

# Executive Summary of Self Study Report

Submitted

to

**National Assessment and Accreditation Council**

**Bangalore**

for

Accreditation

of

**IMS, GHAZIABAD**

**Cycle - I**

LOI Track ID: UPCOGN21777



**IMS  
GHAZIABAD**  
NBA, NAAC & IAO (USA) Accredited  
[www.ims-ghaziabad.ac.in](http://www.ims-ghaziabad.ac.in)

## **IMS GHAZIABAD**

G.T. Road, Lal Quan,

Ghaziabad-201 009, National Capital Region, INDIA

Ph. : 0120-4170600 (30 Lines), 4170626, Toll Free- 18001024170

E-mail : [director@imgzb.com](mailto:director@imgzb.com), [director@ims-ghaziabad.ac.in](mailto:director@ims-ghaziabad.ac.in)

Website : [www.ims-ghaziabad.ac.in](http://www.ims-ghaziabad.ac.in)

# Contents

<u>S. No.</u>	<u>Particulars</u>	<u>Page No.</u>
01	Preface	2 - 2
02	Section A: Executive Summary	4 - 16
03	Declaration by the Head of the Institution	17 - 17

# Preface

The Institute of Management Studies (IMS) was established in the year 1990 by a group of visionaries and intellectuals to impart quality education in a stimulating and innovative environment where students are empowered with knowledge and professional skills while upholding the values of integrity, tolerance and mutual respect. Since its inception, the IMS promoted education in the areas of Management and Computer Applications.

IMS with the glorious legacy of 25 years in Management and Computer Education, IMS Ghaziabad has successfully contributed towards multidimensional development of future professionals with a clear focus on positive thinking and self confidence. IMS Ghaziabad is one of the best B-Schools of Northern India has been accredited by National Board of Accreditation (NBA) and, IAO (International Accreditation Organization, (IAO) USA. Recently the Institute has joined hands with foreign Universities and signed MOUs with Zhejiang University, Hangzhou, China and University of Atlanta, USA for collaborative Studies and Jamia Hamdard University Delhi, and has been recognized as a Research Centre for Ph.D Programme. The Institute has been conducting Post Graduate Diploma in Management (PGDM) and MCA programme very successfully.

In keeping with the fundamental ethos of the initiation and establishment of the Institute of the technical education learning in the country, the Institute has outlined its vision and mission statement:

**Vision:** To be the premier Institute and a leader in developing and offering quality programs to equip students with necessary skills to face the global market place.

**Mission:** Our Missions to impart vibrant, innovative and global education and to make IMS the world leader in terms of excellence in education, research and serve the nation in the 21<sup>st</sup> century.

In its Operative aspects, it is a two pronged planning – one is to develop and offer quality programs to the students with necessary skills and the other one to impart vibrant and innovative and global education and to make IMS the world leader in terms of education and research. IMS is fully committed to justify its vision & mission by way of creating, executing and disseminating the knowledge in Management and Computer Education for growth and development at global level.

IMS is on its path to achieve Academic Excellence towards Management and Computer Applications so that it becomes a prominent Institution and contribute in the process of Nation building.



# Section A

- Executive Summary

# **Executive Summary**

## **CRITERION I: CURRICULAR ASPECTS**

IMS Ghaziabad is committed to justify the objectives envisaged in the Vision and Mission by way of creating, executing and disseminating the knowledge in the area of Management and Computer Applications. The Institute is running two Post Graduate programmes : 1) Post Graduate Diploma in Management (PGDM) and 2) Master of Computer Applications (MCA) The syllabus and examination pattern of PGDM are developed and regularly updated by bodies – Board of Studies, Faculty and Academic Council, and by involving fraternity of experts from Industry and corporate. Syllabi of MCA course is prescribed by the UP Technical University, Lucknow.

The Board of Studies (consisting of academicians, representative from the corporate) meetings are being conducted to make the relevant changes in course curriculum. The departmental meetings are being held to discuss the implementation of the course curriculum. The assignments, class tests, team projects, presentations, case study and group discussions are the compulsory part of pedagogy organized to monitor the implementation of the course structure. The institution develops curriculum for Post Graduate Diploma in Management. The courses are modified according to the need and requirement of industry. Certain courses are being developed specially meant to cater a need of particular industry sector like Banking, Retail, Manufacturing, Financial Services and Consultancy. The course curriculum once designed is modified and developed as per the industry requirements and trends. In University course (MCA), the curriculum is prescribed by the University; however, efforts are made from time to time to organize special lectures from outside viz industry and academia experts.

