

ANNUAL ASSESMENT REPORT

NAME OF THE SCHOOL: INSTITUTE OF MANAGEMENT STUDIES

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.

1. Curriculum Aspect	<ul style="list-style-type: none">• MBA in financial administration, marketing management, electronic commerce, hospital administration, disaster management are among most aspired programs in the University of Indore.• The curriculum is updated from time to time.• Curriculum development process is participatory involving various stake holders.• Formal feedback is obtained from the student. Feedback is utilized for updating the courses.• Informal feedback from ex-students and industry professionals is taken into consideration• All course of institute of management studies are job-oriented course.• Innovative and unique program is conducted by IMS.• Special slots for providing reasoning and thinking session to all student are made available in regular time table• ICT in education is one of the compulsory components of student curriculum.• Student for BBA and MBA courses are admitted through centralized process at VYAPAM AND CET.• AICTE and UGC norms are adhered to in admission process• State governments norms are followed in admission process for reserved categories and women• Remedial session are organized for weaker students and enrichment sessions for the brighter ones .
2. Teaching, Learning and Evaluation	<ul style="list-style-type: none">• Seminar hall and auditorium are equipped with multimedia projectors• Assignment, seminar and supplement lectures, industrial visit• Teaching, case study, role play and summer training industrial experience are practical components• Exposure to research and innovation skill through students summer project is introduced at BBA and MBA level .• Teacher student ration is 1:68 on student strength (1640/24)

	<ul style="list-style-type: none"> • IMS boast of a team qualified and competent faculty (05 professor, 07 readers, 12 lectures) • Teachers are motivated attending refresher courses, seminar, workshop etc. • Ph.D. qualified faculty, as on date is over 70% • Vacancies in regular faculty position are being met by contractual appointment and visiting faculty • Orientation and refresher course in management are conducted • Continuous and comprehensive evaluation process is followed with three session test, and semester exam in each course • Transparency and openness in hallmark of evaluation in system • Grade – credit, teacher – based evaluation system is followed • Strict adherence to examination schedule, timely evaluation of answer sheet and declaration result. • Student are giving feedback on their performance and answer sheet are show to them • Result processing is computerized • Teaching learning process incorporates ICT component • External audit in form of comprehensive viva is a special feature of evaluation • Innovative evaluative practices like peer evaluation, MCQ based tests, teachers evaluation by student are followed. • Environment evaluation, special education, and guidance and counseling are some of the values added courses which are part of BBA and MBA curriculum • Applied statistics and SPSS are unique component of research methodology course at BBA and MBA level. • Departmental seminar are held on regularly. • Importance days, co-curriculum activities and annual faction are observed/celebrate.
<p>3. Research, Consultancy and Extension</p>	<ul style="list-style-type: none"> • UGC project carried out by two faculties • Workshop on research methodology and model of teaching And SPSS were organized. Department is providing consultancy in research methodology, SPSS and guidance and counseling etc.Self instructional material in electronic and digital form is developed. • Health centre maintenance of university
<p>4. Infrastructure and learning resources</p>	<ul style="list-style-type: none"> • Optimal utilization of equipment and computer recourses • Dissemination of e-content has been planned • Some class rooms are ICT enabled • Department has enriched library with 56000 plus book and

