

ANNUAL ASSESSMENT STATUS REPORT

Name of the School: **International Institute of Professional Studies (IIPS)**

Year of Report: 2011-12

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

Curricular Aspects:

- Innovative Courses run at IIPS designed on the philosophy of “Catch them Young”. MBAM(MS) 5yrs , MCA(6yrs) are unique programs being run from 1992 and Mtech(5 ½ yrs) is also being run.
- B.Com(Hons) course of IIPS is another unique course which includes interdisciplinary components of Commerce, Management and Computer Science.
- IIPS is center for research in Management. There are several faculty members supervising PhD students. Presently there are 45 students registered for doing PhD at IIPS.
- There is ample research oriented ness in the MBA(MS) 5 years course with sufficient research related subjects like – Research Methods, Statistics, Econometrics, Business Forecasting, Quantitative techniques etc.
- Curriculum development process is participatory involving various stake holders and Curriculum update based on the current needs of the Schools and advances in knowledge
- Formal feedback is obtained from the students. Obtained feedback is utilized for updating the courses. Informal feedback from ex-students and field professionals is taken into consideration
- All courses of IIPS are job oriented. There is a proper placement cell that takes of placement related activities.
- Students for all courses are admitted through Common Entrance Test held at National level.

Teaching Learning & Evaluation:

- IIPS has well equipped multimedia lecture theater
- Lectures are supplemented by assignments, seminars and case studies
- Exposure to research and innovation skills through Students Project is introduced.
- Teacher student ratio is 1:36
- IIPS has a team of qualified faculty (03 Professors, 12 Readers, 34 lecturers)
- Teachers are motivated for attending refresher courses, seminars, workshops etc.
- Ph.D. qualified faculty in management as on date is over 60%
- 05 teachers are UGC –NET qualified

- Vacancies in regular faculty positions are being met by contractual appointments and visiting faculty
- Continuous and comprehensive evaluation process is followed with three sessional examination, end semester exam in each course
- Transparency and Openness is hallmark of evaluation system
- Strict adherence to examination schedule, timely evaluation of answer sheets and declaration of results.
- Students' are given feedback on their performance and answer sheets are shown to them
- Result processing is computerized
- Teaching learning process incorporates ICT component
- External audit in the form of Comprehensive viva is a special feature of evaluation
- Applied statistics and SPSS are unique components of Research Methodology Course at PG level
- Important days, co-curricular activities and Annual function are observed/celebrated
- Teachers make Use of ICT to facilitate teaching – learning.

Research, Consultancy & Extension:

- IIPS is center for research in Management. There are several faculty members supervising PhD students. Presently there are 45 students registered for doing PhD at IIPS.
- Faculty members publish their research papers extensively in journals and present in conferences.
- IIPS faculties are working on research projects. Funding will be sought from various agencies like UGC and ICSSR for these projects
- Research workshop is being planned for the new faculty.
- Sponsorship of faculty for presenting papers in national and international conferences is considered on selective basis.
- Faculty members will be encouraged to take memberships of academic bodies in related disciplines.
- Training programs and workshops will be planned in various functional areas.
- Workshops on Research Methodology and Models of Teaching and SPSS were organized
- Department is providing consultancy in Research Methodology, SPSS and Guidance and Counseling etc on informal basis.

Infrastructure and Learning Resources:

- IIPS has well developed infrastructure in the form of class rooms, library, computer labs, sports facility, common rooms etc. ptimal utilization of equipments and computer resources

- IIPS has one well equipped Multimedia lecture theatre and Few class rooms are ICT enabled
- Department has enriched library with more than 20000 books
- ICT networking through IT centre and LCD facility is available
- All labs are well equipped More Class Rooms will be equipped with MMP.
- New cabins for faculty are proposed. Budget has been approved and construction is expected to start this year.

Student Support & Progression:

- There approximately 1800 students studying at IIPS in various courses. Approximately 450 students join the Institute every year. Govt. reservation policy is implemented as per rules during the admission process.
- Various student activities are held for overall development of the students. Xpressions, synergy held during the year.
- Personality development courses and workshops are planned for students are held.
- Students club activities are encouraged in order to nurture personal skills along with academic skills in the students. 'Finanswers', 'Markennova' , 'Humanism' and 'Commerce Club' are functional in IIPS.
- IIPS has a Placement cell which coordinates with the students and strives to achieve placements and summer training projects for students of all programs of IIPS
- Students actively participated in annual UTD sports celebration. The School provided the sport kits for participation.
- Alumni Meet is organized by the Institute from time to time. The last Alumni meet was organized in April 2011.

