

INSTITUTE OF MANAGEMENT STUDIES
GHAZIABAD

NAAC Accredited



Estd. 1990

Detailed KRA's

Academic Session:2014-15

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Program Chairperson	Assigned to- Dr. Tapan K Nayak
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Key Responsibility Areas (KRAs)

- To ensure over-all academic improvement in the institute.
- To monitor Course Curriculum Improvement and Content Development (In coordination with the Area Chairpersons).
- To prepare subject allocation plans in consultation with area chairpersons.
- To prepare the academic calendar for P.G.D.M.in consultation with the Area Chairpersons with the approval of the Director.
- To Schedule / Re-schedule of the classes (Including Time Table)
- To allocate faculty for different activities inside and outside the institute.
- To ensure proper monitoring of the Delivery, Course Coverage and Pedagogy of the Course content.
- To ensure arrangement of Visiting Faculty from the Top-Most institutes (As per Requirement).
- To arrange Guest Lectures for the students (In coordination with the CRC and Area Chairpersons
- To provide Administrative Support to the faculty (e.g. Labs, LCD, any special needs for the particular course like PPSP), Support materials for the students (e.g. Cases, notes, etc).
- To ensure Un-interrupted Conduct of the classes (Punctuality, Availability of the faculty as well as students)
- To co-ordinate with CRC/ Area Chairperson PPSP for the soft skill and additional inputs to be given for better placement of the students.
- To monitor the attendance of students and recommending necessary corrective steps under the approval of the Director
- To ensure proper conduct and decorum in the classes and other activities.
- To coordinate with area chairpersons and other functionaries to improve the levels of teaching, projects and general learning.
- Allocation of the Faculty Guides for SIP as well as Dissertation (In consultation with the Area Chairpersons)and ensuring presentation/ Viva as per academic calender.
- The over-all responsibility of all the day-to-day administrative activities of the students.
- To Plan the convocation for out-going batch.
- To Plan Induction Program for new session batch

Other Areas of Responsibility :-

- To organize events, tours, excursions, and other activities of interest for the students in co-ordination with Area Chairpersons.
- To handle Welfare, Grievances and discipline related matters of the students with

respect to Library, computer labs, CRC, accounts etc..

- To monitor Student Leaves and ODs will be sanctioned and recommended by Faculty concerned.
- To Ensure recommendation for the students participation in the outside campus activities (Final approval by the Director)
- To organise and monitor value added courses Like Prowess/ Microsoft Excel/ Bicon for the Students
- To take care of B- School Surveys and any other related activity.
- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Chairperson - Student Evaluation	Assigned to- Dr. Vidya Sekhri
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Key Responsibility Areas (KRA's)

A. Question Paper Setters' Panel

- To establish question paper setters' panel for all PGDM courses from reputed Institutes/ Universities/ Colleges from all over India and create a requisite question paper bank for different End Term examinations of PGDM courses.
- To control the system of paper setting for End Term examinations / Re-appear Examinations of all P.G.D.M courses.
- To control the standards of evaluation of the students of P.G.D.M in terms of their formal written, oral & other examinations
- To form Student Evaluation Monitoring Committees, to review evaluation of students after End Term examination / Re- appear Examination with the approval of the Director
- To ensure confidentiality of Question papers and maintain the sanctity of Evaluation system
- To ensure handing over of sealed envelopes of Question papers procured from question paper setters' to Controller of Examination.

B. Results

- To approve the results of examinations of all P.G.D.M courses prepared and checked by the Incharge -Results.
- To form the Moderation Committee before declaration of Results with the approval of the Director
- To get the Results / moderation of Results (With approval from the Director) prepared and declared.
- To monitor printing of the marksheet format and Degrees/ Diplomas before declaration of Results

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Controller of Examination	Assigned to- Prof. Timira Shukla
Key Responsibility Areas (KRA's)	
<p>A. <u>Organization of Examination:</u></p> <ul style="list-style-type: none">• To conduct all examinations of PGDM courses smoothly and as per guidelines issued by the Director.• To ensure over-all supervision of the Examinations.• To announce the date sheets for all examinations (End Term/Reappear/Mid Term) as per Academic Calendar of the Institute.• To ensure complete logistic arrangements for smooth conduct of the examinations.• To ensure faculty deployment and allocation of duties for smooth conduct of the examinations.• To consider and decide the requests of the students for Re-examinations in mid/end term under the provisions of the P.G.D.M ordinances and as per the policy guidelines with approval from the Director.• To make arrangements for Re-examinations in mid/end term with approval from the Director.• To monitor the debarring of the students from Examination as per attendance policy and issuance of Admit Cards. <p>B. <u>Printing of Question Papers:</u></p> <ul style="list-style-type: none">• To ensure printing of Question Papers as and when required in requisite numbers for all PGDM courses for all End Term Examination /Re-appear Examination/ Mid-Term Examinations.• To ensure confidentiality of Question Papers.	
Other Areas of Responsibilities	
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Chairperson- Alumni Affairs	Assigned to- Dr. Tapan. K. Nayak
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Key Responsibility Areas (KRA's)