	<p>reading rooms</p> <ul style="list-style-type: none"> • Separates reference section with reading rooms available • ICT networking through IT center and LCD facility is available
5. Student Support and Progression	<ul style="list-style-type: none"> • Good placement, most of the student absorbed in government and private sectors organization. • Alumni association is formed in the department university • Grievance redressed mechanism exist and counseling is provided to students • Remedial classes are arranged for weak student. • Student avail hostel, internet and health facilities of the university • Student participate in university culture and sports activities
6. Governance & leadership	<ul style="list-style-type: none"> • Full academic autonomy • Sizable faculty representation on various committees apex bodies like AICTE, UGC, IGNOU, and Universities • Faculty involve in selection, Examination and professional development activities of the university • IMS hold key position in managing affairs of Devi Ahilya University • Universities various examinations are organized and conducted • Academic calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time. • Strong emphasis on classroom teaching • Result declare on time • Assessment of student is undertaken through regular and continuous evaluation and end semester examination • Student feedback system is followed continuous.
7. Innovative practices	<ul style="list-style-type: none"> • Earn while you learn scheme • Conduct of academic programs with support from industry • Counseling and career guidance • Feedback from all stakeholders and improvement • Use of problem solving approach, case study method , field trip, direct observation technique, self learning material, dramas/skits etc. for teaching learning process. • Students are provided with internet facility • ICT based teaching • Teacher and peer students cooperate in evaluation

Part B : INNOVATIVE PRACTICES

01	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> • To produce managers who can perform competently in the globalized environment and help the organization to sustain and develop. • Regular Industry visits so that the students develop the feel of working environment of the corporate world. • Group activities are assigned to students, so that they learn team building and leadership. • Role modeling, management games, quiz etc. are organized to inculcate the attributes of creativity and innovation among the students. • Presentations and seminars are organized to improve communication skills in future managers.
02	New academic programmes initiated (UG and PG)	<ul style="list-style-type: none"> • Proposed to start MBA (HR) & M. Phil. in Management from 2012-13.
03	Innovations in curricular design and transaction	<ul style="list-style-type: none"> • Held workshop on curriculum revision June 2012
04	Inter-disciplinary programmes started	<ul style="list-style-type: none"> • We are already having MBA (e-commerce) and MBA (Hospital Admn.). • MBA (HR) & M.Phil in Management will be added into list.
05	Examination reforms Implemented	<ul style="list-style-type: none"> • Evaluation according to ordinance 31 already being done and evaluated answer sheets shown to the students. Then scrutiny is performed though students have seen the answer sheet.
06	Candidates qualified NET/SLET/GATE etc.	<ul style="list-style-type: none"> • 03 Students qualified for NET
07	Initiative towards faculty development programme	<ul style="list-style-type: none"> • New Faculty members underwent orientation program in Academic Staff College, DAVV • Mr. P. Kendurkar, Dr. Shine David, Dr. Pankaj Chouhan and Dr. A. K. Jain accomplished refresher course. • Faculty members who are yet to obtain PhD degree are being encouraged to achieve this distinction at the earliest. Faculty members

		also sent for FDP's from time to time.
08	Total number of seminars/workshops conducted	<ul style="list-style-type: none"> • Cultured heritage and strategic decision making CDM Sikandarabad March 2012. • Dr. Rajnish Jain conducted a one week national workshop on "Case Writing" for Department of Management, Acropolis Technical Campus, Indore, May 7-12, 2012. • Dr. Rajnish Jain conducted two days national workshop on "Case Method of Teaching" at IMS, DAVV, Indore June 8-9, 2012 • Dr. Sangeeta Jain conducted a curriculum revision/development workshop from June 18-24, 2012 • Dr. Rajnish Jain conducted a two days national workshop for IMA on Customer Relationship management, Feb. 24-25, 2012. • Disaster day was celebrated in Oct. 2011 • Various Management Quiz and Games organized.
09	Research projects a) Newly implemented b) Completed	<ul style="list-style-type: none"> • Minor projects given by UGC to Dr. Kapil Sharma and Dr. Vivek Sharma
10	Patents generated if any	<ul style="list-style-type: none"> • Nil
11	New collaborative research programmes	<ul style="list-style-type: none"> • Collaboration with NCDC Nagpur for Disaster Mgmt. • Organized conferences with MTMI at CH. Institute of Mgmt. and Goutam Budha Institute.
12	Research grants received from various agencies	<ul style="list-style-type: none"> • Dr. Kapil Sharma – 98,000/- • Dr. Vivek Sharma – 90,000/- from UGC
13	Details of research scholars	<ul style="list-style-type: none"> • 64 Research Scholars
14	Citation index of faculty members and impact factor	<ul style="list-style-type: none"> • N.A.
15	Honors/Awards to the faculty	<ul style="list-style-type: none"> • Dr. Shine David: Thesis titled study of Human resource information system in public sector banks was acquired by NASSDOC (National association of social science documentation, Ministry of HRD, New Delhi. • Previously : • Prof. Dr.P.N.Mishra is honoured as special Director on the Board of Pradeep Phosphates Ltd. And Baroda Rayon Corporation Surat.He holds the post of Vice Chair person

