Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

_____

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) The relevance and quality of academic and research programmes;
   c) Equitable access to and affordability of academic programmes for various sections of society;
   d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute
a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC
IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers

and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-

Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | 2013-14

1. Details of the Institution

1.1 Name of the Institution	Prestige Institute of Management and Research, Indore
1.2 Address Line 1	2, Education and Health Sector, Sch. No. 54
Address Line 2	Near Bombay Hospital
City/Town	Indore
State	Madhya Pradesh
Pin Code	452010
Institution e-mail address	director@pimrindore.ac.in
Contact Nos.	0731-401222
Name of the Head of the Institution:	Dr. Yogeshwari Phatak
Tel. No. with STD Code:	0731-401222
Mobile:	98263-85332
Name of the IQAC Co-ordinator:	Dr. Deepak Jaroliya
Mobile:	98267-06970
IQAC e-mail address:	deepak_jaroliya@pimrindore.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| MPCOGN13916 |

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.pimrindore.ac.in

Web-link of the AQAR: http://www.pimrindore.ac.in/AQAR.html
For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.11	2009	5 Years
2	2nd Cycle	A	3.33	2014	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 13/04/2009 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2013-14 *submitted to NAAC on* **27/02/2016** (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ✓   No ☐

Regulatory Agency approved Institution   Yes ✓   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✓   Men ☐   Women ☐

          Urban ✓   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC2(f) ✓   UGC12B ✓

Grant-in-aid + Self Financing ☐   Totally Self-financing ✓

1.10 Type of Faculty/Programme

Arts ✓   Science ✓   Commerce ✓   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ✓

Others   (Specify) ☐

1.11 Name of the Affiliating University
(for the Colleges)

> Devi Ahilya Vishwavidyalaya, Indore

1.12 Special status conferred by Central/ State Government--
UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | UGC |

University with Potential for Excellence | NA | UGC-CPE | NA |

DST Star Scheme | NA | UGC-CE | NA |

UGC-Special Assistance Programme | NA | DST-FIST | NA |

UGC-Innovative PG programmes | NA | Any other (*Specify*) | NA |

UGC-COP Programmes | NA |

2. IQAC Composition and Activities

2.1 No. of Teachers | 07 |

2.2 No. of Administrative/Technical staff | 06

2.3 No. of students | 01

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and community representatives | 02

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 01

2.9 Total No. of members | 20

2.10 No. of IQAC meetings held | 03

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 03

Non-Teaching Staff Students | 03 | Alumni | 03 | Others | 03

2.12 Has IQAC received any funding from UGC during the year?   Yes | ☐ | No | ✓

If yes, mention the amount | N.A.

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	4	International	1	National	3	State	0	Institution Level	5

(ii) Themes

International Conference –
  1. Managing People, Processes and Environment for Global Prosperity (Jan 30-31, 2014)
National Conference –
  1. Entrepreneurship : Driver for Economic Growth. (September 13-14, 2013)
National Conference –
  1. Ninth National Research Methodology workshop. (July 08-13, 2013)
  2. Thirtieth National Case Writing Workshop (Nov. 28-30 2013)

2.14 Significant Activities and contributions made by IQAC

IQAC is actively involved in the faculty development activities by providing many facilities in the direction like Institute sponsored participation in

outside national and international conference and workshops. Beside this, some of the significant activities and contributions made by IQAC are as follows.

- Organized International Conference on the Theme: **Managing People, Processes and Environment for Global Prosperity** during **January 30-31, 2014.**
- Organized National Conference on the Theme: **Entrepreneurship: Driver for Economic Growth** during **September 13-14, 2013.**
- Organized **Thirtieth National Case Writing Workshop on November 28-30, 2013.**
- Organized **Tenth National Research Methodology Workshop on July 08-13, 2013.**

IQAC with the help of all institutional departments invited many dignitories form international as well as national platform for interacting with students and faculties. Details are as follows :-