- To update the complete information of the alumni of this institute from the first batch onwards.
- To continuously communicate with the alumni about the initiatives taken and the progress made by the institute over the years.
- To create an alumni link through the website/proposed ERP and effectively monitor it.
- To plan and organize the alumni meet every year.
- To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions.
- To give leads to the CRC regarding the help of the alumni in training and placement of the students.
- To ensure execution of 'Alumni Speak Series'.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Area Chairperson (HR)	Assigned to- Dr. Anita Singh
Key Responsibility Areas (KRA's)	
<ul style="list-style-type: none">• To ensure annual upgradation/ review of course curriculum in respective functional area by inviting external experts from reputed Institutes/ University.• To ensure introduction of new courses of emerging importance in respective functional area.• To co-ordinate with the faculty members of the respective functional areas and conduct periodic meetings with the faculty to discuss the various issues of the functional areas.• To allocate the courses to the faculty in their respective areas, as per the norms of the Institute.• To arrange for guest faculty in case of shortage of regular faculty in any subject• To invite experts for specialized talks in their areas.• To coordinate with area faculty and other functionaries to improve the levels of teaching, projects and general learning.• To allocate faculty guides for dissertations and convey to Programme Chairperson• To organize functional area, festivals/ activities / Panel Discussion/ Industrial visit etc.(at least two activities in a year).• To help imparting domain specific knowledge in coordination with CRC for specific needs of placement via Programme Chairperson and Area Chairperson-PPSP.	
Other Areas of Responsibilities	
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director.	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position -	Assigned to-
Area Chairperson (Finance)	Dr. Neeraj Sanghi
Key Responsibility Areas (KRA's)	
<ul style="list-style-type: none">• To ensure annual upgradation/ review of course curriculum in respective functional area by inviting external experts from reputed Institutes/ University.• To ensure introduction of new courses of emerging importance in respective functional area.• To co-ordinate with the faculty members of the respective functional areas and conduct periodic meetings with the faculty to discuss the various issues of the functional areas.• To allocate the courses to the faculty in their respective areas, as per the norms of the Institute.• To arrange for guest faculty in case of shortage of regular faculty in any subject• To invite experts for specialized talks in their areas.• To coordinate with area faculty and other functionaries to improve the levels of teaching, projects and general learning.• To allocate faculty guides for dissertations and convey to Programme Chairperson• To organize functional area, festivals/ activities / Panel Discussion/ Industrial visit etc..(at least two activities in a year).•• To help imparting domain specific knowledge in coordination with CRC for specific needs of placement via Programme Chairperson and Area Chairperson-PPSP.	
Other Areas of Responsibilities	
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director.	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Area Chairperson (Production and Operation)	Assigned to- Dr. S. K. Dubey
Key Responsibility Areas (KRA's)	
<ul style="list-style-type: none"> • To ensure annual upgradation/ review of course curriculum in respective functional area by inviting external experts from reputed Institutes/ University. • To ensure introduction of new courses of emerging importance in respective functional area. • To co-ordinate with the faculty members of the respective functional areas and conduct periodic meetings with the faculty to discuss the various issues of the functional areas. • To allocate the courses to the faculty in their respective areas, as per the norms of the UGC/institute. • To arrange for guest faculty in case of shortage of regular faculty in any subject • To invite experts for specialized talks in their areas. • To coordinate with area faculty and other functionaries to improve the levels of teaching, projects and general learning. • To allocate faculty guides for dissertations and convey to Programme Chairperson • To organize functional area, festivals/ activities / Panel Discussion/ Industrial visit etc..(at least two activities in a year). • • To help imparting domain specific knowledge in coordination with CRC for specific needs of placement via Programme Chairperson and Area Chairperson-PPSP. 	
Other Areas of Responsibilities	
<ul style="list-style-type: none"> • Any other assignment as per requirement of the Institute and instructions of the Director. 	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Area Chairperson (Corporate Interface)	Assigned to- Prof. Nandita Mishra
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Key Responsibility Areas (KRAs)

- To establish stronger interface with CII/PHD/ ASSOCHAM/FICCI /Others Similar organization for which IMS has membership.
- To monitor all the invitations regarding conferences/seminars/workshops/training programs conducted by CII/ CII/PHD/ ASSOCHAM/FICCI /Others Similar organization for which IMS has membership.
- To arrange 100% participation of students on rotation basis in all such activities mentioned in point No. 2.
- To ensure the circulation of invitation mentioned in point No.2 to all faculty members and to encourage the faculty members for participation in the same as accompanying member with the students.
- To maintain the records of students participation for all terms.
- To maintain database of Industry / Corporate experts, which can be utilised by the Institute for various value- added activities like guest lectures, panel discussions, syndicate discussion etc

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Chairperson IT Infrastructure Committee	Assigned to- Prof. Sachin Malhotra
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Key Responsibility Areas (KRA's)
<ul style="list-style-type: none">• To monitor requirement and availability of Labs/ IT infrastructure for PGDM courses.• To monitor qualitative availability of IT infrastructure for various activities like convocation/ Induction/ departmental activities/Guest lectures etc with the help of member of committee.• To ensure conduction of additional certification programmes/ trainings like Prowess/ Microsoft Excel/Business Bicon for the Students
Other Areas of Responsibilities
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position- Hostel Affairs Committee	Assigned to-
Chairperson (Girls Hostel) Member(Girls Hostel) Chairperson(Boys Hostel) Member(Girls Hostel)	Dr. Anita Singh Dr. S.K Dube Prof.Nitin Rastogi

Key Responsibility Areas (KRAs)

- To monitor and supervise overall maintenance/ hygiene / upkeep of hostel campuses (both Girls & Boys).
- To control & monitor quality of mess services, quality of food, hygiene, upkeep of mess premises.
- To work in the close co-ordination with the Chief Warden & monitor any kind of hostel related problems.
- To establish & ensure the proper functioning of feedback mechanism from the students.
- To ensure constituting and executing the mess Committee comprising of students from the hostel and managing execution of the committee on regular basis.
- To conduct weekly visits to the hostels to supervise and monitor functioning of the Girls/Boys hostels.
- To submit weekly reports to the Director's Office.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position- Campus Administration Committee	Assigned to-
Chairperson Co- Chairperson Co- Chairperson	Prof. Vijendra Dhyani Dr. Nripendra Diwvedi Dr. Sheelesh K Sharma
Key Responsibility Areas (KRAs)	
<ul style="list-style-type: none">• To monitor and supervise overall maintenance/ hygiene / upkeep of Campus.• To control & monitor quality of Cafeteria services, quality of food, hygiene, upkeep of cafeteria premises.• To work in the close co-ordination with the Manager HR & Manager Administration & monitor any kind of Campus related problems.• To establish & ensure the proper functioning of feedback mechanism from the students.• To conduct weekly inspection of the campus and submit weekly reports to the Director's Office.	
Other Areas of Responsibilities	
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director.	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position-	Assigned to-
Journal Editorial Board Editor- in-Chief Associate Editor Associate Editor	Dr. Urvashi Makkar Dr. Rinku Sanjeev Prof. Rajneesh Jain

Key Responsibility Areas (KRAs)

