh Jain
  5. Finance Boot Camp
    1. Nida Zaidi
  6. National Workshop on Case Methods (Medicaps)
    1. Purnima Vaishnav
    2. Manju Singh
    3. Poorva Bhandari
  7. Reliance Sensitises
    1. Greeta Wadikar
    2. Naynesh Mishra
  8. IIM Indore Marathan
    1. Arpit
    2. Amit Agrawal
  9. Jaipuriya Institute of Mgmt.
    1. Rishabh Jain
  10. MSME
    1. Greena Wadikar

11. Blood Donation Camp
  1. Yashwant Kachhama
12. Confluence 2012 IIM Ahmedabad
  1. Amit Agrawal

For SC, ST and OBC category students there is a separate cell which looks after the scholarship and other activities.

### **5.1.8 Placement Records 2009-2010**

Aditya Birla Group	Agilent
Axis Bank	Asian Paints
Astron Consultant	Bank of Baroda
Artemis Hospital & RC	Bombay Hospital
Apollo Hospital	Bridgestone
Care Hospital Group	B`Brown Health Care
Coalition Pvt. Ltd	CSC
Capital Height	Capital Via
Deloitte (Finance)	Della Technica
Deloitte	First Source
DM Hospital	Fortis Health Care
Financial Engineering	Hcl Infosystem
Google	HSBC
Global Health Care	HDFC Ltd
Indus Health	ICICI Lombard
Hospax	ITC
Infomedia 18	Jahagir Hospital
Karvy	Mahindra Finance
ICICI Securities	Nomura
Kotak Bank	Spectrum
Manipal Health Care	Max Health

MD India  
Regency Hospital  
Surya Roshni Ltd  
SEO Valley Bhopal  
Wockhard Hospital, Nashik  
Wel Care Hospital  
Web Duniya  
Win Focus Pvt

Stanley Works  
Sterling Hospital  
Vipul TDA  
Software Quality Catalyst  
Wipro  
Vasan Eye Care  
Yes Pay

Arrange in Alphabetical Order

**2010-2011**

Adani Wilmar  
Aglient Tech  
Akzonobel Dulux  
Axis Bank  
Artemis Hospital & RC  
Apollo Hospital  
Bio Urja  
Capital I Q  
Care Hospital  
Capital Stars  
E-Clerx  
Fortis Health Care  
Greenback Forex  
Green Web Solution  
HCL  
HIL  
Idea Cellular  
Indore Online  
Linux Work. Com  
Mahindra Finance  
Makwebtech  
Midas DFS  
Nestle

Aditya Birla  
Airtel Dth  
Asha , Ngo, Bhopal  
Axis Bank (Agro)  
Balaji Telefilms  
Bombay Hospital  
Capital Via  
CSC  
DM Hospital  
6 Degree IT  
Insight Global  
Global Health Care  
HotWax Media  
Host Innovation  
HDFC Ltd  
ICICI Securities  
Johnson & Johnson  
Jaslok Hospital  
Kotak Mahindra  
Ma-Foi  
Manforce Trucks  
Oswal Data  
Next Edu.

Narayan Rudhalaya  
Nomura  
Regency Hospital  
Shalby Hospital  
Spectrum  
TCS Eserve  
Wockhard Hospital  
2011-2012

ACC Limited  
Arbindo Hospital  
Amagi  
Binary Semantic  
Batra Hospital  
Batch Master  
Care Hospital Group  
Center For Sight  
Deloitte  
Global Health Care  
Globe Op  
HDFC Sales  
HDFC Ltd  
ICICI Securities  
ITC Ltd  
Johnson & Johnson  
Maveric  
Moolchandani Hospital  
Nomura  
Onirca  
Reliance Broadcast  
Sterling Hospital  
Win Focus Pvt  
XL Dynamic

Orient Paper Mill  
Redington  
Sterling Hospital  
Reliance Communication  
TCS  
Yes Pay

Artemis Hospital & RC  
Asian Paints  
Bombay Hospital  
Birla Hospital  
Berkadia  
CSC  
Capital IQ  
DM Hospital  
Fortis Health Care  
Fruitbowl Digital  
HDFC Mutual Fund  
HCI  
HDFC Bank  
HT Media  
IIFL  
Kotak Mahindra Bank  
Maven Magnet  
Nestle  
Odessa Technology  
Regency Hospital  
SBI General  
SBI Life  
Yes Pay

## **2012-2013**

ACC	Aditya Birla
Artemis Hospital	Apollo Hospital
Apticraft	Asian Paints
Bharti Axa	Bombay Hospital
Capital Via	Bloomberg
CSC	Capital I Q
Care Hospital Group	Convexus
Colnovation Technologies	Dainik Bhaskar
Dynamic	Deloitte
DM Hospital	Forties Health Care
Eye & Care	Hafele
HDFC Limited	HDFC Ltd
HDFC MF	ICICI Securities
ICICI Direct	ITC
IIFL	Indore Online
Johnson & Johnson	Indus
Maveric	Mahindra Finance
MY FM	Manipal Health Care
Max Health Care	Nestle
Nuven Technologies	SBI Life
Orange Comm	SEO Beam
Premier Biosoft	Regency Hospital
Prism Cement	Shakti Pumps
Sterling Hospital	S & P Capital I Q
Spectrum	Yash Technologies
Walkover Web Solutions	Yes Pay IT Services
Yokohama Tyres	

### **5.1.9 Number of students selected during campus interviews by different employers**

Self Study Report of Institute of Management Studies, DAVV, Indore



(list the employers and the number of companies who visited the campus during the last four years). List Given in 5.1.8. Details are available with Placement Officers.