The Institute provides value added courses - PPSP programme, short –term training on Computer courses, live projects, summer training, dissertation, Induction programme, Placement Readiness Enhancement Programme (PREP), etc. Students also organize various curricular activities like debates, quizzes and Cultural events under the banner of the different Academics clubs. The Institute organizes Teacher day, Diwali & Holi Festival, Independence & Republic day, Blood donation Camp, Sports Meet and Cultural Festival – “Melange” every year so as to inculcate moral and ethical values. The institute has organized Aids awareness camp, poverty relief camps, financial literacy camps, Clean India drive etc.

There is a mechanism to obtain feedback from students and other stakeholders on curriculum. It is placed before the members of Board of Studies, Academic Council, etc. On the basis of these suggestions, the course curriculum updated and modified.

Faculty members are often sent to attend the FDP Programmes, Seminars, Conferences, Workshop and training programme organized by other premier Institutions/Universities. The institute provides all infrastructures, teaching aids, computers labs, LCD projectors etc. in order to ensure the effective implementation and to adopt the best teaching practices in the classes. The day-wise teaching plan along with the suggested reading is distributed to the students on the day one so that they come prepared for class. For the effective curriculum different pedagogical tools are being followed e.g. PPTs, Case Study analysis, Role Play, Group Discussion and discussion on contemporary issues to make the sessions more and more interactive & effective. The Institute invites Industry experts and corporate managers to interact with faculty and students.

## **CRITERION II: TEACHING-LEARNING AND EVALUATION**

Admission notice is published in the popular national, regional and local news papers and as per the guidelines of the affiliating university/ AICTE. The notice is uploaded on the Institute's website also. The admissions for MCA are made as per guidelines of the UP Technical University. For PGDM Courses admissions are made on the basis of scores at any national level aptitude test like MAT/CAT/CMAT/ATMA followed by the written skills, group discussion and personal interview. Minimum qualifying marks in graduation is 50%. The admission is given strictly on merit. Admission to MCA are completed - as per State Entrance Test for State Quota seats. On management and vacant seats as per guidelines issued by the University.

During the admission processes, members of various Admission committees and the departments interact with prospective students and their parents regarding course of study. Seminars are organized by the Institute to brief the aspirant about the different courses - their objectives, pedagogy, application and future prospects. Bridge courses in the areas of Finance, Accounting and Quantitative Techniques and are specially arranged to cater the need of heterogeneous groups of students. An intensive Orientation Programme designed to make the students aware about the corporate expectations. The experts from the industry are called to deliver the special sessions. Faculty mentors are allotted to students who interact with students before they join the programme and make them realize through the discussion of contemporary issues, importance of business management and Computer Applications.

The course curriculum is divided into the units to be covered during the duration of the trimester/semester. The teaching plan is given well in advance to enable the students to be mentally prepared for the topics to be taught. During the lectures, interactive question answer sessions are arranged. As a second step, assignments are given to be submitted by the student within stipulated period. Group discussions as a part of evaluation is incorporated for interactive learning. Team presentations are organized for proper team work and collaborative learning.

The faculty uses a number of E-learning websites, open source software, licensed software, books, journals, e-journals data relevant to their disciplines. (i.e Prowess, Economic Outlook & SPSS) data bases and application software. The Institute's library has rich collection of books, national and international journals, magazines, CDs in deferent subjects and areas. Periodicals, Journals and magazines, e-journals, newspapers etc are used in teaching learning process required.

In order to maintain the standards and quality of the teaching Institute refrains well qualified, committed faculty members. Out of 59 faculty members, there are 17 Ph.D, 7 M.Phil faculty members having Postgraduate degree with required experiences of teaching and research.

The progress reports of the students are communicated to them and their parents at the regular intervals. The evaluation methods and the schedules are communicated to the students and faculty through the Hand book, syllabus and teaching plan by e-mails, uploading in the website of the Institute and by displaying on Institute notice boards.