- To take responsibility for inviting the articles.
- To review and edit the inviting articles for Journal.
- To send the articles to be reviewed by selection board or Advisory Board.
- To publish the reviewed articles in the Journal with the prior approval of Director
- To take suitable measure to increase the subscription of the Journal.
- To maintain regular correspondence through official email of the Journal with the contributing authors.
- To arrange annual meet of Advisory Board Members for feedback for improvement & the Journal.
- To supervise & monitor dispatch of the printed copies of the Journal.
- To monitor circulation of the Journal of existing students of PGDM courses /faculty/substitutes etc.
- To working in close coordination with the Advisory board of the Journal.
- To report to Editor-in- Chief in any matter related to Journal.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position- Incharge- Result Preparation (Reporting to Chairperson- Student Evaluation)	Assigned to- Prof. Sapna Tyagi
Key Responsibility Areas (KRAs)	
<ul style="list-style-type: none">• To Prepare the results of both PGDM/MCA• To ensure marks received from faculty in proper format in given time frame.• To report to Chairperson of Student Evaluation Committee.• To maintain the record of all awards submitted by faculty and tabulate them in appropriate formats for final approval of the Director.• To ensure declaration of Results in proper time frame under the supervision of Chairperson -Student Evaluation & after final approval of the Director.• To ensure timely printing of Marksheets/Degrees /Diplomas under the supervision of Chairperson-Student Evaluation & after final approval of the Director.• To Monitor and supervise the printing of Answer sheets as and when required in requisite numbers for all PGDM courses for all End Term Examinations / Re-appear Examinations/Mid-Term Examination.	
Other Areas of Responsibilities	
<ul style="list-style-type: none">• Any other assignment as per requirement of the Institute and instructions of the Director.	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Head -MCA	Assigned to - Dr. Avadhesh Kumar Gupta (Professor)
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<p>Key Responsibility Areas (KRAs)</p> <ul style="list-style-type: none"> • Over-all academic control of MCA department and to ensure continuous improvement in the academic processes. • To prepare the academic calendar for MCA programme in accordance with the University Calendar, subject to approval from the Director. • To direct the person responsible for scheduling / re-scheduling of the classes (Including Time Table) • To allocate faculty for different activities inside and outside the Institute. • To ensure proper monitoring of the Delivery, Course Coverage and Pedagogy of the Course Content. • To ensure arrangement of Visiting Faculty from the Top-Most institutes (As per Requirement). • To arrange Guest Lectures for the students (In coordination with the CRC). • To provide Administrative Support to the faculty (e.g. Labs, LCD, any special needs for the particular course), support materials for the students (e.g. notes, etc). • To ensure un-interrupted Conduct of the classes (Punctuality, Availability of the faculty as well as students) • To ensure availability of soft skills training for students in order to prepare them for corporate world. • To monitor the attendance of students and recommending necessary corrective steps under the approval of the Director • To ensure proper conduct and decorum in the classes and other activities. • To coordinate with various committees and other functionaries to improve the levels of teaching, projects and general learning. • To allocate faculty mentors and project guides for students. • To Plan Induction Program for new session batch • To ensure smooth conduct of co-curricular and extra-curricular activities like Alumni Talk Series, Alumni Meet, Technical Trainings, Seminars/Workshops, Fresher's / Farewell functions, etc

<p>Other Areas of Responsibility :-</p> <ul style="list-style-type: none"> • To organize events, tours, excursions, and other activities of interest for the students in co-ordination with Area Chairpersons. • To handle Welfare, Grievances and discipline related matters of the students with respect to library, computer labs, CRC, accounts etc. • To monitor Student Leaves and ODs will be sanctioned and recommended by Faculty concerned. • To Ensure recommendation for the students participation in the outside campus activities (Final approval by the Director) • To organize and monitor value added courses on C/C++, Linux, Microsoft .NET, Advanced Java, Android, Aptitude, Communication, etc • Responsible for all surveys, visits, sponsorship and arrangements of

grants/schemes from academic bodies like AICTE, UGC, NBA, NAAC, AIU, etc

- Any other assignment as per requirement of the Institute and instructions of the Director.

Position(s) -	Assigned to-
In-charge - University Interface Coordinator - Examination Committee Member - Mentoring & Monitoring Committee	Dr. Sheelesh Sharma (Associate Professor)

Key Responsibility Areas (KRA's)
<p>University Interface</p> <ul style="list-style-type: none"> • To take care of all correspondence from the University in coordination with Head-MCA and Registrar • To coordinate with external examiners coming for practical examinations in the campus. • Responsible for all University related matters. <p>Examination Committee</p> <ul style="list-style-type: none"> • To manage and conduct all internal examinations of MCA smoothly and as per guidelines issued by the University. • To announce the date sheets for all examinations (Class Tests and Pre-University Tests) as per Academic Calendar of the University/Institute. • To ensure complete logistic arrangements for smooth conduct of the examinations. • To ensure faculty deployment and allocation of duties for smooth conduct of the examinations. • To ensure printing of Question Papers as and when required in requisite numbers. <p>Mentoring & Monitoring Committee</p> <ul style="list-style-type: none"> • Responsible for framing of policies/guidelines for mentoring and monitoring of students in consultation with Head-MCA • Responsible for identification of students for their categorization based on their academic performance, in order to monitor individual performances of every student. • To assign identified students (category-wise) to faculty mentors for mentorship and close monitoring. • To prepare all kinds of documents and reports for operation of the committee and to ensure maintenance of all the related records (like student attendance and academic performance) • To coordinate with faculty mentors for implementation of the mentoring and monitoring policies along-with timely submission of various reports • To arrange special mentoring sessions for students in order to improve their academic performance • To arrange extra-classes and special sessions (especially for the weaker students) for result improvement.

Position(s) -	Assigned to-
In-charge - IT Infrastructure Committee In-charge - Project Committee	Dr. Nripendra Dwivedi (Associate Professor)

Key Responsibility Areas (KRA's)
<p>IT Infrastructure Committee</p> <ul style="list-style-type: none"> • Overall Responsibility of IT Infrastructure management and monitoring of all related activities • To monitor the functionality of all Labs and entire IT Infrastructure of Institute • To assign the IT related important tasks to Lab manager/Lab Administrator/IT-Head for smooth functioning of Labs and IT infrastructure • To ensure and monitor the audit of IT infrastructure (which is completed by IT Team) and resources in place <p>Project Committee</p> <ul style="list-style-type: none"> • To identify academic projects for MCA students, and to allocate each project to a team of students along with a faculty project guide • To prepare the project development schedule, and to plan and execute the evaluation procedure • To ensure the availability of the requisite tools/equipments (h/w and s/w) for development and deployment of projects • To monitor all the project development phases of the projects in coordination with faculty project guides • Also jointly responsible along with faculty guides for timely submission of project reports by students

Position(s) -	Assigned to-
Coordinator - Corporate Trainings ,Webmaster and Social Media	Prof. Sachin Malhotra (Associate Professor)