		<p>CECOEDECON Jaipur</p> <ul style="list-style-type: none"> • Prof. Dr. P.K.Gupta is The Honorary Vice President, Rotary Club of Indore Professionals (Rotary District 3040),He is the Chairman, Vocational Services Rotary District 3040, He is also member of IYE Team Selection Committee. • Dr. Mrs. Sangeeta Jain honoured as the President of Rotary Club (Malvika).
16	Internal resources generated	<ul style="list-style-type: none"> • Department fees total for 2011-12 is Rs. 48293103. The total number of students for the year 2011-12 was 1723.
17	Details of departments getting SAP,COSIST(ASSIST)DST.FIST,et c. assistance/recognition.	<ul style="list-style-type: none"> • None
18	Community services	<ul style="list-style-type: none"> • Dr. P.K. Gupta, President, Rotary Club, Indore • Various camps organized by Rotaract club “Miraculous” on various occasions such as blood donation, save water campaign, AIDS awareness campaign, Medical camp, Cycle donation etc. Institute’s reader Dr. Sangeeta Jain recently visited to USA in International Rotaract’s cultural and vocational exchange programme. • Blood Donation Camp of DAVV at DAVV Health Centre organized by Dr. CC Motiani and record 155 donations achieved. • Free Eye check-up camp organized DAVV health centre by Dr. CC Motiani : more than 450 student and more than 150 employees and their family members were benefited. • Dr. CC Motiani attended health camp of orientation programme of academic staff college as medical expert.
19	Teachers and officers newly recruited	<ul style="list-style-type: none"> • Nil
20	Teaching-Non-teaching staff ratio	<ul style="list-style-type: none"> • 2:3
21	Improvements in the library services	<ul style="list-style-type: none"> • Computerization under process. • Previously : • In the recent expansion, our old parking space has been built up to be incorporated in the

		<p>library. This portion is to be furnished this year.</p> <ul style="list-style-type: none"> • Purchase of new books and upgradation of library with latest magazines and journals, is to be done.
22	New books/journals subscribed and their value	<ul style="list-style-type: none"> • New book and Journals purchased for Rs. 7 Lacs.
23	Courses in which student assessment of teachers is introduced and the action taken on student feedback	<ul style="list-style-type: none"> • Student's feedback was analyzed. Overall rating about the deptt. and teachers was very good. • All Full time Courses UG and PG exercise student feedback system and analysis at IMS. On the basis of total anonymity the form are filled up by the students and submitted to respective facilitators, who, in turn submit them to a faculty team constituted to analyze and submit the report to Director. Director discusses the feedback with individual faculty member for their improvement in weak areas. The improvement activity is monitored by the Academic Coordinator.
24	Unit cost of education	<ul style="list-style-type: none"> • Rs. 37000/- per students per annum
25	Computerization of administration and the process of admissions and examination results, issue of certificates	<ul style="list-style-type: none"> • A new software for account section is developed, which consist fees module.
26	Increase in the infrastructural facilities	<ul style="list-style-type: none"> • Faculty Wing: The construction is in progress on second floor to accommodate new faculty and visiting/ guest faculty • Class Rooms: This year, old furniture has been replaced by new furniture for class rooms. • A generator has been purchased and is being launched to provide a power backup.
27	Technology up gradation	<ul style="list-style-type: none"> • Institute has a plan to purchase SPSS software and 95 upgraded systems for its computer centre.
28	Computer and internet access and training to teachers and students	<ul style="list-style-type: none"> • Computers are provided in faculty members rooms with LAN connection and internet access. • Wi-fi access is also available.