- Two Video Conferencing sessions have been organized for students
  o **Dr. Edward J. Pavur, Manager Assessment, Management Service and Adjuct Professor, University at Albany, The State University of New York, New York, USA** on **30th January 2014**
  o **Mr. Azeem Merchant CEO-Messung Global Connect), Pune – INDIA** on **30th January 2014**
- **Dr. Ah Kie Lim, International HR Director with University of Nations USA visited institute** on **30th January 2014** during International Conference to interacted with all faculty delegates and students.
- **Ms. Priyanka Mittal, Director KRBL Ltd, New Delhi visited institute** on **30th January 2014** during International Conference to interacted with all faculty delegates and students.
- **PIMR Outstanding Alumnus Award** has been conferred to **Mr. Aditya Agrawal,** (**Alumnus, Prestige Institute)** Asst. Vice President CIBIL on 30th January 2014.
- **Mrs. Phoolbasanbai Yadav, Social Worker, Chattisgarh** visited institute on **30th January 2014** during International Conference to interacted with all faculty delegates and students.
- **Dr. Rishikeshan T. Krishna**, **Director, IIM Indore** visited institute on 30th January 2014 during International Conference to interacted with all faculty delegates and students.
- **Honoring Padmashree Mrs. Phoolbasan Bai Yadav, Social Worker, Chattisgarh** in International Conference 2014 with **PIMR Social Entrepreneur Award.**
- **Largest Backward Walk Guinness Book World Record-2014**: The Aaghaaz E-Cell of Institute has organized Largest Backwards Walk (World record Attempt) on **2nd March, 2014** under the E-Cell of PIMR-UG. In which 1207 participants have participated with a theme "Innovating for India". On 3rd April 2014 the results have been declared and Guinness Book world Record has officially awarded to PIMR.
- **Shri Alok Purohit, Regional COO, MP, CG & Gujrat, DB Corp.** visited

institute for Invocation Ceremonies of **MBA (Full Time).**

- **Shri Raghu Pilaka, Head of Retail Business Transformation, Reliance Industries Ltd.** for Invocation Ceremonies of **MBA (MM), MBA (FA), MBA (IB), MBA (PA).**
- **Shri Uma Shankar Gupta, Home Minister Madhya Pradesh Government** for Invocation Ceremonies of UG (All Courses) & MMC.
- **Mr. N.K. Singh, Renowned economist and member of Rajya Sabha**, Invited in National Conferences **as Guest** on **14th September, 2013.**
- **Mr. Rajesh Agrawal, (Alumnus, Prestige Institute)** CEO, Rational FX, Forex Co. , London Invited in National Conferences **as Guest** on **13th September, 2013.**
- **Mr. Praveen Sinha** Co-founder and MD, Jabong.com Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Mr. Echarif Mohammed-Hacene** Ambassador of Algeria to India Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Mr. Tarek Azouz,** Ambassador of the Republic of Tunisia to India Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Dr. Ali A.S. Al-Isawi** Ambassador of Libya to India Invited in National Conferences **as Guest** on **13th September, 2013.**

IQAC association with **PIMR Holistic Cell** organized various activities in collaboration with Vikalpa Nagpur, Art of Living, Sri Aurobindo Society, to name of few. Every year, some teachers and students visit old age home, orphanage where they interact with the elderly inmates, and kids. Som of the activities are as follows :-

- Distributed Necessary items at Rasthriya Orphanage on 15th August 2013
- Donated old Clothes slum area on 27th October 2013
- Distributed Footwear's at Bal Rasthriya Aashram on 16th November2013
- Room of silence has been developed in which students can go to spend a few moments in silence and meditation. The room of silence has a small library of holistic books which students can sit and read in the room.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Before the beginning of new academic session, various committees and faculty coordinator were proposed by the Director and then finalized in the faculty meeting, so that the activities of the new academic session can be planned in advance. These coordinators provide inputs relating to different activities on the basis of past experience. On the basis of these inputs, the Director of

Institution (Also Chairperson of IQAC) prepares the institution's perspective plan. Then the annual calendar (events/activities to watch) and the academic calendar, spells out time bound targets which are set on the basis of its perspective plan. These calendar acts as the plan of action that is used for monitoring actual performance at the institutional level. Some key points relating to plan of actions are as follows:

- Introduction of new techniques in teaching and evaluation.
- Initiatives to update curriculum as par industry, faculty and student feedback.
- For the promotion of research related activities, it was decided to organize conference and work shops at international as well as national level.
- It was decided to develop social responsibility and holistic values among students
- It was decided to organized special lectures and talk by eminent personalities for developing varied skills among students
- To promote use of ICT among faculty as well as students for teaching, learning and evaluation.