<p>Key Responsibility Areas (KRA's)</p> <p>Corporate Trainings</p> <ul style="list-style-type: none"> • To plan and arrange corporate trainings for MCA students as per the requirements of industry and in accordance with their course curriculum. • To ensure and manage registration of students for the trainings including submission of fees. • To ensure preparation of the time-table/schedule of the training sessions. • To ensure smooth conduct of the training sessions. • To monitor the training sessions by taking regular feedback of the training and trainers in order to provide customized industry-oriented training to students. • To prepare performance reports of the trainers and trainees. • To ensure smooth conduct of Online Certification Exams of Microsoft, Oracle, etc. • To plan and schedule Faculty Development Programmes for faculty from corporate organizations. • To ensure distribution of certificates to students for the trainings attended • Overall responsible for all the corporate trainings conducted in the campus <p>Webmaster</p> <ul style="list-style-type: none"> • Responsible for development and posting of content on Institute's Website, Institute's Blog and Facebook page • Responsible for constant updation of information/content and improvement of design (look and feel) on Institute's website and blog • Responsible for social media (Facebook/Twitter/LinkedIn/Blog) coverage of various departmental and institutional activities. • To coordinate with website development company/firm for website maintenance issues. • Also responsible for Institute's promotion and branding on social media and web. • Any other activity related to Website and Social media
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Position(s) - Incharge - MCA Alumni Committee	Assigned to- Prof. Rajnish Jain (Assistant Professor)
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<p>Key Responsibility Areas (KRA's)</p> <p>MCA Alumni Committee</p> <ul style="list-style-type: none"> • To coordinate with other members of Alumni Committee for preparation and maintenance of the alumni database of all alumni of the Institute • Responsible for using student coordinators for conduction of various activities/processes of alumni committee on different occasions by assigning duties to them • To create a healthy association with the alumni by constantly communicating with them about the initiatives taken and the progress made by the institute over the years. • To ensure sending greetings/invitations to alumni for various events/occasions with the help of alumni committee • To ensure extending invitations to alumni for alumni meet with the help of alumni committee members. • To coordinate in planning and execution of the alumni meet every year. • To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions for guest lectures, invited talks or for recruitment drives. • To give leads to the MCA Placement Cell regarding the help of the alumni in training and placement of the students. • To coordinate with other alumni committee members for smooth execution of 'Alumni Talk Series' • To identify and invite alumni for 'Alumni Talk Series' and make all arrangements for conducting the event.
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Position(s) -	Assigned to-
Member - Mentoring & Monitoring Committee Member - Aptitude and Analytical Skills Development Cell	Dr. Manisha Agarwal (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>Mentoring & Monitoring Committee</p> <ul style="list-style-type: none"> • Responsible for framing of policies/guidelines for mentoring and monitoring of students in consultation with Head-MCA • Responsible for identification of students for their categorization based on their academic performance, in order to monitor individual performances of every student. • To assign identified students (category-wise) to faculty mentors for mentorship and close monitoring. • To prepare all kinds of documents and reports for operation of the committee and to ensure maintenance of all the related records (like student attendance and academic performance) • To coordinate with faculty mentors for implementation of the mentoring and monitoring policies along-with timely submission of various reports • To arrange special mentoring sessions for students in order to improve their academic performance • To arrange extra-classes and special sessions (especially for the weaker students) for result improvement. <p>Aptitude and Analytical Skills Development Cell -KRA</p> <ul style="list-style-type: none"> • Responsible for designing the exclusive module with contents for analytical and aptitude skills development for the students. • To prepare the schedule of the training sessions, in consultation with Time-table coordinator. • To coordinate with the External Training Agencies for the smooth conduct of session. • To arrange and execute various aptitude and analytical skills development Sessions for the students in order to prepare them for on-campus and off-campus interviews • To deliver trainings to students by developing course contents to strengthen students' knowledge base

Position(s) -	Assigned to-
In-charge - ERP Module Member - Project Committee Member - Placement Cell	Prof. Nitin Rastogi (Assistant Professor)

<p>Key Responsibility Areas (KRA's)</p> <p>ERP Module</p> <ul style="list-style-type: none"> • To coordinate with ERP software development team to make provisions in all the modules/processes of the ERP software as per requirements of the Institute and respective course curriculums • To ensure availability of all data/information for smooth operation of ERP module • To monitor day-to-day operation of the ERP software and resolve any issues arising in coordination with the ERP software development team and the in-house technical support from the Institute • Following ERP modules are to be monitored and taken care of separately: Admission, Academic, Examination, Hostel, Transportation, Placement, Accounts and HR <p>Project Committee</p> <ul style="list-style-type: none"> • To identify academic projects for MCA students, and to allocate each project to a team of students along with a faculty project guide • To prepare the project development schedule, and to plan and execute the evaluation procedure • To ensure the availability of the requisite tools/equipments (h/w and s/w) for development and deployment of projects • To monitor all the project development phases of the projects and status of students' work in coordination with faculty project guides • Also jointly responsible along with faculty guides for timely submission of project reports by students <p>Placement Cell</p> <ul style="list-style-type: none"> • To coordinate with placement coordinator and placement manager - MCA for conducting campus placement drives in the Institute. • Responsible for getting leads for enrichment of company database for placement opportunities in coordination with placement manager - MCA and coordinator - placement cell • Responsible for managing all arrangements along with other members of Placement Cell for all on-campus placement drives • To coordinate with coordinator - placement cell for arrangement and execution of various training sessions for students in order to prepare them for on-campus and off-campus interviews • Responsible for conducting of online mock tests for students on a regular basis for grooming of students and polishing their skills. • To coordinate with members of placement cell for conducting technical talks/guest lectures/seminars by industry professionals in campus for technical grooming of students. • To coordinate with Alumni Committee for identifying prospective recruiters from the alumni database.

Position(s) -	Assigned to-
Coordinator -Time-table Member - Aptitude and Analytical Skills Development Cell	Prof. Pankaj Agarwal (Assistant Professor)

<p>Key Responsibility Areas (KRA's)</p> <p>Time-table</p> <ul style="list-style-type: none"> • Responsible for preparing time-table of all three years of MCA programme as per course curriculum of University and scheduling of classes accordingly in coordination with Head - MCA • To regularly monitor the time-table and to do modifications in the time-table as and when required • Also responsible for scheduling of extra classes (if any) in consultation with Head - MCA • To coordinate with the mentoring and monitoring committee to schedule special sessions for students as per their category. • Responsible for display of time-table on all notice-boards and by mail. <p>Aptitude and Analytical Skills Development Cell -KRA</p> <ul style="list-style-type: none"> • Responsible for designing the exclusive module with contents for analytical and aptitude skills development for the students. • To prepare the schedule of the training sessions, in consultation with Time-table coordinator. • To coordinate with the External Training Agencies for the smooth conduct of session. • To arrange and execute various aptitude and analytical skills development Sessions for the students in order to prepare them for on-campus and off-campus interviews • To deliver trainings to students by developing course contents to strengthen students' knowledge base

Position(s) -	Assigned to-
Member - MCA Alumni Committee Member - Corporate Trainings	Prof. Anurag Sewak (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>MCA Alumni Committee</p> <ul style="list-style-type: none"> • Responsible for preparation and maintenance of the alumni database of all alumni of the Institute in coordination with members of alumni committee • Responsible for formation of a team of student coordinators for various activities/processes of alumni committee on different occasions and assigning responsibilities to them • To continuously communicate with the alumni about the initiatives taken and the progress made by the institute over the years. • To ensure sending greetings/invitations to alumni for various events/occasions with the help of alumni committee • To create an alumni link through the website/facebook page and effectively monitor it. • To ensure extending invitations to alumni for alumni meet with the help of alumni committee members. • To plan and organize the alumni meet every year. • To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions for guest lectures, invited talks or for recruitment drives. • To give leads to the MCA Placement Cell regarding the help of the alumni in training and placement of the students. • To plan and ensure execution of 'Alumni Talk Series' on a regular basis in coordination with Head - MCA • To identify and invite alumni for 'Alumni Talk Series' and ensure all arrangements for conducting the event. • Overall responsible for all activities of the MCA Alumni Committee and coordination with other members of the committee <p>Corporate Trainings</p> <ul style="list-style-type: none"> • To look after the arrangements and execution of corporate trainings for MCA students. • To manage registration of students for the trainings including submission of fees. • To prepare the time-table/schedule of the training sessions, in consultation with Time-table coordinator. • To monitor smooth conduct of the training sessions. • To monitor the training sessions by taking regular feedback of the training and trainers in order to provide customized industry-oriented training to students. • To help the coordinator to prepare performance reports of the trainers and trainees. • To coordinate with the corporate trainings team for smooth conduct of Online Certification Exams of Microsoft, Oracle, etc. • To schedule Faculty Development Programmes for faculty from corporate organizations and coordinate in its execution. • To manage distribution of certificates to students for the trainings attended.