29	Financial aid to students	<ul style="list-style-type: none"> • We have “Earn while you Learn” scheme, under which meritorious and needy students are assigned paid tasks to support their study. Institute supports students for their loans etc. • Govt. Scholarships are available for students belonging to SC / ST category.
30	Activities and support from the Alumni Association	<ul style="list-style-type: none"> • Alumni meet is organized at frequent intervals. Interaction of alumni with students (as a feedback) is regularly organized. Last alumni meet was organized in our annual management fest “HYURISKO” in March 2009. • Alumni cell: It has been reframed recently in March 2011 during the alumni meet.
31	Activities and support from the Parent Teacher Association	<ul style="list-style-type: none"> • Parents regularly visit the institute and interact with the faculty members regarding the progress of the students
32	Health services	<ul style="list-style-type: none"> • Two of our faculty members, Dr.C.C.Motiani and DR. A.K.Jain are always available to students for routine healthcare problems. • Dr.C.C.Motiani has also been extending his services free of cost to Hospitalized students. Besides we organized Blood Donation camps & Medical camps in collaboration with Rotary Club of Indore (Malvika) and Indian Red Cross society. • Dr. CC Motiani is the in-charge of Health Centre DAVV.
33	Performance in sports activities	<ul style="list-style-type: none"> • Students participated in sports activities organized by institute as well as university every year.
34	Incentives to outstanding sportspersons	<ul style="list-style-type: none"> • Students received awards and prizes on securing positions / winning the games.
35	Student achievements and awards	<ul style="list-style-type: none"> • Three students qualified for NET.
36	Activities of the Guidance and Counseling unit	<ul style="list-style-type: none"> • All the faculty members are involved in such activities always and guide the students with full commitment.
37	Placement services provided to students	<ul style="list-style-type: none"> • Three full time placement officers accomplish the work of placement services to the students effectively. • Mr. Nishikant Waikar takes care of MBA (Hospital Administration) Programme and MBA (Disaster Management) Programme, • Mr.Avanish Vyas takes care of MBA(Full

		<p>Time), MBA(Financial Administration), MBA(Marketing Management), and</p> <ul style="list-style-type: none"> • Mr. F. Wazifdar takes care of MBA(e Commerce).
38	Development programmes for non-teaching staff	<ul style="list-style-type: none"> • Employees were motivated for better performance by Director through meetings and personal interaction.
39	Healthy practices of the institution	<ul style="list-style-type: none"> • Institute emphasizes on following • Earn while you learn scheme • Conduct of academic programme with support from industry • Counseling and career guidance • Feedback from all stakeholders and improvement • Conduction of exam according to ordinance 31 . • Regular and quality teaching • Active participation in Research Activities • Departmental Harmony in working • For quality assurance, self analysis and feedback from students.
40	Linkages developed with National/International, Academic/Research bodies	<ul style="list-style-type: none"> • Colaboration with NCDC Nagpur for Disaster Mgmt. • Organized conferences with MTMI at CH. Institute of Mgmt. and Goutam Budha Institute. • Previously : • Institute has collaboration with NIDM (National Institute of Disaster Management) Nagpur, SWARAJ (Social Work Academy for Research and Action Jaipur) Jaipur, promoted by CECOEDECON (Centre for community economics and development consultant's society). Institute also has very strong linkage with Army War College.
41	Any other relevant information the institution wishes to add	<ul style="list-style-type: none"> • The Institute continuously works for achieving the best for academics and industry.