**5.1.10 A. Record of registered Alumni Association. University is creating centralised Alumni Association.**

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

**C. Record of alumni meets**

**5.1.11 A. Committee members and record of student grievance redressal**

- Dr. P.N. Mishra, Convener
- Dr. Rajiv Gupta, Member
- Dr. A. Trehan, Member
- Dr. N.K. Totala, Member
- Dr. Shine David, Member
- Ms. Nisha Banno Siddiqui, Member
- Ms. Bhawna Saun, Member.

**B. Details of the nature of grievances reported and the redressal. A few operational and placement related problems were observed and redressed.**

**5.1.12 A. Record of anti-ragging committee**

September 11, 2012

NOTIFICATION

Following anti ragging committee has been constituted for the academic session 2011-12.

S. No.	Name of Faculty	Designation
1.	Dr. Rajendra Singh	Chairman
2.	Dr. Sangeeta Jain	Member
3.	Dr. N.K. Totala	Member
4.	Dr. Maneeshkant Arya	Member
5.	Mr. Piyush Kendurkar	Member
6.	Dr. Shine David	Member
7.	Ms. Nishabano Siddiqui	Member
8.	Mr. Avnish Vyas	Member
9.	Mr. S.P. Verma	Non teaching staff member
10.	Mr. Amarjeet S. Bagga	Parent Member
11.	Mr. Mayur Gupta (DM)	Student member
12.	Mr. Manish Neware (FT)	Student member
13.	Ms. Nikita Tiwari (FT)	Student member
14.	Mr. Chandandeep Bagga (FA)	Student member
15.	Ms. Prajakti Sen (FA)	Student member
16.	Mr. Arjun Bakliwal (MM)	Student member
17.	Ms. Palak Muchal (MM)	Student member
18.	Mr. Ayush Gargav (e-com)	Student member

19.	Mr. Mukul Goswami (e-com)	Student member
20.	Dr. Mahesh Somani (HA)	Student member
21.	Ms. Subhikala (HA )	Student member
22.	Mr. Mayur Gupta (DM)	Student member
23.	Ms. Vandana Sharma (DM)	Student member

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

**NIL**

**5.1.13 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**

List of Girls Students Participating in Cultural and Management Activities.

1. International IMA Conclave
  1. Megha Purnaik
  2. Shweta Sahu
  3. Purnima Vaishnav
  4. Preeti Malu
  5. Bhumika Dhote
  6. Nishtha Parikh
  7. Archi Mishra
  8. Jyoti Lajiwai
  9. Shweta Prabhakaran
  10. Riya Bahram
  11. Shivangi Chourasia
  12. Shivani Dusey
  13. Approva Nirsarkar
  14. Purnima Rathore
2. Aavahan 12 IIM Indore
  1. Bhumika Dhote
  2. Riya Brahme
  3. Greena Wadikar
  4. Aproova Gadwani
  8. Tripti Chawala
  9. Pradipta Shrivastava
  10. Nida Zaidi
3. Rotarry Club of Indore Professionals
  1. Nida Zaidi
  2. Anushka Agrawal
  3. Pradipta Shrivastava
  4. Tripti Chopra
4. Acropolic Debate Competition

1. Ankita Tharwani
  2. Nida Zaidi
  3. Rishabh Jain
5. Finance Boot Camp
    1. Nida Zaidi
6. National Workshop on Case Methods (Medicaps)
    1. Purnima Vaishnav
    2. Manju Singh
    3. Poorva Bhandari
7. Reliance Sensitises
    1. Greta Wadikar
    2. Naynesh Mishra
10. MSME
    1. Greena Wadikar

## 5.2 Student Progression

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

Student Progression	%
UG to PG*	eC= 50% HA=97%
PG to M.Phil.*	2 Students
PG to Ph.D.	7%
Ph.D. to Post-Doctoral	Nil
Employed	80%
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	20%

### 5.2.2 Programme-wise pass percentage during the time span stipulated

Course	Year	Appear	Pass
MBA (Disaster Mgt.)	2012	37	35
	2011	42	41
	2010	43	42
	2009	35	35
MBA (e-Commerce) 2 Year	2012	54	46
	2011	51	50
	2010	55	54
	2009	56	53
MBA (F.A.) 2 Year	2012	116	108

	2011	130	124
	2010	61	61
	2009	64	62
MBA (H.A.) 2 Year Int.	2012	54	54
	2011	41	41
	2010	59	58
	2009	32	30
BBA (H.A.) 3 Year	2012	66	60
	2011	65	65
	2010	61	61
	2009	54	51
MBA (H.A.) 2 Year	2012	57	55
	2011	66	61
	2010	28	28
	2009	33	33
MBA (M.M.) 2 Year	2012	114	113
	2011	137	137
	2010	70	70
	2009	64	62
MBA (F.T.) 2 Year	2012	115	110
	2011	116	115
	2010	120	113
	2009	113	101
BBA (e-Comm.) 3 Year	2012	58	57
	2011	46	42
	2010	61	61
	2009	57	48
MBA (e-Comm.) 2 Year Int.	2012	31	31
	2011	16	16
	2010	12	12
	2009	12	11