Position(s) -	Assigned to-
Member - Placement Cell Member - Examination Committee	Prof. Avneesh Vashistha (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>Placement Cell</p> <ul style="list-style-type: none"> • To coordinate with placement coordinator and placement manager - MCA for conducting campus placement drives in the Institute. • Responsible for getting leads for enrichment of company database for placement opportunities in coordination with placement manager - MCA and coordinator - placement cell • Responsible for managing all arrangements along with other members of Placement Cell for all on-campus placement drives • To coordinate with coordinator - placement cell for arrangement and execution of various training sessions for students in order to prepare them for on-campus and off-campus interviews • To help in conduction of mock-tests/online tests/group discussions/practice interviews for students on a regular basis for grooming of students and polishing their skills. • To coordinate with members of placement cell for conducting technical talks/guest lectures/seminars by industry professionals in campus for technical grooming of students. • To coordinate with Alumni Committee for identifying prospective recruiters from the alumni database. <p>Examination Committee</p> <ul style="list-style-type: none"> • To manage and conduct all internal examinations of MCA smoothly and as per guidelines issued by the University. • To announce the date sheets for all examinations (Class Tests and Pre-University Tests) as per Academic Calendar of the University/Institute. • To ensure complete logistic arrangements for smooth conduct of the examinations. • To ensure faculty deployment and allocation of duties for smooth conduct of the examinations. • To ensure printing of Question Papers as and when required in requisite numbers.

Position(s) -	Assigned to-
Coordinator - Placement Cell	Prof. Sapna Tyagi (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>Placement Cell</p> <ul style="list-style-type: none"> • To coordinate with placement manager - MCA for conducting campus placement drives in the Institute. • Also responsible for placement of MCA final year students in various companies either through on-campus or off-campus drives • Responsible for preparation of company database for placement opportunities in coordination with placement manager - MCA • Responsible for managing all arrangements along with members of Placement Cell for all on-campus placement drives • To arrange and execute various training sessions for students in order to prepare them for on-campus and off-campus interviews • To conduct mock-tests/online tests/group discussions/practice interviews for students on a regular basis for grooming of students and polishing their skills. • Also responsible for planning and scheduling technical talks/guest lectures/seminars by industry professionals for technical grooming of students. • To coordinate with Alumni Committee for identifying prospective recruiters from the alumni database.

Position(s) -	Assigned to-
Member - Placement Cell Member - MCA Alumni Committee	Prof. Preeti Sirohi (Assistant Professor)

<p>Key Responsibility Areas (KRA's)</p> <p>Placement Cell</p> <ul style="list-style-type: none"> • To coordinate with placement coordinator and placement manager - MCA for conducting campus placement drives in the Institute. • Responsible for getting leads for enrichment of company database for placement opportunities in coordination with placement manager - MCA and coordinator - placement cell • Responsible for managing all arrangements along with other members of Placement Cell for all on-campus placement drives • To coordinate with coordinator - placement cell for arrangement and execution of various training sessions for students in order to prepare them for on-campus and off-campus interviews • To help in conduction of mock-tests/online tests/group discussions/practice interviews for students on a regular basis for grooming of students and polishing their skills. • To coordinate with members of placement cell for conducting technical talks/guest lectures/seminars by industry professionals in campus for technical grooming of students. • To coordinate with Alumni Committee for identifying prospective recruiters from the alumni database. <p>MCA Alumni Committee</p> <ul style="list-style-type: none"> • Responsible for preparation and maintenance of the alumni database of all alumni of the Institute in coordination with members of alumni committee • Responsible for formation of a team of student coordinators for various activities/processes of alumni committee on different occasions and assigning responsibilities to them • To create a healthy association with the alumni by constantly communicating with them about the initiatives taken and the progress made by the institute over the years. • To monitor the alumni link through the website/facebook page of Institute. • To coordinate in planning and execution of the alumni meet every year. • To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions for guest lectures, invited talks or for recruitment drives. • To give leads to the MCA Placement Cell regarding the help of the alumni in training and placement of the students. • To coordinate with other alumni committee members for smooth execution of 'Alumni Talk Series' • To identify and invite alumni for 'Alumni Talk Series' and make all arrangements for conducting the event

Position(s) -	Assigned to-
Member - Placement Cell Member - Corporate Trainings Member - Aptitude and Analytical Skills Development Cell	Prof. Sapna Tyagi (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>Placement Cell</p> <ul style="list-style-type: none"> • To coordinate with placement coordinator and placement manager - MCA for conducting campus placement drives in the Institute. • Responsible for getting leads for enrichment of company database for placement opportunities in coordination with placement manager - MCA and coordinator - placement cell • Responsible for managing all arrangements along with other members of Placement Cell for all on-campus placement drives • To coordinate with coordinator - placement cell for arrangement and execution of various training sessions for students in order to prepare them for on-campus and off-campus interviews • To help in conduction of mock-tests/online tests/group discussions/practice interviews for students on a regular basis for grooming of students and polishing their skills. • To coordinate with members of placement cell for conducting technical talks/guest lectures/seminars by industry professionals in campus for technical grooming of students. • To coordinate with Alumni Committee for identifying prospective recruiters from the alumni database. <p>Corporate Trainings</p> <ul style="list-style-type: none"> • To look after the arrangements and execution of corporate trainings for MCA students. • To manage registration of students for the trainings including submission of fees. • To prepare the time-table/schedule of the training sessions, in consultation with Time-table coordinator. • To monitor smooth conduct of the training sessions. • To monitor the training sessions by taking regular feedback of the training and trainers in order to provide customized industry-oriented training to students. • To help the coordinator to prepare performance reports of the trainers and trainees. • To coordinate with the corporate trainings team for smooth conduct of Online Certification Exams of Microsoft, Oracle, etc. • To schedule Faculty Development Programmes for faculty from corporate organizations and coordinate in its execution. • To manage distribution of certificates to students for the trainings attended. <p>Aptitude and Analytical Skills Development Cell -KRA</p> <ul style="list-style-type: none"> • Responsible for designing the exclusive module with contents for analytical and aptitude skills development for the students. • To prepare the schedule of the training sessions, in consultation with Time-table coordinator. • To coordinate with the External Training Agencies for the smooth conduct of session. • To arrange and execute various aptitude and analytical skills development Sessions for the students in order to prepare them for on-campus and off-campus interviews • To deliver trainings to students by developing course contents to strengthen students' knowledge base