The internal assessment has been raised to 50% on the various parameters like midterm examination (20%), Group Discussions (10%), Team Project (05%), Team Presentations (10%) and Quiz (05%) as a part of continuous evaluation of the student. End term examination is of (50%). In Dissertations the progress seminar is conducted (50 marks) followed by final presentation (150 marks). In Summer Projects the feedback from industry mentor and faculty mentor has given weightage apart from presentations. For MCA, evaluation process is followed

as per UP Technical University norms. Attendance in the classes is also communicated to the parents by phone and by post also.

To felicitate the achievement of the intended learning outcomes, Faculty follows the teaching plans, while in a delivery process. Departmental meetings are held periodically to assess the progress in this regard.

The Institute monitors and ensures the achievement of learning outcomes through the recommendation of the Programme Chairperson and Area Chairperson from time to time. The graduate attributes as specified by the affiliating university/AICTE are followed in letter and spirit by the institution to ensure their attainment by the students:

1. Our pedagogy focuses on enhancing the attributes of graduating students.
2. Extracurricular and skill development program contribute to the development of graduate students.
3. Activity based learning.

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

The Institute has five members Research Committee comprising of senior faculty members deeply involved in research, the institute has recently been recognized as research centre by Jamia Hamdard University, New Delhi. Faculty members of the Institute are also recognized as Co-supervisor by the Jamia Millia Islamia, New Delhi to carry research work leading to PhD Degree.

Students are encouraged to incorporate research culture and data analysis in their dissertation report and class assignments. They are also encouraged to write term paper and joint research with faculty members. Students present their papers at national and International conferences. They are motivated to do live projects with professional bodies and industrial houses. An attempt in this direction is made through publication of popular articles based on research findings in magazines and news paper. The research findings are shared with the concerned authorities (Industry, Banks & State Govt.) for improvement in the process and approach.

In order to promote research activities, the Institute has very enriched Library.. The Library subscribes research journals, periodicals and e-journals to interact in undertaking interdisciplinary research to cater to the needs of various departments. Application software's, databases are also available in the library. Library facilitate are optimally utilized by the faculty in their research. Financial support is also received from the AICTE/ISTE/ICCR for carrying the research studies, works shops and training programme. The research facilities are made available to the students and research scholars outside the campus / other research laboratories requesting the Jamia Hamdard University, IIT Delhi & IMS Engineering College.

In our endeavor to upgrade our benchmarks continuously and in our pursuit to disseminate quality research a "Journal of IMS Group" (ISSN 0973-824X) which is a biannual publication, is being brought out regularly. The Journal includes research based articles, focusing on current issues on Management , Information Technology, latest innovations in Computer Applications including e-CRM, e-business etc. It is one of very few journals in India, which are listed in Cabell's Management Directorate, USA. "Journal of IMS Group" has been released in the backdrop of our objectives has to bring the thinking minds together to generate many more potential ideas in the upcoming fields of Management/IT. The Journal has highly illustrious and

reputed experts on its advisory board and is the testimony of our commitment towards excellence.

The budget provides a provision for expenses on research activities such as paper presentation in National/International conferences in India & Abroad, attending FDPs etc. The researchers are encouraged and inspired to undertake quality research in emerging area and are sent to different national/international forums. The registration fee and travel expenditures are borne by the institution/reimbursed to the faculty members. The faculty members are invited to chair the technical sessions and to participate in round table discussions at various National and International platforms.

In order to establish institute-industry interface, the Institute has the membership with various professional bodies such as Confederation of Indian Industry (CII), PHD Chamber of Commerce & Industry (PHDCCI), The Associated Chambers of Commerce and Industry of India (ASSOCHAM), National HRD Network-Delhi Chapter, All India Management Association (AIMA), Delhi Management Association, Indian Society of Technical Education, Ghaziabad Management Association, Global Institute of Flexible System Management, The Corporate Resource Centre (CRC) of the Institute interacts with the Industry/corporate world. CRC provides the vital support essential for networking and collaborating with corporate houses, professional association and alumni to strengthen institute–industry interface. Apart from that, the department of corporate interface sends faculty & students to various conferences/workshops conducted by these professional bodies from time to time to provide global exposure to students.