**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, Defence, Civil Services, etc.**

Three Students of MPhil are net qualified

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

**Student Participation and Activities**

<u>MANAGEMENT 2011-2012</u>				
1.	Mr. Prajwal Khare,	Ph.D	IMS	Dr. Mayank Saxe Dr. Rajendra Sin
2.	Ku. Devika Trehan	Ph.D	IMS	Dr Ira Bapna,
3.	Mr. Vishal Sood,	Ph.D	IMS	Dr Ira Bapna,
4.	Ku. Parul Bindra,	Ph.D	IMS	Dr.Rajeev Gupta
5.	Shri Raghunandan Lad	Ph.D	IMS	Dr.Rajeev Gupta
6.	Ku. Rashmi Sharma,	Ph.D	IMS	Dr Vivek Kushwaha
7.	Shri Chetan Raikwar,	Ph.D	IMS	Dr. Indu Bhargava
8.	Shri Harsh Ramgir,	Ph.D	IMS	Dr. Alok Mittal
9.	Smt.Sangeeta Jain,	Ph.D	IMS	Dr. Alok Mittal
10	Ku. Sunita Jatav	Ph.D	IMS	Dr. Alok Mittal
11	Ku. Rashmi Badjatya,	Ph.D	IMS	Dr. Alok Mittal
12	Mrs. Ramandeep Kaur Makhija,	Ph.D	IMS	Dr Ira Bapna
13	Mrs. Gitanjali Shrivastava,	Ph.D	IMS	Dr Ira Bapna
14	Mrs. Anushruti Neema,	Ph.D	IMS	Dr Ira Bapna
15	Mrs. Kritika Neema,	Ph.D	IMS	Dr Ira Bapna
16	Ku. Shilpa Bhakar	Ph.D	IMS	Dr.Karuna jain
17	Mrs. Mallika Singh	Ph.D	IMS	Dr.Deepak Shrivastava

18	Shri Rajesh Mehta,	Ph.D	IMS	Dr Yamini Karmarkar
19	Mrs. Kirti Mudgal Khurasiya	Ph.D	IMS	Dr Avinash Desai
20	Mr.Manish Phalke,	Ph.D	IMS	Dr Avinash Desai
21	Ku. Dolly Jamale	Ph.D	IMS	Dr Avinash Desai
22	Mr. Bhanu Saxena,	Ph.D	IMS	Dr Avinash Desai
23	Mr. Manoj Raghuwansi,	Ph.D	IMS	Dr Avinash Desai
24	Ku. Sapna Vyas,	Ph.D	IMS	Dr.Karuna Jain
25	Smt. Swati Kendurkar	Ph.D	IMS	Dr.Karuna Jain
26	Mrs. Virshree Tungare,	Ph.D	IMS	Dr. Ashok Jhawa

27	Ku. Bhakti Joshi,	Ph.D	IMS	Dr Preeti Sharma
28	Ku. Smita Holkar,	Ph.D	IMS	Dr Anant Gwal
29	Mr. Ramkisore Pal,	Ph.D	IMS	Dr Anant Gwal
30	Mr.Laly Joseph,	Ph.D	IMS	Dr Alpana Trehan
31	Mr. Abhishek Dubey,	Ph.D	IMS	Dr Kapil Sharma
32	Miss Ruchi Maheshwari	Ph.D	IMS	Dr Manishkant Arya
33	Mrs. Shikha Jain,	Ph.D	IMS	Dr Manishkant Arya
34	Mr.Naresh Dembla,	Ph.D	IMS	Dr Manishkant Arya
35	MissMani Bharadwaj,	Ph.D	IMS	Dr Kapil Sharma
36	Maj.Gen. Selva Kumar Henry Joh	Ph.D	IMS	Dr. S.Sandhar Dr. Alpana Trehan
37	Shri Ashish Upadhyaya,	Ph.D	IMS	Dr S. Kaur Sandhar

38	Mr. Hitesh Keserwani,	Ph.D	IMS	Dr. Kapil Arora
39	Mr. Ajay Patil,	Ph.D	IMS	Dr. Alok Mittal Dr. Jayant Sonwalkar
40	Ku. Sangeeta Mehrolia,	Ph.D	IMS	Dr Rajiv Gupta
41	Ku.Shuchi Khandelwal,	Ph.D	IMS	Dr. Nishith Dubey
42	Shri Shailendra Sial,	Ph.D	IMS	Dr. Deepak Shrivastav Dr. P.N.Mishra
43	Shri Kanhiyalal Sharma	Ph.D	IMS	Dr. Vipin Choudhary Dr. Rajiv Gupta
44	Shri Manish Lahariya,	Ph.D	IMS	Dr. Manasranjan Dash Dr. Jayant Sonwalkar
45	Mr. Sanjay Katiyal,	Ph.D	IMS	Dr. P.K.Gupta
46	Smt. Harshika Gabbad	Ph.D	IMS	Dr. G.D.Gidwani
47	Smt. Deepa Katiyal,	Ph.D	IMS	Dr. Suresh Patidar

MANAGEMENT 2010-2011				
48	Mr. Manoj Joshi,	Ph.D	IMS	Dr Kapil Sharma
49	Mr. Akshay Kanti Bam,	Ph.D	IMS	Dr Alpana Trehan
50	Mr. Uma Prasad Singh	Ph.D	IMS	Dr Alpana Trehan
51	Shri Muthu Mohan Narayan	Ph.D	IMS	Dr.P.K.Gupta
52	Shri Rajendra Kumar Sharn	Ph.D	IMS	Dr Sangeeta Jain
53	Smt. Ekta Rokade,	Ph.D	IMS	Dr Jayant Sonwalkar
54	Colonel Rajesh Chaba,	Ph.D	IMS	Dr Alpana Trehan
55	Jh vk'kh"k xMsdj]	Ph.D	IMS	Dr.P.K.Gupta
56	Mr. Khushal Varadpande,	Ph.D	IMS	Dr Jayant Sonwalkar