* Attach the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

N.A.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	1	-
PG	7	-	7	-
UG	4	-	4	-
PG Diploma	-	-	-	-

Advanced Diploma	1	-	1	-
Diploma	-	-	-	-
Certificate	1	-	1	-
Others	-	-	-	-
Total	**14**	**-**	**14**	**-**

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

> Institute offers various Post Graduate and Under program having different level of flexibility of the curriculum, which is as follows:
> a) Core/Elective Option Within the programmes electives are offered at both post graduate and undergraduate level in terms of specialization namely Marketing, Finance, HR, IT, Operation in PG programmes in MBA(FT), whereas in UG programmes, specialization offered are Marketing, Finance, HR, IT, Banking and Insurance Management, Tourism Management. Besides this, even within specialization, options are provided like Major Research Project (MRP) / Decision Making Skills (DMS) in PG programmes, so as to provide students with ample choice as per their area of interest.
> b) Core Programs: The institute offers a wide variety of programmes at different specialization to choose from namely MBA(FT), MBA(PT), MBA(FA), MBA(MM), MBA(IB), MBA(PA) at the post graduate level. At the undergraduate level also it offers programmes in commerce, arts, management and computers.
> c) Elective Option: MBA(FT), MBA(PT), BBA programs have well balanced core and elective courses in each program. Each program has mandatory core courses and selected elective courses. Electives are chosen based on the student interest, industry requirements and employable value of the subject. The electives finally offered are decided on the choice of the students taken in a formal choice format.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	-

1.3 Feedback from stakeholders*
(On all aspects)

Alumni ✓ Parents ✓ Employers ✓ Students ✓

Mode of feedback Online ☐ Manual ✓ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure
Annexure ii: Employer Feedback
Annexure iii: Students Feedback

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
60	48	9	3	---

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
48	0	9	0	3	0	0	0	60	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

----	55	----

2.5 Faculty participation in conferences and symposia:			
No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	85	73	0
Presented papers	89	47	0

Resource Persons	8	2	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The institute adopts various alternate approaches for teaching-learning, which have paved the way for innovative practices. The institute has various teaching learning methods apart from regular lecture method like role plays, interactive sessions, presentations, Extra Mural Lectures, Guest lecture series etc. The students are also required to attend seminars organized regularly by the institute. The students undergo On -The - Job training, summer projects, minor research projects and major research projects. The institute promote experiential leaning by method of course based presentation and seminar on current issues and development in global context.

Along with this the institute provides the students with a platform to enhance their skills and knowledge by conducting national level events like Business Plan contest, Software Development contest, Summer Training report contest, Research Paper contest etc. distributed over the year.

Institute on its part does its best to facilitate innovative practices by procuring the necessary equipment and technology. In order to make learning more interactive, the faculty undertakes the use of new methods of teaching - learning especially through ICT resources. The facilities available are the following:

- Use of ERP for administrative and Academic Ease.
- Movement towards paper free Functioning
- Introduction of social Entrepreneurship award to promote social entrepreneurship
- Organised Largest Backward Walk recognised by Guinness Book World Record for promotion of entrepreneurship
- Innovation and teaching learning process like introduction of fishpond news wire etc.

2.7 Total No. of actual teaching days

during this academic year   182

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Yes

The evaluation is done constantly and learning outcomes are monitored with the help of student feedback report, continuous internal assessment, seminar sessions, assignments, faculty feedback report and regular department review meetings. The entire internal assessment scheme is online which insures transparency. Besides every semester the faculty coordinator of internal assessment calls meeting of faculty to

discuss and introduce innovative evaluation methods.

The key evaluation reforms implemented by the institute are
1. Online Examination in internal assessment has been introduced.
2. New Innovative components have been introduced in the internal assessment scheme like Fish Pond, News Wire, EML, Summer Training Projects, and Marks for attendance, case presentation, social work projects, to name a few.
3. The internal and external marks are available online to ensure transparency.
4. The institute has a software system that enables submission of assignment online.
5. In external examination introduction of case/practical problem in every course.
6. The marks of internal are transferred online to the examination centre and semester examination result is online.
7. Faculty and staff are separately remunerated for internal evaluation of students.
8. Faculty are remunerated to sit in panels of MRP at different stages,summer training and seminar presentations.
9. Faculty are also remunerated to be guide for MRP's.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