Faculty members, outside experts are on the panel of the Institute to provide consultancy services. As per policy 60% of the total revenue generated is shared with the Consultancy team, and 40% remains with the Institute for infrastructure support and other overheads. Faculty members are rewarded financially and it adds to their contribution for the overall development and growth of the Institute. The Institute has a policy for sharing the income generated through the consultancy projects. The profit sharing ratio is - 60% for faculty and staff and 40% for infrastructure development.

The Institute has been promoting the participation of students and faculty in extension activities by organizing: Blood Donation Camp in campus every year. Sports Week to create awareness and importance of Sports among the youth of this area. Providing Financial Assistance to needy students. The Institute Organizes Awareness Programmes on AIDS, Disaster management, Voting right, Adult literacy, Plantation to make city green, Cleanliness drive, Women empowerment, Polio eradication drive, Poverty Elevation Drive. Relief funds for flood/drought/earth quake affected areas etc.

The Institute organizes various social activities in the nearby village – Dasna (a Muslim majority village) focusing on: Literacy, Pulse Polio, HIV AIDS, Drinking Water, Child Health Donation of Ration and Cloths distribution to the under-privileged section of the society, Marathon for Peace and Harmony. The Institute ensures the involvement of the community in its activities by organizing mass blood donation movement and plantation drives through different NGO's of the city. The Institute has been awarded by the Red Cross Society, Lions Club and Rotary club for organizing blood donation camps.

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

The development and augmentation of infrastructure is an ongoing process keeping in view the needs for up gradation and addition in consonance with the changes and needs of the system.



Modern gadgets and infrastructure peripheral has been added and laboratories/blocks are made available as per requirements. Air conditioned class rooms equipped with LCD Projects, Computer Labs, Seminar Hall, MDP Rooms, Conference Halls, Auditorium, Library, Cafeteria, Common rooms for boys and girls, Reprographic centre, Recreational spaces, Safe drinking water facilities etc. ATM and Bank facilities are available within the campus.

The Library is divided into sections: - Reference Hall, Stack Halls, Digital Library, Reading Hall, Departmental Library, Periodical cum CD Section for accessing e-resources, Reception, Circulation Counter. Based on the requisitions/recommendations received from the faculty and students, the Library Committee takes decision for the purchase and use of current titles, important journals, E-journals and other reading material.

The library services are fully computerized as the routine work of Issue and Return of books is being done online with the help of appropriate software. Online Public Access Catalogue (OPAC) terminals are available in the library. Also the students and faculty can access the Internet facilities and other online subscriptions provided in the library at any time between 9:00 am to 6:00 p.m. The library has remote access to e-publications through EBSCO, J-GATE, IEEE, ICFAI & DELNET.

The Institute ensures that the infrastructure facilities meet the requirements of the differently abled persons. Proper guidance and counseling to differently-abled students for creating awareness about the issues concerning disabilities.

The Institute has well furnished hostel facility with occupancy of total 475, out of which boys – 275 and girls – 200. The hostels are having hygienic dining halls, round the clock transportation, power backup, cafeteria, laundry, stationery shop, Recreational facilities like gymnasium, yoga center alongwith sports facilities like cricket, foot ball, volleyball, basket ball, table Tennis, badminton etc. Computer facility including access to internet with wifi are also available 24x7 for the hostel inmates. The Institute provides medical facilities such as regular visits of the male and female doctors, tie-up with 2 hospitals (Indo German & Yashoda Hospital) and facilities for medical emergencies like ambulance, van etc. A Medical room is in place in the campus with first aid box and a paramedic staff. All the students, faculty and are covered under Group Insurance, Group Mediclaim Policy and ESI.

### **IT Infrastructure**

The State of arts computing facilities are available (hardware and software) at the institution. The Computing facilities are available of the best quality. There are eight Computer labs with 395 computers /nodes with internet facility, printers, software's, data base. Dedicated Lease-line of 10 MBPS bandwidth with Wi-Fi networking caters to all the Labs and departments to the faculty and students of the college. To assist the comprehension and learning process in teaching methodology, effective modern ICT resources like LCDs are used as computer -aided teaching materials for the dissemination of knowledge and teaching in the classes. The students are also encouraged to use these devices while making their presentations. ICT devices like computer, internet, TV, Educational CD's are also made available to Faculty members and students.