57	Smt. Navneet Kaur Bhatia	Ph.D		Dr. Manish Sitlani
58	Shri Gaurav Ranadive	Ph.D		Dr.P.N.Mishra
59	Shri Pradeep Mohan Ahluwalia	Ph.D		Dr.P.K.Gupta
60	Kumari Charul Jain	Ph.D		Dr Rajendra Singh
61	Ku.Akanksha Singh	Ph.D		Dr.P.N.Mishra
62	Ku. Kartika Shrivastava	Ph.D		Dr. P.N.Mishra Dr.Kapil Sharma
63	Smt. Rohini Agrawal	Ph.D		Dr. H.C.Sainy
64	Ku,. Chanchala Jain,	Ph.D		Dr H.C.Sainy
65	Smt. Richa Darshan Nambisan	Ph.D		Dr H.C.Sainy
66	Ku,. Meghna Tiwari,	Ph.D		Dr H.C.Sainy
67	Ku,. Sheetal Jain	Ph.D		Dr H.C.Sainy
68	Mr. Sadat Khan,	Ph.D		Dr H.C.Sainy

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

**A University organised Inter department Sports Event. Various department and IMS also organised Pratispardha**

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

Students' participate in inter departmental sport activity organized yearly by the university.

University organised Inter department Sports Event ind the month of October, IMS in the month of Jan-Feb.

**5.3.1 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.**

Winner of Inter Departmental Cricket Competition in 2013.

Runner-up of Inter Departmental Chess Competition in 2013

Winner of Inter Departmental Volley Ball Competition in 2012.



Runner-up of Inter Departmental Chess Competition in 2012

Runner-up of Inter Departmental Badminton Competition in 2012

- 5.3.3**    **A. Gathered data and feedback from pass-out graduates. Feed back is collected from students. (With Coordinators)**  
              **B. Gathered data and feedback from employers. Yes, (With Pos)**  
              **C. Use of the data for the growth and development of the department. Data is presented and discussed in developmental committees, Curricula development etc,**
- 5.3.4**    **Department special drives / campaigns for its faculty and students to promote heritage consciousness    Nil**
- 5.3.5**    **A. Records of Department involvement and encourage its students to publish materials like catalogues, wall magazines, departmental magazine, and other material.**  
Students publish Wall Magazines, Participated in Poster Competition.  
              **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**  
              **“Hyurisko” Annual Management Fest Organised and Manage by Students.**  
              **B. Details on its constitution, activities and funding.**  
              **“Hyurisko” Annual Management Fest Organised and Manage by Students. Funds are generated by students through sponsorships and Accounts are Also manage by students representatives..**
- 5.3.7**    **Details of student representatives in Board of Studies, various academic and administrative bodies Students are part of Committees. Such as Anti Ragging etc.**
- 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 Vision:**

“Excellence in all areas of performance of everyone associated with the Institute, and to impart quality education”.

#### **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.**

##### **Mission:**

“Institute commits itself to identify young people with professional and entrepreneurial aspirations, talents, determination and trigger them off to become excellent inspirational leaders in their chosen pursuits by developing in them skills, insights, abilities, healthy habits, right perspective and clear vision. It focuses on holistic management education, training and conditioning of students through intellectual and informational inputs and activity- centered experiential self-discovery process to embolden them to assume responsibility to take charge and lead effectively”.

##### **Objectives:**

The main objectives of the institute are:

- To provide educational and personality development facilities for preparing men and women for management careers;
- To equip those who are already engaged in managerial positions at various levels with up-to-date knowledge of modern management concepts and techniques so as to help them strength their professional activities;
- To conduct research, and contribute to the growth of knowledge of management in a cross-cultural context; and
- To provide consulting services to business organizations and public systems, and also conduct need-based training programmes for their executives.

##### **Ethos:**

- Trust in God and do the Right Things.
- Hard Work has No Substitute.
- Excellence is Your Motto.
- Be Human and Judicious.

- Keep Calm, Cool, and Collected.
- Set High Goals.
- World is Yours to Conquer.

### 6.1.3 Write-up of

**\* ensuring the organization's management system development, implementation and continuous improvement**

The institute runs its academic activity by having academic coordinator/Programme In-charge system. Director of the Institute ensures academic activities through overall Academic Coordinator, who is supported by different Programme In-charges like Programme In-charge MBA (Full Time), Programme In-charge MBA (Financial Administration), Programme In-charge MBA (Marketing Management), Programme In-charge MBA (Human Resource Management), Programme In-charge MBA (Disaster Management), Programme In-charge MBA (Hospital Administration), Programme In-charge MBA (e-Commerce), Programme In-charge MBA (Executive), M. Phil (Management), M. Phil (Defense), Programme In-charge PGDHRM (Defense), Programme In-charge PhD Coursework (Management). The Coordinator/ Programme In-charges are supported by Programme Facilitators.

Examination work is conducted by Examination Committee, headed by Examination Controller and supported by Examination Facilitators vis. a vis., Confidential Section, Exam Duty In-charge, Seating Arrangement In-charge, MRP and Viva Voce Committee and Results Committee along with this, a separate Examination Section and Result Section is also there.

Office and administration work are carried out with the help of Office of the Director supported by P.A. to Director. Accounts, Inward/Outward section, Fees section, Placement cells, are also there. There are three Placement Officers who are actively looking after placements of students from different programmes.

Library is headed by Librarian, supported by Asst. Librarian and Book Lifters.

Other activities are carried out with the help of formation of different committees from time to time.

\* **Interacting with its Stakeholders**

Stakeholders are students, parents, faculty members and employees. From time to time, meetings are held to interact with them. The University conducts a common Invocation cum Orientation programme for all the students of the University who are admitted in different courses and departments. This programme is chaired by the Honourable Vice Chancellor of the University, who acquaints the students with the University's history and culture and also orients them with the expectations of the University from the students. A programme on ragging, its ill influences and legal punishments is also conducted to acquaint students with the anti-ragging policies of the University.