> 60

2.10 Average percentage of attendance of students

> 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA (Full Time)	293	5.15	81.99	12.87	---	92.83
MBA (Part Time)	8	28.57	71.43	0.00	---	98.11
MBA (MM)	119	0.86	75.00	24.14	---	94.31
MBA (FA)	60	6.90	79.31	8.62	---	87.50
MBA (IB)	53	9.62	88.46	1.92	---	96.67
MBA (PA)	59	8.47	88.14	3.39	---	100.00
B.B.A.	346	15.34	70.55	14.11	---	93.41
B.B.A. (F.T.)	48	48.94	51.06	0.00	---	80.00
B.Com (Hons.)	85	10.14	57.97	31.88	---	97.92
B.C.A.	35	21.43	53.57	25.00	---	81.18
M.M.C.	11	0.00	100.00	0.00	---	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

> The IQAC plays important role in institutionalizing quality assurance strategies and processes in the institute at all level i.e. student level, faculty level and institution level. Some of the key points highlighting contribution of IQAC in quality assurance are as follows:
> - It has introduced the strategy of faculty remuneration for promoting mentoring in summer internship projects, seminars and Major Research Projects.
> - It has suggested the strategy of alumni run alumni association.
> - It has conceptualized the advisory board.
> - It has suggested formation of clubs to promote specialization.
> - IQAC has recommended and started 360 degree faculty appraisal.
> - It has introduced a system for staff appraisal.
> - IQAC has suggested strategy of getting faculty from eminent institution to teach entire courses to MBA students.
> - The improvement in integrated software is strategy suggested for greater transparency in the system.
> - Signing MOU with AISEC for foreign student internship is a strategy suggested to provide students with global exposure.
> - IQAC has suggested strategy of registration of institute journal in International online databases for wider circulation.
> - Signing MOU with Embassy of Algeria in India & Prestige Education Society to provide global Explorer to faculty and students.

2.13 Initiatives undertaken towards faculty development.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	6
Staff training conducted by other institutions	3

Summer / Winter schools, Workshops, etc.	2
Others	2

2.14 Details of Administrative and Technical staff.

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	45	---	---	---
Technical Staff	07	---	---	---

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC encourages research and promote the research climate in the institution by providing different facilities to the faculty members and students, some of them are as follows:
- The institute in association with IQAC regularly organizes Conferences, Research Methodology Workshop, Faculty Development programs and Academic forums to provide in-house research platform to all the faculty members.
- IQAC suggested to have latest and updated versions of research software like SPSS, MS Excel, etc. and subscribed online research sources like Proquest, Delnet, etc. Various journals, books, magazines, etc. are also subscribes to promote the research activities of the Institute.
- As quality policy, all the regular faculty members can be nominated and sponsored by the institute, for one international conference/FDP, which will be held outside the country and two conferences/FDP (national or international), which will be held in India during the academic year. The sponsorship includes registration fees, Traveling and Dearness.
- The Institute has a policy to appoint a Faculty Coordinator for each research activities like major research projects, summer internship projects, research methodology workshops, case writing workshops, conferences, research paper contests, etc. These faculty coordinators play their roles as catalysts in promoting the research activities.
- The institute is a research centre and encourages faculty to do PhD. In line with this, IQAC encourages senior faculty to register as research guides. The institute also provides special support to research guides by assisting them in administrative work relating to their candidates.
- As quality policy, the institute finances faculty to undertake research projects. Besides this, the institute also helps faculty to apply for research projects.
- IQAC is promoting research climate amongst students by organizing various activities under the platform of students clubs like Finance club, Marketing club, HR club, IB club, IT club. Besides this, The institute promotes participation of the students in research at

three levels:
- A. Major and Minor Research projects: The students are required to undergo major research project as a part of their curriculum.
- B. The institute organizes national level research paper contest annually to promote students participation in research.
- C. The students are also advised to present their research papers in the international and national conferences organized annually by the institute. Further, the students are also encouraged to present and publish their research work in other conferences and journals also.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	01
Outlay in Rs. Lakhs	---	---	---	Rs. 1000000/-

Socio Economic Status of Tribal Women in Madhya Pradesh (Dr. Rupal Chowdhary)

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	09	---	---
Outlay in Rs. Lakhs	---	Rs. 3.95 Lakhs	---	---