The regular maintenance and upkeep of the infrastructure facilities and equipment is done through AMCs (Annual Maintenance Contract) and by our staff and technicians. Outside experts are hired as and when required. The annual review is taken to provide the updated requirements.

Power house with distribution panels, tube wells set and the water tank is planed and supply of electricity and water is systematically distributed with minimum losses. For upkeep and

maintenance, the service of an electrician, a plumber and other technicians are available in the Institute. UPS and AVR's have been provided at various locations as per the requirement. For uninterrupted supply of electricity the Institute is having 3 generators. There are five buses and 5 other vehicles for conveyance facilities to the students and faculty.

Following are the innovations/best practices in 'Infrastructure and Learning Resources.

IMS has fully air conditioned conference hall and board room equipped with all modern facilities. Seminar hall, mini auditorium are also in place for special lectures by eminent resource persons with educational models for power point presentations and animations. Computer Labs. LCD Projectors are available in every class rooms with. Internet connectivity through Wi-Fi. A Vibrant Corporate Resource Centre for training, live projects.

### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

The Institute publishes its updated Information Bulletin, Placement Brochure and Students Handbook every year. The Institute also provides the detailed syllabus of all the subjects and teaching plan along with case studies and evaluation criteria, pedagogy and suggested reading to the students well in advance so that they come prepared for class.

The Institute has Scholarship facilities for the students. For PGDM scholarships are given to the meritorious students on the basis of their percentile in the National Aptitude Test like CAT/MAT and on the basis of their academic performance in the I year of PGDM programme. Scholarship to SC/OBC students and scholarship to the lower income students and Minority students is being provided by the state govt. Special training sessions on different modules in the area of Corporate Finance, Accounting, Banking, Marketing, HR & Operations are conducted as per the company/industry specific requirement. Skill development for soft skills, Computer literacy, Personality Development Programmes, English language and Advanced MS Excel are conducted for the students. Extra classes, and tutorials are arranged for the below average students who are the slow learners. Workshops and certification programmes in different functional areas, prowess and economic out look (CMIE's database) are conducted for the students.

Industrial trips, Expert lectures from industry/corporate/academics. Alumni Talks, workshops and seminars/conferences, Round Table Discussion, Paper Presentation at National & International Conferences, Participation in organizing various activities by professional bodies like FICCI, PHDCC, ASSOCHAM, DMA, GMA etc, Live Projects, Industry - Institute linkage program. Counseling is done by faculty members, Programme Chairperson, Area Chairpersons, PPSP department, CRC & the director to help students to enhance their personality and communication skills & get the best of the placement opportunities. Special mentor sessions are conducted by the faculty members to guide the students in career counseling.

There is a strong mechanism of handling the grievance through Faculty, Programme Chairperson and the Director. The Institute has constituted Committees like Women Cell with senior and dedicated Faculty members which look after gender sensitive issues. In addition, the Institute has constituted a committee to check 'sexual harassment of women at work places' under the direction of government of Uttar Pradesh.

The Institute has anti-ragging committee consisting of male and female members of the faculty to keep a watch on the activities of the students. The Institute also provides facilities of Group Health Insurance Scheme for students; Talented Sports persons are provided incentives and are

encouraged to participate at various levels. IMS organizes programmes like literacy camp, cleanliness drive, tree plantation drive etc. celebrations of festivals like holi and Deewali, celebration of teachers day etc..

The IMS has an Alumni Association in the form of ' IMSIANS' consisting of ex-students as its members. Alumni meets are organized. Alumni are invited to share their experiences with students under the “Alumni Talk Series” The suggestions regarding academic, infrastructure and development given by the 'IMSIANS' are implemented from time to time.

We have a Corporate Resource Centre (CRC) and a career guidance cell which assists the students to secure placement by arranging job interviews and examinations by private and multinational companies in India. The Centre also extends counseling services to the students by periodically organizing personality development programmes. Special sessions, Information about admissions in higher educational institutions and different job fairs and openings in various sectors is provided to students by displaying it on notice boards. A placement brochure of the Management Programme and MCA students are sent to various industries for short listing the students for interview /training /live projects. Students are guided and encouraged to pursue higher education by their respective departments.