Similar Induction programmes are conducted at the beginning of each academic year in the Institute also.

\* **Reinforcing a Culture of Excellence**

There is an atmosphere of work culture. All stakeholders actively participate and work together in a cohesive work group.

Different cell, taskforce, task group, committees are framed to excel in working.

Few of the students cleared JRF, NET and other exams.

Placement counselling also takes place from time to time.

Few students have won different prizes, award, and competitions including conducted by IIMS, etc.

\* **Identifying Organizational Needs and Striving to Fulfill them**

As per the size of the institute there is a need of establishing separate offices for every course so that office may run more smoothly.

Account office and fess collection department further needs expansion.

**6.1.4 Records of Departmental and other Committees Meetings**

Departmental Committee and IQAC committee meeting are held as per the needs. Registers are maintained for this.  
(As per File No. 6.1.4)

#### **6.1.6 Write-up of a Culture of Participative Decisions in the Department**

Participative Management is ensured with the help of Programme Coordinator System, different Committees, Cells and Task Forces, Students Committees. The committees work on democratic manner and principles. Everybody as member has an equal right to present his/her views and to participate in decision in democratic ways. Minutes of previous meeting is read and conformed in the following meeting.

#### **6.1.7 Record of Grooming Leadership at Various Levels**

Grooming leadership at various levels is ensured by appointing heads and faculties at different committees as head and members, as coordinator or Programme In charge, Facilitator student leadership is also ensured by appointing them at different Student Activities like, Hyurisko, games Committee, etc.

(As per File No. 6.1.7)

#### **6.1.10 Record of Knowledge Management Strategy**

The Institute has a facility of intranet, internet, e-library, library, research task group, open courseware links etc.

Syllabi are online (dauniv.in). Admission and fees collection is also online (MPonline).

(As per File No. 6.1.10)

#### **6.1.11 Write up on**

##### **\* Contributing to National Development**

The Institute is a Management institute; Our students works as managers in different manufacturing and service industry, PSUS, banks, NGOs, Governments, Public Sector, Defense Service throughout the Country, Disaster Management officers, etc., thus contributing to national Development. N. S. S. Unit of the Institute organizes different national development related activities.

##### **\* Fostering Global Competencies among Students**

For fostering global competencies among students, English and communication as subject are offered. International Marketing, International Financial Management, International Business Environment related topics are included in the courses. Our students go for summer training into different MNC's. Students participate in Different International summit or event that take place at Indore, like, participation in

International Industrial Summit organized by Government of Madhya Pradesh. Students also participate in international conferences, etc.

**\* Inculcating a Sound Value System among Students**

The Institute has introduced a unique subject in curriculum, Business Ethics and Management by Indian Values covering Indian Ethos and Indian culture based strong value system, normally in semester first, so that they get enough time to practice during their stay at the Institute and later on. Cultural Programmes are arranged in a manner that they promote value system.

**\* Promoting use of Technology**

Students use internet facility as campus is WIFI.

The syllabi of various courses are uploaded on the university website; student are advised to visit the site regularly to know the common events and for other information.

Admission process and fess deposit process (July 2012 on words) is on line.

Students use Computer Lab. and computer facility at library.

Students use social electronic media for communicating regarding conduction of classes, placement cell information, programmes related information with peer level and professors.

Students use multimedia facility for their power point presentation, etc.

**• Contribution to the University and Affiliated Colleges**

Contribution to the University and Affiliated Colleges in the form of Syllabus Development for private colleges and other University by the faculty members as being members of Board of Studies and Chairman Board of Studies. The BOS approves the courses, revises the syllabus, contributes to the examination of private colleges in various types. Presently, Dr. Rajeev Gupta is Chairman Board of Studies, and Dr. P. N. Mishra, Dr. Sangeeta Jain, Dr. Kapil Sharma are members of board of studies. Other faculties were also members and chairman of BOS.

**\* Quest for Excellence**

Students are supported, guided, promoted, motivated to compete in different competitions (Including at University Level and other Colleges and IIM), examinations, summit, activities, etc.

Our students have cleared IBPS, CFA, CA, CS, Bank Recruitments, NET, JRF, etc.

Students go for Summer Training, OJT, etc.

Students are given live projects, Major Research Project, Minor Research Project, Assignment, etc.

## **6.2 Strategy Development and Deployment**

The honorable Vice Chancellor and the director provide clear vision and mission to the institute. The director of the Institute runs the institute ensuring democratic and participative management and on the principles of participation and transparency. From time to time different participative and working committees are framed. Specific plans for academic and administrative activities are prepared with the help of institutional developmental objectives, directives and guidelines. Accordingly, seats in MBA (FA), MBA (MM) were increased from 60 to 120, MBA (Human Resource Management) were started and Ph. D. Course Work (Management) was successfully started. An alignment is made possible between academic and administrative aspect of the institution so that it improves the overall quality of the institutional provisions. Different course conduction, arrangements and conduction of classes on all seven days of week, continues evaluation, conduction of internal examination, exam form filling, declaration of end semester examination time-table and comprehensive viva-voce, paper setting, printing, exam conduction, getting evaluation done, compilation of marks, result declaration, mark-sheet printing, checking and distribution along with other activities like placement etc. as per schedule and academic calendar.

### **6.2.1 Perspective Plan for Development and Write-up of Policies and Strategies to**

#### **\* Work for Vision and for Achieving the Mission**

Timely admission; Regular Class engagement, attendance compulsion as per university norms, Timely Conduction of Internal Examination, Comprehensive VIVA and Major Research Work and Result Declaration; Good Library facility along with e-library and Central Library; Conduction of Sports Meet for Students, Staff and Teachers; Usage of Well Equipped Computer Lab; Arrangement of Workshop and Seminar, etc. for Students, Staff and Teachers; N.S.S Activities.