3.4 Details on research publications.

	International	National	Others
Peer Review Journals	60	21	1
Non-Peer Review Journals	10	3	3
e-Journals	10	2	0
Conference proceedings	45	33	1

3.5 Details on Impact factor of publications: **N.A.**

Range ------ Average ------ h-index ------ Nos. in SCOPUS ------

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	2 years	PIMR, Indore	Rs. 3.95 Lakh	NA
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---

Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University) (Minor Research project and Social project)*	6 Month	---	---	---
Any other(Specify)	---	---	---	---
Total	9+120=129	---	---	---

* FT 300+MM 120+FA 120+PA60= 600/5=120

3.7 No. of books published   i) With ISBN No. | 02 | Chapters in Edited Books | 81 |

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | N.A. | CAS | N.A. | DST-FIST | N.A. |

DPE | N.A. | DBT Scheme/funds | N.A. |

3.9 For colleges   Autonomy | N.A. | CPE | N.A. | DBT Star Scheme | N.A. |

INSPIRE | N.A. | CE | N.A. | Any Other (specify) | N.A. |

3.10 Revenue generated through consultancy **in lakhs** :

11.75

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	---	---	---
Sponsoring agencies	PIMR, Indore	PIMR, Indore	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons | 17 |

3.13 No. of collaborations International | 2 | National | 2 | Any other | --- |

3.14 No. of linkages created during this year | 2 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | ---- | From Management of University/College | 33.59 |

Total | 33.59 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	2
Commercialised	Applied	---
	Granted	*2

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year.

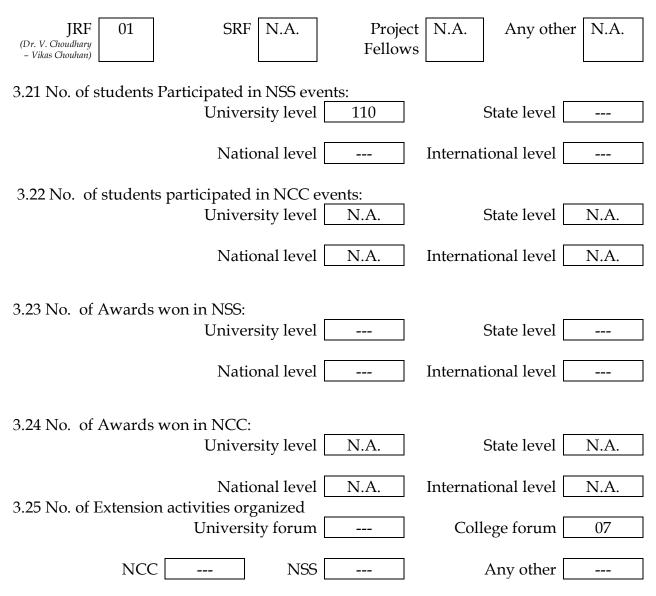| Total	International	National	State	University	Dist	College
11	4	2	2	2	0	1

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them | 10 |

| 49 |

3.19 No. of Ph.D. awarded by faculty from the Institution

6

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF
(Dr. V. Choudhary – Vikas Chouhan) | 01 | SRF | N.A. | Project Fellows | N.A. | Any other | N.A.

3.21 No. of students Participated in NSS events:

University level | 110 | State level | ---

National level | --- | International level | ---

3.22 No. of students participated in NCC events:

University level | N.A. | State level | N.A.

National level | N.A. | International level | N.A.

3.23 No. of Awards won in NSS:

University level | --- | State level | ---

National level | --- | International level | ---

3.24 No. of Awards won in NCC:

University level | N.A. | State level | N.A.

National level | N.A. | International level | N.A.