Position(s) – Coordinator- Communication & Soft Skills Development Program Member – MCA Alumni Committee	Assigned to- Dr. Anchal Mishra (Assistant Professor)
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Key Responsibility Areas (KRA's)
<p>Communication & Soft Skills Development Program</p> <ul style="list-style-type: none"> • Responsible for designing the exclusive module for Communication & Soft Skills for the students. • To monitor the smooth conduct of CSDP Module (Communication & Soft Skills Development Program). • To prepare the schedule of the training sessions, in consultation with Time-table coordinator. • To coordinate with the External Training Agencies for the smooth conduct of session. For e.g. TPC, Princeton Review. • To arrange and execute various Soft Skills Sessions for the students in order to prepare them for on-campus and off-campus interviews. <p>MCA Alumni Committee</p> <ul style="list-style-type: none"> • To coordinate with other members of Alumni Committee for preparation and maintenance of the alumni database of all alumni of the Institute • Responsible for using student coordinators for conduction of various activities/processes of alumni committee on different occasions by assigning duties to them • To create a healthy association with the alumni by constantly communicating with them about the initiatives taken and the progress made by the institute over the years. • To send greetings/invitations to alumni for various events/occasions • To extend invitations to alumni for alumni meet in coordination with in-charge alumni committee. • To coordinate in planning and execution of the alumni meet every year. • To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions for guest lectures, invited talks or for recruitment drives. • To keep an updated record of the alumni contacted and recording their response. • To keep track of the alumni links which can be converted later for placement or any other activity for the betterment of MCA Students • To coordinate with other alumni committee members for smooth execution of 'Alumni Talk Series' • To identify and invite alumni for 'Alumni Talk Series' and make all arrangements for conducting the event

Position(s) -	Assigned to-
Member - Mentoring & Monitoring Committee	Prof. Ahimsa Bhardwaj (Assistant Professor)

Key Responsibility Areas (KRA's)
<p>Mentoring & Monitoring Committee</p> <ul style="list-style-type: none"> • Responsible for framing of policies/guidelines for mentoring and monitoring of students in consultation with Head-MCA • Responsible for identification of students for their categorization based on their academic performance, in order to monitor individual performances of every student. • To assign identified students (category-wise) to faculty mentors for mentorship and close monitoring. • To prepare all kinds of documents and reports for operation of the committee and to ensure maintenance of all the related records (like student attendance and academic performance) • To coordinate with faculty mentors for implementation of the mentoring and monitoring policies along-with timely submission of various reports • To arrange special mentoring sessions for students in order to improve their academic performance • To arrange extra-classes and special sessions (especially for the weaker students) for result improvement.

Position(s) - In-charge - Biometric Systems Member - MCA Alumni Committee	Assigned to- Prof. Deepali Jain (Assistant Professor)
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Key Responsibility Areas (KRA's)
<p>Biometric Systems</p> <ul style="list-style-type: none"> • Responsible for smooth operation and maintenance of all biometrics systems for employee attendance • To coordinate with administrative and technical staff for regular maintenance of biometrics systems <p>MCA Alumni Committee</p> <ul style="list-style-type: none"> • To coordinate with other members of Alumni Committee for preparation and maintenance of the alumni database of all alumni of the Institute • Responsible for using student coordinators for conduction of various activities/processes of alumni committee on different occasions by assigning duties to them • To create a healthy association with the alumni by constantly communicating with them about the initiatives taken and the progress made by the institute over the years. • To send greetings/invitations to alumni for various events/occasions • To extend invitations to alumni for alumni meet in coordination with in-charge alumni committee. • To coordinate in planning and execution of the alumni meet every year. • To identify some of the senior alumni holding high positions in the industry so that they can be invited to the institute on various occasions for guest lectures, invited talks or for recruitment drives. • To keep an updated record of the alumni contacted and recording their response. • To keep track of the alumni links which can be converted later for placement or any other activity for the betterment of MCA Students • To coordinate with other alumni committee members for smooth execution of 'Alumni Talk Series' • To identify and invite alumni for 'Alumni Talk Series' and make all arrangements for conducting the event