\* **Enhancing Teaching and learning**

Exposure of Senior, Experienced, Industry and Business Espoused, Entrepreneurial Visiting Faculty to Students; Industrial and Hospital Visits; Extra Lectures; Students Seminar.

\* **Enhancing Research and Development**

Research Methodology has been introduced as a Subject in the Curriculum. Major Research Project has been introduced as a subject in the Curriculum. Students are Encouraged to Participate in Students Research Paper Context and Business Plan Competitions Organized by the Different B Schools.

\* **Enhancing Community Engagement**

\* N.S.S. Unit performs for it.

\* Various faculties go Rustomji Armed Forces College, Indore for Training and Developmnet in their Courses for different Ranks focusing community familiarisation, protection, police help to poor, uneducated, women and weaker section of the society, etc.

\* **Enhancing Human Resource Planning and Development**

The Institute Runs MBA (Human Resource) as Full-fledged Programme.

It offers Specialization in MBA (Full Time) as Human Resource.

Almost every Programme offers Human Resource as a subject.

It offers PGDHRM (Defence) for Military Officers of Indian Army.

Few of the faculty members are member and office bears of ISTD and NHRD, national Associations in the field.

\* **Enhancing Industry Interaction**

Industrial visits are arranged for students.

Industrialists are invited for course curriculum development to meet the changing requirements of the Industry.



Industrialists are invited in Comprehensive VIVA-VOCE and MRP VIVA-VOCE to examine and evaluate the Knowledge of the students.

Industry executives and managers are given visiting lectures in different courses to increase Students-industry Interactions including service industry especially in Hospital industry.

Students of MBA Disaster Management also work in this field.

Placement Cell arranges Mock Group Discussion and Interviews for Students with the help of industry executives and aluminate of the institute working in the industries and running their own industries.

**\* Enhancing Internationalisation**

Students are offered subjects like, International Marketing, International Finance, etc.

Students are Supported, Motivated to Attend International Summit, Conferences, lecturers, etc.

**6.2.2 Departmental Organizational Structure and Decision Making Processes and their Effectiveness.**

**Academic Activities:**

The institute is headed by the Director. Academic activities are run by having academic coordinator/Programme In-charge system. Director of the Institute ensures academic activities through overall Academic Coordinator, who is supported by different Programme In-charges like Programme In-charge MBA (Full Time), Programme In-charge MBA (Financial Administration), Programme In-charge MBA (Marketing Management), Programme In-charge MBA (Human Resource Management), Programme In-charge MBA (Disaster Management), Programme In-charge MBA (Hospital Administration), Programme In-charge MBA (e-Commerce), Programme In-charge MBA (Executive), M. Phil (Management), M. Phil (Defense), Programme In-charge PGDHRM (Defense), Programme In-charge Ph. D. Coursework (Management). The Coordinator/ Programme In-charges are supported by Programme Facilitators. The skeleton of the hierarchy is as follows:

Ist Layer of Hierarchy: Director

IInd Layer of Hierarchy: Overall Academic Co-ordinator

IIIRD Layer of Hierarchy: Programme In-charge Different Courses.

IVth Layer of Hierarchy: Programme Facilitators.

**Examination Work:**

Exam work is conducted by Exam Committee, headed by Exam Controller and supported by Exam Facilitators vis a vis. Confidential Section, Exam Duty In-charge, Seating Arrangement In-charge, MRP and Viva Voce Committee and Results Committee along with this, a separate Examination section and Result section is also there.

Ist Layer of Hierarchy: Director

IInd Layer of Hierarchy: Examination Controller

IIIRD Layer of Hierarchy: Examination Committee and Exam Duty Committee, Seating Arrangement Committee, MRP and Viva Voce Committee, Results Committee, etc.

**Office and Administration Work:**

Office and Administration Work are carried out with the help of Office of the Director supported by P.A. to Director. There is Office and Administrative officer. Accounts, Inward/Outward Section, Fees Section, Placement Cells, are also there. There are three Placement Officers who are actively looking after placements of students from different programmes.

Ist Layer of Hierarchy: Director

IInd Layer of Hierarchy: Administrative Officer

IIIRD Layer of Hierarchy: Accounts Section In-charge, Inward/Outward Section In-charge, Fees Section In-charge, Different Placement Cell In-charges, different Administrative Committees, etc.

**Library:**

Library is headed by Librarian, supported by Asst. Librarian and Book Lifters.

Ist Layer of Hierarchy: Director

IInd Layer of Hierarchy: Librarian, Library Committee and other Sub-committees.

IIIRD Layer of Hierarchy: Assistant Librarian

IVth Layer of Hierarchy: Book Lifters, etc.

**Computer Lab:**

Computer lab is headed by a faculty in-charge. Computer programmers and operators are also there. There are some Students under Learn While Earn Scheme support and run the lab.

Ist Layer of Hierarchy: Director

IInd Layer of Hierarchy: Lab In-charge Faculty.

IIIRD Layer of Hierarchy: Computer Programmer, Operators and Students Under Learn While Earn Scheme.

**Other Activities:**

Other activities are carried out with the help of formation of different committee from time to time.

**6.2.3 Write Up of Functioning Independently and Autonomously and Ensure Accountability**

The Institute Enjoys Independent and Autonomous Status: Its name is Institute of Management Studies, DAVV, Indore. It has an independent working and enjoys more independence and autonomy than any other department of the University. In this regard, following features are salient:

Full autonomy is there regarding selection, up-gradation, revision, quitting of courses and schemes of the courses to be offered by the Institute.