Governance & Leadership:

- Organizational arrangements - The Institute has a clear organization structure and delegation of authority and responsibility. The Director is assisted by various committees and teams to perform various administrative and academic roles. The academic management is taken care of by Program Incharges and Batch Facilitators. The administrative officer takes care of routine administration. Apart from his there are committees like Disciplinary committee, Purchase committee, event committee etc
- Financial management & resource mobilization - The Institute is fully self-financed, with students contributing to almost 100% of the resources. The funds of the Institute are managed under centralized accounting of university.
- "Participatory management" is a regular practice at IIPS.

Innovative Practices:

- **Internal Quality Assurance system** - IIPS has a department level IQAC cell that functions under the University's IQAC cell. IIPS- IQAC takes care of benchmarking, documenting and assessing the performance on various parameters.
- **Inclusive Practice**- IIPS has a departmental committee, which is comprised of professors as well as program in charges of all courses of the Institute. The committee makes all the key decisions related to academics and administration. This ensures involvement of all in the decision making process.
- **Stake Holder Relationship** – The Institute strives to establish harmonic relationship with all stakeholders – Students, Teachers, Parents and Alumni. The Institute involves students in various activities like placement, annual events expressions, synergy, tried to establish a dialogue with
- IIPS has a tradition of declaring results of all courses in time since 2000. This best practice has helped us win appreciation from our passing out batches. The faculty of IIPS works to declare the results of passing out batches within two to three days of their final exams. The student is thus able to carry his transcript in the passing out ceremony, which is held immediately after the exams.
- **IIPS** has augmented the quality of Major Research Projects at PG level in all courses. The practice of presenting research has taken off very well. In the past two years, students along with their faculty have published substantial numbers of research papers. Informal feedback from the recruiters has indicated that the student's success probability has become high due to the publication added to their curriculum vitae.
- **IIPS** has a fully functional "Software Development Center" since year 2000. The students of MCA and M.Tech are involved in doing various software development projects for organizations like –M.P Police, Municipal Corporation and several others
- The toppers of all courses passing out in 2012 were felicitated with Gold medals. The students with best projects were honored with silver medals.

Part B: Action Taken during the Year

01	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> ○ Innovative Courses run at IIPS designed on the philosophy of "Catch them Young". MBAM(MS) 5yrs , MCA(6yrs) are unique programs being run from 1992 and Mtech(5 ½ yrs) is also being run. ○ Curriculum regularly updated according to changing industry requirements. ○ Regular industry visits. ○ Workshops/Guest lectures for faculties as well as students. ○ Faculties motivated and supported for FDPs and other training programmes. ○ Annually organized events for overall development of the students. ○ Students required to work on live projects, summer training and on the job training. ○ Training and consultancy.
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02	New academic program initiated (UG and PG)	NIL	
03	Innovations in curricular design and transaction	<ul style="list-style-type: none"> ○ Interaction with Industry Captains has been introduced so to make the syllabi adaptable to changing industry requirement. ○ More intensive use of Case Methodology by extending it to more subjects. ○ Mock activities were already in use in certain courses, has been extended to more subjects. ○ IT supported presentation using LCDs have been made compulsory for all the courses. 	
04	Inter-disciplinary programmers started	NIL	
05	Examination reforms implemented	<ul style="list-style-type: none"> • From the Year 2006 the Institute has adapted the new Ordinance no. 31 for the conduct of the semester examinations. It has been a regular feature of Institute to conduct the Semester Examinations on time as well declares the results. • This Year also the results of the Final year batches of Institute are declared and Transcripts were distributed to the successful students ceremoniously. Many of these students have joining in the corporate companies in May and June. • As per the Ordinance 31, the students are shown the evaluated answer sheets by the faculty and in case of any discrepancy it is being resolved immediately. Few cases with problems get reported to the Comprehensive Viva Board for review. 	
06	Candidates qualified NET/SLET/GATE etc.	There are 5 UGC NET qualified faculty members	
07.	Initiative towards faculty development programme	Several faculty members have attended Refresher Courses, Orientation courses and other workshops from time to time	
08	Total number of seminars/workshops conducted	<p>1 full day workshops was conducted during the year on “Exploring the Power Within”</p> <p>2 days workshop on “Managerial applications of MExcel” was conductedS</p>	
09	Research projects a)Newly implemented b)Completed	NIL	
10.	Patents generated if any	NIL	
11.	New collaborative research program	NIL	
12.	Research grants received from various agencies	NIL	
13	Details of research scholars	Name of Supervisor Dr. B. K. Tripathi	Candidate Name Ms. Shikha Chaturvedi Ms. Kshama Ganjiwale Mr. Paresh Atri Ms. Shivani Khandelwal Ms. Aparna Khare