Further, our students participate in varieties of cultural activities like play, mime, choreography, Bhangra, Rock dance, western singing, skits etc. There is a very active participation in other events like quiz competitions, debates, fashion shows etc in Inter-Institution and on national level events. Various departmental clubs are there in the Institute which has student representatives on them. They are Marketing Club, Finance Club, HR Club, Operations club, IT club, CRC Committee, Library Committee, Mess Committee. In addition, time to time other committees are formed to organized workshops, Melange (annual fest), Seminars, Quizzes & debates etc.

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The Vision and Mission of the Institute have been mentioned at the very beginning of the Executive Summary. The Institute has been providing excellence in Management and Computer education since last two decades. Institute’s Governing Council has a progressive outlook for evolving and sustaining the quality policy and plans for professionally running the institution. Management lays the guidelines and broad policy parameters for the future academic growth of the institution. The Director executes the policy decisions taken by the Governing Council through its staff to maintain and achieve the goals and objectives as laid down by the Governing body. The leadership formulates policies and action plans in view of the changing needs of the society from time to time to achieve the stated mission. Leadership of the institution has involved the representatives of various stakeholders at various levels to ensure the interaction with stakeholders, protection of their interests and constructive contribution by the stakeholders and society as a whole proper policy formulations are done after detailed study, analysis, deliberations and consultations with the experts and stakeholders. Creating new benchmarks of excellence and achieving the same is an ongoing process where our effort is to plan for future and to get the same executed in the above perspective.

The Institute has a defined hierarchy for the successful monitoring and effective implementation of plans and policies. Regular meetings of the Governing body of the Institute are held as per rules. Subcommittees of the Governing body such as Academic Committee, Purchase Committee, and Selection Committee regularly meet to monitor the academic/infrastructural

projects and effective implementation of the plans and policies of the managing committees to attain its wider goals and objectives.

The Director associates with him/her various Programme Chairpersons, area chairpersons, senior faculty members and in-charges of various activities and units in the shape of advisory committee which takes collective decisions in the light of goals and objectives of the institute. To attain and achieve the goals and objectives of the institution, the Institute is working with a missionary spirit for the last 24 years in the service of the society. All the administrative components i.e. the Management, the Director, Programme chairpersons, Area chairpersons, and faculty members work in tandem as an effective team.

The Institute has prospective plan for development. While forming the prospective plan of the Institute, identification of the area of specialization, academic excellence, infrastructure facilities are considered to attain and achieve the same.

Faculty members to research are encouraged to contribute and write research papers for national and international journals, articles, organize seminars and conferences, prepare Research Proposals and consultancy assignments.

**Community Engagement:** The Institute along with the academic objectives also gives due weightage to community services through the purpose of which IMS involves a number of faculty members and students to organize various activities and programmes throughout the year. Blood Donation Camp, Sports Week and Melange are the three mega events. IMS has taken a pledge 'to donate maximum units for life saving for the want of blood'. Mass plantations in and around the town by involving students / Faculty members / NGOs etc.

**Human resource management:** At the institute human resource has been optimally utilized and managed. They are trained as per the need and encouraged and involved in the process of decision making and execution as per their aptitude and area of interest and expertise.

Industry interaction: Inviting experts from industry for interaction and organizing industrial visits and by organizing on Job training / Projects. On the basis of feedback from the industry we identify the areas where improvement is required.

The Director as the head of the institution acts as a link between the students, faculty members and top management. By virtue of his/her central position all problems/difficulties/ Suggestions/ grievances travel upward to solve all these issues he/she seeks advice from the top management. The Institute has a Grievance Redressed Cell. Every Faculty, staff & student is free to approach the cell which comprises of experienced and senior faculty & Staff members.

The Institute has a system of taking feedback from the students with regard to functioning of Institute and any problem being faced on the front of deficiency in infrastructure and Academics. The Director after discussion with concerned Faculty members or department solves his/her problem.