Head of the Institute is called as Director.

Full Autonomy Regarding Curriculum Development and Revision, Conduction of Internal Examination, End Semester Examination, Evaluation Work, Appointment of Visiting Faculty, VIVA Boards, Declaration of Results. Approval by the university is sufficient to carry out the different work and activities.

**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.**

N. A.

**6.2.6 Performance Audit of the Department by External Experts**

AGMP Audit/ External Audit are conducted from time to time.

Internal Audit/ Residential Audit are also ensured.

AICTE related information is uploaded on their portal for its Courses, like, MBA (Full Time).

**6.3 Faculty Empowerment Strategies**

Self Study Report of Institute of Management Studies, DAVV, Indore

**6.3.1 Outcome of the Reviews of Self-appraisal and PBAS and Important Decisions taken on that**

Self appraisal forms and PBAS are filled by the respective faculty member and forwarded by the director to the University. CASE is based on this.

**6.3.3 List of Teachers Availing Welfare Schemes Available for Teaching and Non-teaching Staff.**

NIL.

**6.3.4 List and Number of Attracted and Retained Eminent Faculty in Last 4 years**

NIL.

**6.3.5 Gender Audit During the Last Four Years of the Department Achievements and Pass Percentages and its Salient Findings.**

S. No.	Year	Total Students	Open		SC		ST		OBC	
			M	F	M	F	M	F	M	F
6.	2008	1176	391	197	217	123	58	33	102	55
7.	2009	1210	412	194	230	117	59	35	110	53
8.	2010	1127	385	178	206	125	54	28	100	51
9.	2011	1091	372	172	199	120	52	28	98	50
10.	2012	1619	552	255	296	177	78	42	145	74

**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.**

Statement of audited Income and Expenditure are available in the form of budgets.

**6.4.5 Efforts Taken by the Department for Resource Mobilization.**

Budget process is in implementation. On line admission process has been gradually implemented to ensure timely fees deposit. Fixed Deposits are done.

(As per File No. 6.4.5)

**6.4.6 Record of Endowment Funds Created**

(As per File No. 6.46)

**6.5 Internal Quality Assurance System**

**6.5.1 Details of Department Internal Quality Assurance and Sustenance System, Give Details.**

Institution's IQAC Committee has been framed. The committee is continuously is working upon improvement of Internal Quality enhancement and improvement.

**6.5.2 Internal Workshops to Improve Teaching, Learning and Evaluation**

Different workshops have been arranged to improve teaching, learning and evaluation.

(As per File No. 6.5.2)

**6.5.3 Record of Continuously Review the Teaching Learning Process**

Departmental Committee Meetings, Faculty and Staff Meetings, Coordinators' and Facilitators' Meetings, are conducted to review the Teaching Learning Process.

(As per File No. 6.5.3)

**6.6 Any other Information Regarding Governance, Leadership and Management which the University would like to include.**

The University has tradition of honoring with honorary D. Lit. and D. Sc., Eminent Personalities, who have contributed immensely to the society. Management Faculty of the University is honored with award of D.Lit. to the following persons of eminence, who have made honored contribution to the field of Management:

1. Padamshree Verghese Kurian
2. Padamshree Rahul Bajaj
3. Padamshree Karsan Bhai Patel.

## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

7.1.1 Department Area Green Audit details: Available (Annexure - 7.1.1)

Institute of Management Studies			
Details of Building Area			
S.No.	Detail		Area
1	Total Plinth Area (Sq.M.)		1088
2	Total Builtup Area (Sq.M.)		5463
Details of Green Area			
Sno	Detail	Dimensions	Area
1	Infront of Main Gate (Right)	Triangular : 30.48m x 30.48m x 21.34m	304.64
2	Infrnt of Main Gate(Left)	Triangular : 30.48m x 30.48m x 21.34m	304.64
3	Beside Parking gate (south)	15.240m x 3.048m	46.45
4	Near Parking Gate (south)	Triangular : 9.144m x 3.048m x 7.62m	10.88
5	InsideParking Premise-I	30.480m x 0.914m	27.86
6	Inside Parking Premise-II	30.480m x 0.914m	27.86
7	Beside Admin Block (East)	21.336m x 6.096m	130.09
8	Beside Lab Building	21.336m x 5.49m	117.15
9	Beside Parking Gate (North)	30.480m x 3.048m	92.90
		Total Area (Sq. m.)	1062.46

7.1.2 Departmental initiative to make the campus eco-friendly?

\* **Energy conservation:**

- Faculty, Staff and Students are instructed to save energy.
- Save Energy notices are displayed at multiple locations in the Institute.
- Save Energy poster exhibition was organized.
- Replacement of Bulbs and Tube lights with CFL is in the process.
- Solar Panals will be installed by the University in near future.

\* **Use of renewable energy:** Solar Power Plant and while reflective paint on roof top planned in 2013-14.

\* **Water harvesting:** Planning Stage

\* **Check dam construction:** N/A

\* **Efforts for Carbon neutrality:** N/A

- \* **Plantation:** Plantation is done every year during the month of July – August (Rainy Season) by Faculty, Staff and Students.
- \* **Hazardous waste management:** : N/A
- \* **e-waste management:** : This is being done at the University level by Government Notified Agency, on regular basis in June each year through Institute of Engineering and Technology of the University. (Annexure – 7.1.2)
- \* **any other (please specify):**
  - Disaster Mitigation Day and Exhibitions are organized
  - Blood Donation Camps are organized every year
  - Students participate in NSS activities

## **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:

- Counselling and career guidance.
- Mock Interviews for placements.
- Feedback from all stakeholders and improvement.
- Students are provided with Internet and Wi Fi facility.
- ICT based teaching, library and placement

## **7.3 Best Practices**

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

### **Best Practices - I**

**1. Title of the Practice: Earn While You Learn**

**2. Objectives of the Practice**

The objective of initiating this practice was twofold:

- a) To fulfil the shortfall of staff for some of the administrative activities
- b) To provide financial support for the meritorious and needy students.