3.25 No. of Extension activities organized

University forum | --- | College forum | 07

NCC | --- | NSS | --- | Any other | ---

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The institute is a chartered member of Rotary International and has PIMR Rotaract Club. The PIMR Rotaract Club provides an opportunity to the students of PIMR to serve the society in general and weaker sections in particular and carry out programs to maintain the ecological balance. The institute promotes institution neighbourhood network through Rotaract Club which allows faculty as well as students to pursue activities for community development. Some of the activities conducted by Rotaract Club during the year are as follows:

1. Encouraged by **"Women Empowerment"** **PIMR Rotaract Club** has Organized **Blood Donation Camp** on International Women's Day **(8th March 2014).** On this occasion the faculty members and the students of the institute donated **total 154 units of blood.** The blood accumulated from this donation camp will be given to **M. Y. Hospital Blood Bank.**

2. **PIMR Rotaract Club** organized **Eye Check Up Camp** on **February 22th, 2014.** Around 200 people including **17 faculty members, 21 staff members with 163 Students and Rotaract Club Members also benefitted** by this camp. They got free registration of Vasan Eye Care Hospital and also got the facility of having three free visits in a month after the camp. The camp is organized with Vasan Eye Care Hospital, having 200 Hospitals in all over India

3. Under the Aggies of PIMR Rotaract Club has celebrated Rose Day followed by a Stall of Roses **on 7th Feb. 2014.** In which we have purchased Roses early in the Morning from Flower Whole sell market and resale them . **PIMR Rotaract Club raised Net fund of Rs 3200/- .** This Raised Fund will be used in the Donation of necessary Materials to the needy people.

4. **PIMR Rotaract Club** has Continued the **Cloth Donation Drive** "JOY OF GIVING" for **Woolen Cloths** also. The **Second lot of Distribution** on **22nd Nov 2013** and The Club Members covered Bangali Square to Rajendra Nagar-LaxmiBai Nagar and Railway Station Slum areas.

5. **PIMR Rotaract Club** celebrated **Oath Taking Ceremony** on **26th Oct,2013** and **12** Members got the pin of **Post Holders** for PIMR Rotaract Club.

6. **PIMR Rotaract club** has organized "JOY OF GIVING" through **Cloth Donation Drived. .** The Drive begins from 22nd of October 2013. In the Drive Club Members collected **old clothes, blankets and woolens for** redistributed to the needy people.

7. **PIMR Rotaract Club** has provided a platform and sold the hand made chocolates **from 4th to 6th Sept. 2013**. The Chocolates were made by the Blind Students of Yatna Foundation.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:				
Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2	---	Self Finance	2
Class rooms	20+21	2	Self Finance	43

Laboratories	4+2	---	Self Finance	6
Seminar Halls	1+2	---	Self Finance	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1 (Cyber Roam Firewall – 50 ING)	---	Self Finance	1
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	
Others	---	---	---	---

4.2 Computerization of administration and library

Most of the activities relating to administration as well as library are computerized, the details are as follows:

Administration:-

Institute has its IT policy to address the standards on IT service management of the institute, information security, network security, risk management and software asset management. It explains IT facilities, ensure network security, prohibit access to social networks, monitor and manage software assets, manage risk and take care of overall maintenance of IT resources. Institute believes in providing state-of-the-art technology to its stakeholders for the higher level of learning and productivity. Internet facility is available in the whole campus through WI-FI. Latest software and hardware are provided to cater to the needs of current market.

Institute has ACCSOFT2 (Web Version) ERP system for various academic activities of the institute. ACCSOFT2 featured with online attendance, online assignment, and online internal assessment. Student can see their attendance, internal marks and final results online as per their convenience.

All faculty members have been provided laptops by the institute for managing academic as well as administrative activities. Computers are available for non teaching staff also for the effective working of administrative work/responsibilities. Interactive Boards, ICT enabled classrooms, Internet facility, LCD projectors, OHPs are provided to each class and faculty where they may take use of these and make the class more interactive for enhancing the quality of teaching, learning and research. There exist two Interactive white boards and all the classrooms have LCD/DLP projectors for 'power point presentations. Students are encouraged to give seminar talks using ICT resources. Moreover, the softwares required for teaching and learning are also available on the LAN & WAN.

Computer lab has hardware based Unified Threat Management (UTM) and firewall systems CYBEROAM (CR50iNG 10.04.2 build 527) for network monitoring and traffic regulation. An enterprise level antivirus system is also installed to prevent host

computers from Trojans and worms. Computer lab has provision of backup and additional servers for any contingency services. Backup scheduler configured in the servers for taking backup of the files. In case in power cut we have 20 KVA online UPS for power backup and 150 KVA generator.