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Accounts Officer	Mr. Pramod Tyagi
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Controlling of all accounts of IMS and IMS Society.• Dealing with Banks, Auditor and matters related of Income Tax and Sales Tax.• Preparing of monthly Salary and Calculation of Income Tax of concerned employees on the basis of 12C Forms Collected.• Correspondence with Income Tax Department . for all of Income Tax Cases, Income Tax Search Cases, Annual Income Tax Return and finalization of yearly accounts.• To get ready all necessary documents for CRISIL Rating for Bank Loan and Correspondence with bank for bank loan of Rs. 20 Crore for construction of New Campus with BO and Regional Office of Bank.• Dealing with all students and their parents and to satisfy them for all their queries.• Any other responsibility assigned by the higher authorities.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Accountant	Mr. Pramod Kr. Tyagi
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Bills Received, Checked and verified, preparation of Cheques and Issued to party.• Prepare of Cash Voucher, Bank Voucher and Journal Vouchers of IMS and IMS Society books.• Data Entry of Accounts Books in Tally.• Maintain of All Bank accounts IMS and IMS Society, reconciliation and students fees received with reconciliation.• To receive the students security refund forms of the students, checked & verified and preparation the list for refund of security.• Outdoor Work and Bank work as assigned by accounts officer.• Checked Salary sheet, ESI, PF and TDS works etc.• Any other responsibility assigned by the higher authorities.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Registrar	Mr. S.P. Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• To process approval of AICTE, NAAC and NBA Accreditation,• To file application and initiate process of AIU for equivalence, correspondence with concerned universities etc• To pursue NOC cases at State Govt.• To deal with MTU and CCSU (as and when required) .• To deal with legal cases related to the students filed in Consumer Court• To deal with land related cases• To maintain Society Minutes and record etc.• Checking of Marksheets, diplomas and .• Involved in ISO and the accreditation processes.• Involved in the Research Centre process• Involved with the team that brought IMS Ghaziabad at the present position• Trained Auditor of the ISO	
Other Areas of Responsibility <p>To perform jobs as assigned time to time by higher authorities</p>	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Clerk cum Typist	Mr.Sundar Singh Rawat
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Entire typing and data uploading work on AICTE portal separately for Management and MCA Programme• Entire typing work and preparing proposals for AIU, NAAC and NBA,• Maintenance of the files of the Affiliation process with MTU University• Maintenance of the files related to AICTE, NBA Accreditation NAAC Accreditation CCSU Affiliation records , MTU affiliation• Research Proposal to AICTE• Hindi Typing - correspondence with State Govt. of UP• To coordinate with faculty for Record compilation related to the research of the faculty• Other academic work assigned time to time	
Other Areas of Responsibility <p>Duties as assigned for the academic activities</p>	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Academic Programme Officer	Mr. Bijendra Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Preparation and arrangements of Induction/Orientation Programme Arrangement for meeting of Board of Studies for syllabus review & maintain proceedings• Term wise lecture plans of each course• To prepare personal files of the Management Programme Students• Assisted in academic scheduling, maintained interface with all the faculty, Interacted with all the students regarding their academic, administrative, maintaining and updating of attendance records, debarred list of students• Assisted in registration (for new session) formalities of all the students such as allotment of enrolment no. and section• Assisted in the Academic Planning, Course Review Meeting, etc.- Maintaining students personal files• Maintaining records of diploma distribution• Follow up of pending fee• To arrange Dissertation/Viva/Presentation etc.• To coordinate dissertation/Viva etc. with faculty• Verification of result/mark sheets to Industries	
Other Areas of Responsibility <ul style="list-style-type: none">• To send mails and do phone calls for alumni Meet	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Programme Assistant	Mr. Rajesh Kumar
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Maintenance of Personnel Files of the MCA Students.• Admission – Lists process with UPSEE, Lucknow• Time-Table• To maintain record of Classes held in each semester.• Typing of Study plan, syllabus, course material and other miscellaneous typing works• Uploading of the Enrolment forms & Uploading the examination forms• Uploading the sessional marks to the GBTU & MTU• To organize Practical examinations of the MCA students• To prepare bills of the examiners for practical• To coordinate with Examination centre of MCA Examination• To collect Marksheets and degrees from the GBTU & MTU• To issue Marksheet & Degree to the students• To maintain record of Marksheets, degrees of previous years students• To follow instructions of the Programme Chairperson & the Registrar	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
System Executive - Result	Mr. Rajeev Jain
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• To feed data for the Marks termwise of PGDM Courses• Preparation of Result Chart termwise for Management Programme• Data Compilation• Preparation of Marks sheets• Preparation of list for diploma for convocation• To assist the faculty members in Sending data and question papers on online.	
Other Areas of Responsibility B School Survey work	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Examinatin Clerk	Mr.Sukhpal Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• To get prepared copies of the Question Papers, making sets of the questions papers and sealing and to handover the same to the Controller of Examinations• Room wise distribution of Question papers at the time of examination Printing and Packing & Distribution• To Pack answer books and deliver the packets to the faculty members of Answer sheet• Preparing seating plan room wise and preparing attendance of the rooms• To prepare award rolls as per attendance sheets• To prepare answer sheets - stamping and making room wise bundles• To collect evaluated answer books from the teachers• To assist the Academic Programme Office in maintain personal files of the students	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Head-Admission Cell	Mr Komal Budhraja
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Reviewing admissions processes and recommending changes as necessary contributing to the selection of applicants, carrying out interviews for the final selection of candidates• Strategizing & Marketing: Planning, forecasting and analyzing market demand and student admission trends. Preparation & presenting, marketing plan of promotional materials, advertisements, campaigns, conducting and participating in events that can generate business and provide reports.• Plan, develop, execute, and monitor the successful maximum student enrollment methods.• Data Collection & Management: Collecting of data from various agencies, sorting it, aligning according to age group & completing it.• Achieving Targets: Should be able to set clear targets and achieve them• Travel on behalf of the College for admissions and other college related events• Public Relations: Building up rapport with various external education agencies & dignitaries for increasing PR• Collaboration with coaching institutes, consultants.• Branding and ranking• Other duties as assigned.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Asst. Manager Corporate Relations	Ms. Shikha Verma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Handling enquiries for admission- online, offline, telephonic 24x7.• Planning & execution of advertisements to be released for branding and admission notice in newspaper & magazines.• Handling ERP: maintaining enquiries, gd-pi schedules and execution of gd-pi schedule, fee structures, making results, generating admission letters, uploading MAT,CAT enquiries, filling and updation of application forms, maintaining city master, etc.• Dealing with advertising agency for designing the advertisements. Budgeting & scheduling the gd-pi calendar and advertisement calendar, Liasoning with ATMA, AIMA, CAT, CMAT. Purchasing of data and classifying & distributing the same. Liasoning for on-line advertising.• Planning and execution off campus gd-pi. Booking of venues for outstation gd-pi. Making results of gd-pi, verification of application form and marks. counseling of candidates.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Manager-Admission	Mr Manoj Kumar Sharma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Reviewing admissions processes and recommending changes as necessary contributing to the selection of applicants, carrying out interviews for the final selection of candidates• Strategizing & Marketing: Planning, forecasting and analyzing market demand and student admission trends. Preparation & presenting, marketing plan of promotional materials, advertisements, campaigns, conducting and participating in events that can generate business and provide reports.• Plan, develop, execute, and monitor the successful maximum student enrollment methods.• Data Collection & Management: Collecting of data from various agencies, sorting it, aligning according to age group & completing it.• Achieving Targets: Should be able to set clear targets and achieve them• Travel on behalf of the College for admissions and other college related events• Public Relations: Building up rapport with various external education agencies & dignitaries for increasing PR• Collaboration with coaching institutes, consultants.• Other duties as assigned.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Head - CRC	Mr. Rohit Sehgal
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Managing CRC and handling the team of 4 members.• Final Placements-Monitoring the no. of drives conducted with overall selection.• Summer Internships-Monitoring the no. of SIP Proposal sent or received and student Selected.• Guest Lectures-Attendance+ Summary or Feedback.• Industry Visits-Attendance+ Summary or Feedback.• Live Projects -Project Report Submission.• Field Visits-Monitoring no of appointment taken and client visited.• CRC Evaluation	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Manager-CRC	Ms Nidhi Agrawal
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Single Point of Contact (SPOC) between student, academics and CRC.• Maintenance of all records of CRC including Student Dossier, CRC Dossier, Departmental files and database.• Developing and implementing policies regarding student's involvement in CRC, placement activities, whole year schedule of grooming student for final placements.• Conceptualization and handling of placement committee which includes student coordination, faculty members and CRC members.• Designing and printing of placement brochures.• Representing IMS and Coordination of students during campus placement drives.• Any Institutional and Departmental duty to be given or as per occurrence.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Manager-CRC	Ms Charu Sharma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Final Placements-Monitoring the no. of drives conducted with overall selection• Summer Internship-Monitoring the no. of SIP Proposal sent or received and student Selected• Industry Visit-Attendance+ Summary or Feedback• Guest Lecture-Attendance+ Summary or Feedback• Live Projects-Project Report Submission• Field Visit-Monitoring no of appointment taken and client visited• CRC Evaluation	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Office Supdt. T&P	Mr. B.P. Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Maintaining offline records of the following• CRC Dossier• Minutes of the Meeting• Summer Placement - PGDM 2013-15 Batch-• Final Placement - PGDM 2012-14 Batch• Short Term Live Projects- Industry Visits• Guest Lectures - Formulation of Placement notices and circularizing it to students.• Accumulating all the details of applicants and forward it to Ms. Nidhi Agrawal.• Preparation of reports and surveys like Business Week, GHRDC, Business World etc• Dispatch of brochures, greetings and placement related documents• Coordination work for logistics and Hospitality during Campus-placement drives.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Office Assistant -CRC	Mr. Gaurav Manchanda
Key Responsibility Areas (KRA's)	
<ul style="list-style-type: none">• Recording and maintenance of all details of PGDM students (2014 and 2015) in Student Dossier• Maintenance of Online CRC dossier• Online and offline data recording of all industry interfacing events like Guest Lecture, Industry Visit, Live Project, Alumni Talk Series.• Accumulation and Preparation of all SIP details of each student.• Online assortment and registration of all assessment and evaluation done by CRC• Coordination during Campus Placement drives and assisting Ms. Nidhi Agrawal in the student-placement activities.• Collection and categorization of alumni data from various resources and formulation of ALUMNI database.• Any Institutional and Departmental duty to be given or as per occurrence.	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Assistnat Manager HR	Mr. B.L. Verma
Key Responsibility Areas (KRA's)	
<u>Human Resources:-</u>	
<ul style="list-style-type: none">• Daily Attendance Faculty/Staff/Helping Staff manually/computerized• Leave Application/Records LQ/Hostels• Monthly breakup of net payable attendance for salary LQ/Hostels• Preparation of Letter of Intent/ Appointments of LQ/3C/Hostels• Filing of Staff of LQ/3c/Hostels• Full & final settlement of left employees LQ/3C/Hostels• Selection of Helping Staff• Finalization of Insurance Companies for insurance purpose• Mediclaim/ Accidental Insurance of Hostellers• Mediclaim/ Accidental Insurance of Employees• Insurance of Fixed Assets of all three Campus• Disciplinary action• Follow-up legal cases of employees• Quarterly/annual returns of Employment Exchange	
<u>Administrative:-</u> With supporting team	
<ul style="list-style-type: none">• Security: day to day functioning, bill approval• Horticulture: maintenance and new development• Supporting Staff: Electrician,Plumber, Peons,drivers,day to day assignment• House Keeping: overall supervision of daily functions• Repair & Maintenance: Total supervision/arrangements• Team Events: College Function etc.• Stores: Inventory control/procurement with supporting staff• Printing jobs for both the campus• Vendor development• Sale of scrap material	
<u>Miscellaneous:-</u>	
<ul style="list-style-type: none">• Annual Contracts: Security/House Keeping/Mess/others• Project coordination etc.• Coordination with hostel• Time to time assignment given by the higher management	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position Clerk	Assigned to Mr. R.K .Verma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• To collect cheque from the students• To make entry in the collection registrar• To dispatch the mails• To maintain the dispatch register• To arrange transport on day to day bases	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position Assistant Administration	Assigned to Mr. Lalit Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Supervision of Store• Supervision of Administration• Material Procurement• Supervision of Housekeeping• Supervision of Maintenance work• Supervision of construction work	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position Supervisor Store	Assigned to Mr. Sushil Sharma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Store Maintenance• Diesel Procurement• Support in Administration• Support in Procurement	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - IT Manager	Assigned to- Mr. Sumit Kumar	Reporting to-Dr. Nripendra Dwivedi- (Incharge- IT Infrastructure.)
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Key Responsibility Areas (KRAs)