Part C: The Detailed plan of the institution for 2012-12:

- A curriculum revision/development workshop has been conducted from June 18-24, 2012. As per the revised curriculum syllabi of various subjects will be re defined and implemented.
- All the syllabi will be uploaded on the website
- This year, institute plans to redefine the syllabi to further strengthen 'application orientation' as to tune through practical exposure to industry and project work assignments throughout the year including summer training.
- Research orientation has been planned and is being encouraged among students. through assigning short term, specific, research projects under strict faculty guidance. Activity based assignment system is also being implemented.
- In order to plan / arrange Guest Lectures, Seminars etc. and for Student-Industry interface a faculty member is working as a facilitator
- The Practical aspect of teaching will be enhanced (though in practice) through activity based industry interface and assignment systems.
- Interaction and experience sharing sessions with well placed alumni of the institute has yet been the mainstay of knowledge enhancement and this will continue in a better zoom this year.
- The feedback and analysis is taken as a continuous internal improvement program. Before the end of academic session and every semester feedback forms are distributed to the students by the respective course facilitators. It will be continued in a more systematic manner.
- The construction of State of Art New Extension Building for IMS is likely to begin in this academic session. The existing infrastructure is also being furnished and renovated.
- The new construction on second floor to accommodate new faculty and visiting/ guest faculty is yet being used for viva and other exam related work of the institute.
- Old furniture will be replaced by new furniture for classrooms.
- The IMS auditorium needs renovation of centralized air condition system, power backup, latest sound system, maintenance of the sound proofing and repair of general wear and tear which is planned to be taken up this year.
- Fitting and fixtures: institute plans to make all our classrooms fully equipped with multimedia teaching aids and internet facility.
- The institute has 135 computers including our computer laboratory. We have purchased 25 laptops for faculties so that the institute may function effectively with the latest electronic devices. It will be upgraded.
- Purchase of new books and up gradation of library with latest magazines and journals, is to be done this year.
- A fresh bore, to tap ground water, is to be made to face the water scarcity. Rooftop rain water charging is another priority to focus on, this year
- Research & Publication by Faculty Members to be enhanced. An emphasis has been to publish the research work into refereed journals of repute.
- Both Faculty and students are encouraged to present their research papers in Conferences,

Seminars and workshops etc.

- IMS plans to start the new course MBA (5 years)
- MBA (H.R.) and M.Phil. in Management will be started this year as per previous year's plan this year.
- Students are sent for training, development and research in industries, all over India. There they accomplish their research projects also. This will be continued.
- Alumni Meet & Alumni Feedback: Alumni meet is organized at frequent intervals. Interaction of alumni with students (as a feedback) is regularly organized. Last alumni meet was organized during our annual management fest "HYURISKO" in March 2009. We plan to enhance the system with more elaborate database and creating a website.
- Alumni Cell has been reframed recently during the alumni meet. We plan to support it in all walks.
- We have "Earn while you Learn" scheme, under which meritorious and needy students are assigned paid tasks to support their study. Institute supports students for their loans, trainings and placements etc. We plan to continue and strengthen these activities.
- IMS plans to introduce guided short term research projects in Industry as a compulsory activity in the course curriculum.
- Faculty to facilitate Enrichment activities among students has been designated. More seminars and guest lectures will be organized this year.
- Capacity building and cross training for employee development will be organized.
- An academic calendar is declared every year, for academic sessions and examinations separately
- IQAC activities will be planned with an effective feedback system and database to be more effective in planning, implementation and follow up
- Greater emphasis will be placed to organize Management Development Programs, Corporate Consultancy and Collaboration with industry and academic institutions.
- Guest lecture will be delivered by corporate professionals from different
- Parents regularly visit the institute and interact with the faculty members regarding the progress of the students. This is informal. Institute is planning to formalize it.
- Institute proposes a Gold Medal for the topper in each course.

Name & Signature of the Coordinator QAC

Name Signature of the Head, UTD