Library:-

Internet facility (2 mbps) is made available in the library for accessing research and relevant material using online databases. There is a separate section in the library with computers meant for staff members for the management of library and related activities. Library staff is using laser printer and barcode system   for managing the accounts of books using ACC-Soft Software. Photocopy facility is also made available to faculty, staff and students in the library. There are also separate machines, with internet facility, available for students in the library for research work, access to online databases etc. Library has many ICT resources, the details are as follows:

- Institutional Repository - Institute stores the data related to library in its centralized server and in the librarian's computer also. Records are maintained by the librarian for books, journals, e-journals, exchange journals, magazines and other resources for smooth functioning and future reference.
- Library has numbers of Audio and Video CDs for e-learning of the students and the same have been kept in separate shelves for easy access by the students and faculty members.
- Participation in Resource sharing networks/consortia (like INFLIBNET). Information and Library Network (INFLIBNET) Centre is an Autonomous Inter-University Centre (IUC) of University Grants Commission, Government of India, involved in creating infrastructure for sharing of library and information resources and services among Academic and Research Institutions. INFLIBNET works collaboratively with Indian university libraries to shape the future of the academic libraries in the evolving information environment.
- Library offers DELNET facility being Institute is a member of DELNET.
- OPAC (Online Public Access Catlog) - Acc Soft 2.0
- Electronic Resource Management package for e-journals – Proquest, ABI COMPLETE INFORM, DELNET, SAGE ONLINE, EBSCO.
- Federated searching tools to search articles in multiple databases - Proquest, ABI COMPLETE INFORM, DELNET, SAGE ONLINE, EBSCO

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24776	5198617	1117	367421	25893	5566038
Reference Books	8219	3299300	193	77200	8412	3376500
e-Books	639	---	---	---	639	---
Journals	265	---	16	---	281	---
e-Journals	8500	---	---	---	8500	---
Digital Database	04	485871	---	---	02	386500
CD & Video	270	---	30	---	300	---

Others (specify)	---	---	---	---	---	---
Doctoral Thesis	52	---	05	---	57	---
Major Research Project	2995	---	147	---	3142	---
Bound Vol. Of Periodical	1015	---	123	---	1138	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department ments	Others
Existing	540	04	6 MBPS	1	1	1	1	---
Added	200	01	0 MBPS	1	0	0	0	---
Total	740	05	6 MBPS	2	1	1	1	---

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Total number of computer in the institute is 740 and there exist Five computer labs. Internet facility is available in the whole campus through Wi-Fi with 6 MBPS broad band connection and this facility is available to faculty, staff as well as students in computer lab, laptops as well as cell phones.

Institute has ACCSOFT2 (Web Version) ERP system for various academic activities of the institute. ACCSOFT2 featured with online attendance, online assignment, and online internal assessment. Student can see their attendance, internal marks and final results online as per their convenience.

Every year in the beginning of the academic session, new students have been provided training to use the ACCSOFT software. In case of faculty and staff members, when some new features are added in the software, then the trainer from the software vendor conduct the training of the concerned faculty and staff members or the whole department.

The institution has its own plans to upgrade the IT infrastructure regularly and deployed it for office automation, admission, library, examination and others. We have computer lab up-gradation committee which meets frequently and give suggestions to the institute for up-gradation of its computer facilities. A resource audit is conducted before inviting quotations from several vendors and after carefully investigating the relevant factors procurement is done.

4.6 Amount spent on maintenance in lakhs :
    i) ICT   8.93

    ii) Campus Infrastructure and facilities   50.04

    iii) Equipments   3.27

iv) Others	6.83	
Total :	69.07	

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is continuously putting efforts to improve the students support services and its awareness also. It has been proposed and implemented that Institute will publish an information booklet named "SWAGAT" specially for the new students at the beginning of the every academic session, which includes details about the faculty coordinators and their respective responsibilities as well as information about anti-ragging rules, discipline committee, events for the forthcoming year, staff and their functions etc. This will help the new students to get acquainted with the Institute and its working system.

The institute has its own website "www.pimrindore.ac.in". IQAC is keeping track on the updation of the information on the website on regular basis. The website provides details about - Admission, Placement, Research and Publication, Sports, Events, Faculty Members, News, Conferences, Details of the institute, Results, Workshops, Seminars etc. for students, faculty and guest access.