At IMS, efforts are beings made to enhance the professional development of its teaching and non teaching staff by organizing faculty development programmes and by sending the faculty members for seminars/conferences/workshops/ orientation programmes in various institutes and universities. Training programmes also organized for non-teaching staff members to acquaint them with the latest software, Computer training and training on ISO 2000-2008 audit.

A self appraisal Report is submitted by the faculty & staff at the end of the academic session which is analyzed by the Director and the Managing Committee. The performance of the Faculty members is graded as per the given scales and Faculty members are informed if the grading is average or below average. The good performers are encouraged and the low performers are counseled, advised and inspired to do better.

Free ship for the wards of the staff in the Institute as well as sister institutions on a need based system. Loan facility in case of emergency. Group Insurance scheme for teaching and non teaching staff. Teaching and non teaching staff has also been covered under Group Medi-claim Policy. Lower grade temporary staff is under ESI scheme.

The Institute finances are managed primarily through the office of the Director and the management of the Institute. There is a budget of the Institute each year. There is a Internal Audit System in place. All the accounts are audited by the certified chartered accountants. All proposals for major purchases are approved by the managing committee after full justification and old stock being taken into consideration. All major purchases are made through the purchase committee consisting of the staff, Director and Managing Committee representative. At the beginning of the session the annual budgets for finance as well as man power are prepared/ reviewed and approved by the managing committee.

The Institute has engaged an External Auditing Company for internal & external audit. The Major sources of institutional receipts/funding are Fees from Students, Rental Income, Bank Interest, consultancy, Deficit is met through the Management of the Institute by its own resources. The grants are received from the AICTE /ISTE/ICCR and other funding agencies for various projects and schemes and are utilized as per the relevant guidelines specified there in.

The Institute has established an Internal Quality Assurance Cell. The quality assurance processes with regard to academics, administrative are the integral part of the institutional policy. IQAC contributes to the institution allocation of the quality assurance processes:

IQAC works in line with the vision, mission and objectives of the institution. The suggestions made by IQAC for the quality assurance and sustenance are approved by the management.

The members' comprises of representative from the industry and academia. Decision making process is democratic where all members contribute according to the fields of their interest and expertise. The Institute has a tradition of inviting students and alumni in various functions of the IMS where they interact with staff members, Director and members of managing committee to provide their feedback and suggestions. These suggestions are taken up by the IQAC.

## **CRITERION VII: INNOVATIONS AND BEST PRACTICES**

The Institute conducts a Green Audit of its campus and facilities. The Institute is continuously engaged for making the campus eco-friendly. The Institute has installed CFL bulbs/ tubes have been installed for conservation of energy. The Institute also plans to install Solar Energy systems.

Water harvesting: Rain water harvesting system has been installed at various points in our College and hostels. The Institute under takes massive tree plantation efforts to neutralize carbon in and around the college.

The Institute has introduced several innovations to create a positive impact on the functioning of the Institute which is mentioned such as; PPSP modules, Communication modules Corporate Training on “Placement Readiness Enhancement Programme” (PREP) for management Students by “Winning Mantra” Certification course –One day programme on Student Development by GHRDC, New Delhi. Technical Training (of 60 hrs.)on “Microsoft, NET Technology in collaboration with Microsoft IT Academy (authorized delivery partner – ATS InfoTech) and a 90 hrs training on Java (along with Advance Java) in collaboration with RCPL (Training Partner to Oracle Java) to MCA Student. The Institute has also joined hands with ISRO-IIRS (Ministry of Space Govt. of India to start a collaborative outreach program for capacity building on GIS, GPS and Remote Sensing Technology. Virtual trading in capital markets.

Training on databases like CMIE’s Prowess and Economic Outlook. Five days induction programme for fresh batches, Alumni Talk Series, Business Reading Module, industry – Institute linkages Assignment PRIMA – (UN) membership. BSE Certification programme.

## **Best Practices**

### **Title of Practice: No.1**

#### **Title of Best Practice: Business Reading**

The goal of the scheme is to enhance communication skills of the students and make them aware about business developments. Business reading session explores the hidden capability of the students to identify and analyses the recent business environment and develop an insight in to the same. During this session students are encouraged to present on the topic related to the contemporary and emerging areas of business to identify and analyze the recent business environment of the country. It bridges the gap between the theory and practice in the business would. This practice increases the confidence level of the students to express their views on the business environment (national/international) and ability to handle the cross questions. In this process, apart from gaining the business acumen in common the communication skills of the students are enhanced multifold. During these sessions students are encouraged to present on the topic related to the contemporary and emerging areas of business.