Every year about a large number of students from poor financial background take admission in different management courses. Scholarships are limited in

number. At the same time many students are not able to avail educational loan from banks for a variety of reasons. With the expansion of courses in the Institute, there is a short fall of regular staff members for many administrative jobs.

Considering both the issues, it was resolved in the Institute to provide some time bound job opportunities to the students within the Institute such as computer lab or library, which matches with their profile and does not affect their academic pursuit of knowledge. It is in this light that “**Earn While You Learn**” scheme was conceptualized.

### **3. The Context**

Before implementing this practice, a few issues were to be resolved: a) identifying jobs which matches with the profile of the student and supplement their academic pursuits; b) evolving criteria and establishing procedure for selection of such students; c) formal approval from the Executive Council of the University for its implementation.

Once decided, the proposal for the “**Earn While You Learn**” scheme was carefully drafted mentioning the criteria for selection of the students and got the formal approval from appropriate authorities following prescribed procedure. Later the scheme was implemented at the Institute.

### **4. The Practice**

“**Earn While You Learn**” scheme is a unique initiative to blend student and organizational requirements in a complimentary manner. The scheme provides needed financial support to the students along with contributing to administrative functioning of the Institute. It does not create any burden for the students rather it matches with their profile. It supplements their academic pursuit of knowledge.

By providing an opportunity to financially support the students, this scheme help the needy and meritorious students to pursue their higher education. In this manner it contributes to Indian higher education.

### **5. Evidence of Success**

Every year 3-4 students are selected under this scheme on merit cum means basis. This scheme brings mutual benefit to students and administrative



functioning. At one hand it provides required monetary support to the needy students, on the other hand it fulfils the short fall of staff. These students are assigned responsibilities in the Computer Centre of the Institute. They are also actively involved in supporting ICT enabled activities in the Institute. As an outcome of Earn While You Learn scheme following achievements are made:

- Financial support to meritorious and needy students for pursuing their higher education.
- Short fall of staff is managed.
- Smooth running of computer centre is maintained.
- ICT enabled teaching is supported in different class rooms.
- Support for managing IT infrastructure in the Institute.

#### **6. Problems Encountered and Resources Required**

The Institute has sufficient funds, therefore resources were available to support the scheme. There were only procedural delays and follow ups which may be considered as minor problems.

On the whole, the University was very supportive.

#### **7. Notes**

Such type of schemes may be adopted by other departments or educational Institutes to support students for higher education while providing short term work opportunities in the place of study.

## **Best Practices - II**

### **1. Title of the Practice: Industry Institute Interface**

### **2. Objectives of the Practice**

Management Education, being application oriented discipline, requires a regular interaction with the professionals and industries. This allows students to relate theory with practice. In this way they are able to understand the real life applications and challenges faced while implementing their theoretical knowledge. There is also a need to maintain good relationship with the Industry to arrange for internship, summer training, and final placement of the students. Keeping in view the application orientation dimension of all the management courses and placement requirements. Industry Institute Interface is managed as a thrust area to achieve following objectives:

- To provide opportunities for understanding real life application of theoretical foundations;
- To facilitate field based projects, research assignments and industrial visits;
- To receive industry feedback on courses offered for regular updation of curriculum in the light of industry requirement;
- To invite industry experts for enhancing learning and overall development of the students;
- To arrange for summer training, internship and final placement of students.

### **3. The Context**

The most important issue in managing Industry Institute Interface was managing regular interaction with key industry people. Following challenges were faced:

- Identifying industry and key people to contact;
- Convincing them to support management education / Institute in various ways;
- Orienting placement officers and faculty incharge of student activities for maintaining good liaison with industry people on regular basis;
- Orienting students for industry interface;
- Arranging for institutional infrastructure and logistics for such activities.

### **4. The Practice**

The institute maintains strong ties with industry. The industry provides vital support to the Institute in its academic and developmental activities. Academic

support is provided by way of inviting industry experts for special lectures, experience sharing, student interaction, mock interviews and counselling sessions. In addition they also provide important feedback on curriculum. Developmental support is provided by arranging for field based projects / assignments, summer training and final placement of the students during campus visit. They also provide opportunities for corporate training and consultancy. Over a period of time the Institute has strengthened its relationship with both private and public sector organizations at local, regional, national and multinational levels.

#### **5. Evidence of Success**

As a result of sustained efforts, the Institute is able to manage strong ties with Industry. It has resulted into following benefits:

- Special lectures, experience sharing, student interaction with industry experts are being organized on regular basis.
- Mock interviews, personality grooming and counselling sessions for students are arranged with support from industry.
- Feedback on courses offered, pedagogy used, and curriculum is obtained from Industry experts.
- All the students of different courses get opportunities for field based projects / assignments.
- Provided for on the job training for students.
- The institute is able to arrange for summer training and final placement of majority of the students.
- Both Public sector and Private sector organizations have offered training programmes for their employees to be conducted by the Institute.

#### **6. Problems Encountered and Resources Required**

The Institute has sufficient funds, therefore resources were available to support the scheme. There were only procedural delays and follow ups which may be considered as minor problems.

On the whole, the University was very supportive.

**7. Notes**

Such type of practices may be adopted by other departments or professional Institutes to strengthen teaching learning process by creating opportunities to interact with professionals, learn in the real life situations, and groom themselves to face the challenges of reality.