		<p>Dr. R. K. Vyas</p> <p>Dr. A. K. Sapre</p> <p>Dr. Yamini Karmarkar</p> <p>Dr. Geeta Sharma</p> <p>Dr. Jyoti Sharma</p> <p>Dr. Geeta Nema</p> <p>Dr. Preeti Singh</p> <p>Dr. Suresh Patidar</p>	<p>Capt. Ashish Mishra</p> <p>Mr. Ravindra Yadav</p> <p>Mr. Praveen Saxena</p> <p>Mr. Mahesh Pople</p> <p>Mr. Sandip Singh</p> <p>Mr. Sandip Tare</p> <p>Mr. Vivek Sapru</p> <p>Mrs. Dhawle</p> <p>Mr. Vishal Soni</p> <p>Mr. Shailendra Damani</p> <p>Ms. Muskan Karamchandani</p> <p>Ms. Aradhna Choukse</p> <p>Mr. Aseem Saxena</p> <p>Mr. Varun Sarada</p> <p>Ms. Neha Lakhotia</p> <p>Mr. Surendra Malviya</p> <p>Ms. Divya Purohit</p> <p>Ms. Bhoomi Sitlani</p> <p>Mr. Sajal Jaju</p> <p>Mr. Tarun Agarwal</p> <p>Ms. Prachi Jain</p> <p>Ms. Neha Bhopatkar</p> <p>Ms. Sapna Pancholia</p> <p>Mr. Piyush Naik</p> <p>Ms. Shruti Vajpayee</p> <p>Ms. Jyoti Jain</p> <p>Ms. Kajal Sitlani</p> <p>Mr. Gaurav Sethia</p> <p>Ms. Shazia Khan</p> <p>Ms. Dhanshree Nagar</p> <p>Ms. Shweta Choudhari</p> <p>Ms. Shruti P. Maheshwari</p> <p>Mr. Anil Ojha</p> <p>Ms. Bhawna Sharma</p> <p>Ms. Prerna Sharma</p> <p>Ms. Tanushri</p> <p>Ms. Mausmi Sapre</p> <p>Ms. Deepa Katiyal</p> <p>Mr. Dhruv Narayan Sharma</p> <p>Ms. Shradha Mishra</p>
14.	Citation index of faculty members and impact factor	<p>The research papers written by IIPS faculty are published in reputed journals which are peer reviewed/indexed/refereed.</p> <p>IIPS faculty have published extensively in this year :-</p> <p>Total Number of Books Published 01</p> <p>Number of papers published in Journals 35</p> <p>Number of papers presented in conferences 67</p> <p>Number of papers presented in International conferences 22</p> <p>Number of papers presented in National conferences 45</p>	
15	Honors/Awards to the faculty	<p>- Best Paper Award to Dr. Geeta Nema, in National Seminar on Women Empowerment, organized by Dept of Life Long Learning, DAVV</p> <p>- Best Paper Award to Dr. Sujata Parwani, in National Seminar on</p>	

		<p>Women Empowerment, organized by Dept of Life Long Learning, DAVV</p> <ul style="list-style-type: none"> - Best paper Award to Dr.Anshu Bhati, in National Seminar on Women Empowerment, organized by Dept of Life Long Learning, DAVV - Best Paper Award to Dr.Yamini Karmarkar, in International Conference at Pacific Business School, Udaipur - Best Paper Award to Ms.Muskan Karamchandani, in International Conference at Pacific Business School, Udaipur
16	Internal resources generated	The Institute is a fully self-financing department of the university. The fees from the Students is the only source of Revenue.
17.	Details of departments getting SAP ,FIST, etc assistance/recognition	None
18.	Community services	<ul style="list-style-type: none"> • IIPS is Chapter of YI-CII. Students undertake several social projects with the help of CII members. • Plantation activity in the university campus was undertaken by the Institute with student bodies • Awareness program were conducted on World Consumers Day by the students on March 15th, in which the members of the society were briefed about the consumer rights
19.	Teachers and officers newly recruited	None
20.	Teaching-Non-teaching staff ratio	1:1
21.	Improvements in the library services	New Books with latest titles have been added in the Departmental Library and library automation is in progress
22.	New books/journals subscribed and their Value	1100 books worth Rs. 3.0 Lac were added in the library
23.	Courses in Which Student Assessment of Teachers is introduced and the action taken on student feedback.	In all the courses offered by the Institute the system of Student Feedback is being followed. The feedback forms are distributed among the students on the day of Final Viva of the Semester and teachers are being apprised by the feedback by the HoD.
24.	Unit Cost of Education. Unit cost = total annual expenditure budget (Actual) divided by the number of students enrolled.	Rs. 26784 per annum per student
25.	Computerization and Administration and the process of Admissions and examination, result issue of certificates.	<p>Fully Automated system of</p> <p>a) Accounts and Fees b) Admission, c) Result</p> <p>Library Automation in under process</p>
26.	Increase in the infrastructural facilities.	<p>a. New Parking space was build up.</p> <p>b. The Institute premise is made more secure with a boundary wall.</p> <p>c. Printers, scanners and other computing equipments were purchased to</p>