## **Best Practices- 2**

### **Title: PERSONAL AND PROFESSIONAL SKILLS PROGRAM**

#### **Goal**

The Personal and Professional Skills Program is a rigorous attempt to make students aware of all the soft skills required to be successful professionals and better human beings. The eventual and ultimate objective is to increase the “Employability Factor” and even to “Successful Entrepreneurs”. The PPSP Program ensures that the students, who are generally oblivious of such interpersonal skills, realize the importance of the same and understand the edge it gives to them, in their future prospects. Even the companies today are looking for individuals with the right attitude more than mere good grades as a person with the right attitude always has great learning potential and contributes positively towards a healthy working environment. Resume Building/Group discussions/Personal Interviews: Detailed resume building sessions help perfect presentation. The successes rate of the Institute so far as these two best practices concerned has been very good.

## **SWOT analysis and Future plans**

**Strength:** Well qualified experienced faculty, Best of the infrastructure, well disciplined and hard working students, well trained support staff, dynamic CRC department etc.

**Weakness:** Quality of the intake is to be improved

**Opportunities:** In growing economic scenario, Average salary packages would go up and quality of intake would be improved.

**Threats:** In Every threat there is an opportunity.

- To produce highly skilled graduates in sufficient quantity to meet the domestic and the global market demand, especially in the knowledge-intensive segments of the economy.
- To further enhance the quality in higher education to prepare the students to cope with the pace of the world and be globally competitive workforce and citizens.
- To build moral fiber and Integrity in the educational system.

**Future Plans:**

- To take the institution at greater heights and become the best B school of the country.
- To enhance the collaboration and cooperation among universities around the world to cope with the demand of higher education in the coming decades.

## **Departments**

### **Department of Management Studies**

Department of Management Studies established in 1990 and running the Two years PGDM Full time Course. The department is providing excellent and conducive environment to students and teachers. The PGDM Programme is accredited by National Board of Accreditation (NBA), IAO (International Accreditation Organization USA). The Institute has time up with foreign University The Institute has joined hands with Foreign Universities and signed MOUs with Centre for HumanIT, Karlstad University, Sweden, KCA University, Nairobi, Zhejiang University, Hangzhou, China. MOUs have been signed with Jamia Hamdard University, and Jamia Millia Islamia for collaborative Studies. Jamia Hamdard University has recognized IMS as a Research Centre for research leading to Ph.D degree. At present, there are 4 Professor, 10 Associate Professors and 15 Asst. Professors and 9 visiting faculty members. Guest/Visiting faculty members are engaged as per requirement for specialized area subjects. Recruitment on vacant positions is under process. The department provides special modules and certification programme on Personal and Professional skills Program (PPSP), training programmes on Computer Education on MS-Excel, Advance Excel, Java, .Net etc., English Language, Handling of databases viz Prowess & Economic Outlook, SPSS, Six Sigma, Lean Manufacturing. Additional skill oriented programme to cater to the needs of the local employments market is organized in association with NIESBUID on Entrepreneurship Development, Retail Management, Tour Operations, and Housekeeping etc. Certificates are issued on completion of the training programmes to the participants.

### **Department of Computer Applications**

Department of Computer Applications was established in the year 1997 and conducting 3 years Master of Computer Applications (MCA) Programme. MCA Programme is affiliated with Uttar

Pradesh Technical Education, Lucknow. In the department, there are one professor, 5 Associate professors and 18 Asst. Professors. In addition, visiting faculty is engaged time to time as per requirement. The department conducts students enrichment programme on Dot Net Training in Association with Microsoft IT Academy, Java Trainings Programmes in association with RCPL (delivery partner of Oracle Corporation), Training on GIS, GPS and Remote sensing Technology by ISRO, Aptitude training by TPC consultant, TGMC project from IBM etc,



Date: April 24, 2015

## **DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

**Dr. Urvashi Makkar**  
**Director**

Place: Ghaziabad