1. Overall responsibility of smooth functioning of all labs & IT equipments functionality.
2. To maintain all servers, computer Network & IT stock with proper documentation.
3. To ensure complaint of every user would be solved at the earliest.
4. To support the all IT related activities of organization.
5. Any task should be decided with consent of reporting authority.
6. To do complete Audit of IT Infrastructure.
7. Weekly report submission to Incharge-IT Infrastructure

Other Areas of Responsibility :-

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty Incharge-IT Infrastructure.
- To support other activities like ERP, Web sites & social media, Biometric etc

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Diptesh Tiwari	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty Incharge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Amit Sharma	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty In charge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Devi Dutt	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty In charge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Manish Kaushik	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty In charge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Ajay Mishra	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty In charge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position - Lab Executive	Mr. Robin Singh	Mr. Sumit Kumar (IT Manager)
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Key Responsibility Areas (KRA's)

- To maintain all the computers of respective lab updated and functional.
- To update the stock register of assigned Lab.
- To support all the IT related activity of organization with consent of reporting authority.

Other Areas of Responsibilities

- Any other assignment as per requirement of the Institute and instructions of the Director/ Head-MCA /Faculty Incharge-IT Infrastructure.

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Librarian	Mr. Mahipal Singh
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Library administration, books acquisition• Circulation, and other library works at campus-I• Library administration, book acquisition, cataloguing, and other library at Campus -III• Dispatching of Journal of IMS group• Library support of Institutions• Online automations	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Lirbary Trainee-1	Ms. Sangeeta Sharma
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Circulation of books / magazines/journals• Systematic Arrangement of books• Making and issuing library membership card• Cataloguing of books• Maintaining discipline in library• Other routine works	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position	Assigned to
Lirbary Trainee-2	Ms. Amrita Pathak
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Circulation of books / magazines/journals• Systematic Arrangement of books• Making and issuing library membership card• Cataloguing of books• Maintaining discipline in library• Other routine works	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position PA to Director	Assigned to Ms. Deepakshi Sharma Ms. Sonam Negi
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• Devising and maintaining office systems, including data management and filing• Screening phone calls, enquiries and request, and handling them when appropriate• Arranging meetings, greetings, visitors at all levels of seniority.• Maintaining diaries and appointments• To check all emails, faxes and posts• on behalf of the director• Dictation and minutes• Producing documents, papers, reports,• Coordinating with staff members and students for their day to day affair.• Updating faculty and staff personal files	
Other Areas of Responsibility	

INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

Position PRO	Assigned to Ms. Kalpana Sehgal
Key Responsibility Areas (KRA's) <ul style="list-style-type: none">• To attend phone calls and to transfer to the departments• To arrange calls as directed by the authorities• To attend all the visitors and properly guide them to the concerned departments• To handle various queries• To receive Post/dak and disburse the same to concerned departments• To look after the hospitality	
Other Areas of Responsibility	