		<p>facilitated the faculty and students.</p> <p>d. Closed Circuit Cameras were installed at various places in the premises to ensure vigilance</p>
27.	Technology up gradation.	Latest state of the art computing facility is available in the Institute.
28	Computer and internet excess and training to teacher and students.	<p>The Institute has two well equipped computer labs and one software development center. Students are encouraged to work on software development projects for several organizations.</p> <p>The Institute is fully wired and internet facility is provided over a leased circuit. Every faculty room and class room is connected with internet.</p> <p>Workshop on “Managerial Applications of MS Excel” It was attended by more than 100 students</p> <p>Workshop on Data Analysis by “SPSS” ” It was attended by more than 50 students</p>
29.	Financial aid to students.	Govt. aid is provided to SC/ST candidates
30.	Activities and support from the Alumni Association.	The Institute invited alumni to the annual event xpression-2012. An interaction and feedback session was organized with the alumni. Feedback of the alumni was taken for improvisation in curriculum, infrastructure and increasing industry interface.
31.	Activities and support from the parent Teacher Association.	The Institute has a system of Mentoring to every batch. A faculty is designated as Batch Facilitator for through out the course duration and this faculty is maintains the regular interaction with the students and the parents through out the course duration.
32.	Health Services.	Students are provided Health Centre facility by the University
33.	Performance in support activities.	<ul style="list-style-type: none"> • Team of the students & faculties of the Institute secured first position in the inter-UTD Sports meet of the University. • There was wide participation of students and faculty members in annual sports meet “Synergy”
34.	Incentives to outstanding sports persons.	None
35.	Students Achievements and awards.	--
36.	Activities of the Guidance and Counseling Units.	<p>The Institute has Batch Facilitator System and this acts as a major guidance and counseling facility to the students.</p> <p>Special lectures and workshops were conducted to help students -</p> <p>(1) Guest Lecture on “How to Select Specialization?” by Sameer Golwelkar</p> <p>(2) “Exploring the Power Within” – Half Day Workshop on personality Development</p> <p>(3) Financial Research Opportunities – How to prepare?</p> <p>(4) Attitude Building</p> <p>(5) Business Etiquettes</p>

37.	Placements services provided to student.	The Placement Cell of the Institute provided placement support to students of all courses at PG level and the Institute boasts a good placement records from past many years
38.	Development programmes for Non- teaching staff.	None
39.	Healthy practices of the institution.	<ul style="list-style-type: none"> • Regular and quality teaching • Development Center for the Students of the MCA & M. Tech (IT) to work on various live projects i. Placement Support Services ii. Student Feedback System iii. Timely Exam and declaration of results. The Institute conducts a Graduation Ceremony of Passing Out students before May 15th every year. Achievers are facilitated with medals and certificates and students are handed over their Transcripts in the ceremony
40.	Linkages developed with National/ International, Academic/Research bodies.	One-to-one research collaborations exist.
41.	Any other relevant information the institution wishes to add	Department works for the overall development of the students through regular teaching and discussion with the students.

Part C: Detail the plans of the institution for the next year 2012_13:

Curriculum

The curriculum upgradation for the entire course in the coming session and broadly it would try to incorporate the informal feedback received from the faculties and corporate. The syllabus will be revised to include recent knowledge in various topics

Strategies of teaching learning

The learning is imparted using the latest technology gadgets as well as through practical exposure, projects, presentations and case studies. This would further be augmented.

Student feedback system design

Student's feedback about department, faculty and course is being practiced as per IQAC design and the HoD apprises faculties about the feedback

Collection of feedback and its analysis; Format of analysis

Feedback Form is designed considering various parameters of academic performance. The students are given these feedback forms on the day final viva of every semester. Further compilation process is being done and the overall report considering various points informed to the faculty and others.

Infrastructure

- Construction of Auditorium, computer lab and Faculty Wing are proposed.

Research activities & promotion

- To strengthen research activities, new research projects will be promoted the department.
- Faculty participation in Seminars, Conferences and visits will be encouraged
- Collaborative programs, consultancy work research activities will be promoted.

Dr. Yamini Karmarkar
Coordinator IQAC (IIPS)

Dr.R.K.Vyas
Director, IIPS