Beside this, Institute publishes information brochure and placement brochure annually, which contains information about the Institute's infrastructure, vision and mission of the institute, courses offered by the Institute, details of permanent faculty, and events / programs organized by the Institute for the overall development of the students. It also highlight the faculty achievement like awards, publications and conferences/workshops attended.

Particularly, to support the final year student's placement, the Placement Brochure is published containing details of the final year students with their expertise and skills for the company officials/representative. It also provides information on the placements of the last year with the companies visited institute for the placement process. This brochure are especially is distributed companies by the placement department of the institute.

Recently, with the help of the software vendor and the computer administrator, IQAC started SMS facility to students through ACCSoft Software. This help in creating awareness among students relating to the some important information or activities planned in short duration.

5.2 Efforts made by the institution for tracking the progression

Institute make continuous efforts for tracking the progression of students, some of the

ways are as follows:

- The institute tracks progression of students through continuous evaluation scheme.
- The institute also has a mechanism of program faculty coordinators for monitoring and tracking progress of students.
- The institute also has faculty mentors for students projects, seminars presentations and summer training.
- The institute also obtains the Feedback is obtained from the employers and Graduates through E-mail and also through Online and manual Feedback form. The Placement cell regularly takes feedback from the corporate world in order to equip the students with the latest industry requirement.
- The Feedback is obtained from the employers about the performance of our Alumni to know about their competency and performance. This system of getting feedback from the graduates is to facilitate the college as follows:
    1. To take appropriate measures to enhance the knowledge of the students.
    2. To know the current requirement of industry in order to prepare the students.
- The institute believes in regular and continuous assessment of the student to make sure that there is enhanced learning and furthermore, the lagging behind student and differently-abled students can be given counseling sessions and extra lectures in the respective subjects so that they can cope up with other student. Some of the initiatives are as follows:
    1. Free newspaper: The institute provides business newpapers such as economic Times and Business Standard to the students of all programs free of cost.
    2. Personality Development Classes: Personality Development Classes are held in the institute for students.
    3. Extra Classes: Extra classes for technical subjects like Statistics, Operations Research, Operations Management, Accounting etc are held for weak students.
    4. Counselling for Entrepreneurship and Entrepreneurship Workshops are also held under the banner of National Entrepreneurship Network to encourage students to become entrepreneurs.
    5. Certificate Programs are also run by the institute to provide extra knowledge.
    6. Foreign Language classes are also organized to students where students can learn French, German and other foreign languages.
    7. Exposure to foreign culture is given to students by taking them to foreign tours.
    8. The institute has Holistic Management cell for students under the banner of which various activities/ lectures are organized for holistic development of the students. The activities include Stress Management and Meditation, Spiritual Techniques of Managing Worklife Imbalance.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

| 1601 | 1273 | 105 | --- |

(b) No. of students outside the state

| 162 |

(c) No. of international students | 1 |

Men
	No	%
	1773	61.69

Women
	No	%
	1101	38.30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1301	55	11	303	---	1670	2007	16	12	233	---	2268

Demand ratio | 2.18:1 | **Dropout %** | 2.03% |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

| **NA** |

No. of students beneficiaries | **NA** |

5.5 No. of students qualified in these examinations

NET | **NA** | SET/SLET | **NA** | GATE | **NA** | CAT | **NA** |

IAS/IPS etc | **NA** | State PSC | **NA** | UPSC | **NA** | Others | **NA** |

5.6 Details of student counselling and career guidance

The communication skills classes are organized in PIMR, Indore to improve the students' body language and communication. In these classes certified trainers are

appointed to brush up the communication skill in the students and instill the sense of dealing with their personal and professional life. These classes prepare the students to face the interview along with the teaching of verbal and non verbal communication. The TNA (Training Need Analysis) of the students. There were certain parameters to know that how many students are really week in communication and their body language. In Jan – July TNA was conducted for MBA (Full Time) II Sem students (320), 112 students appeared in TNA and finally 49 students got selected for communication skills classes. The internal scheme was applied into this class is marks (3). Deepti Bajpayee who is a certified trainer into this field was appointed and took all sessions. In the session of July – Dec, 2014 TNA was conducted for specialised courses in total strength of (720) and (340) students appeared in the TNA and finally 105 students got selected for communication skills classes wherein III Sem students were (62) and I sem (43). Trainer was Deepti Bajpayee took all the sessions. In this same session July- Dec, 2014 TNA was conducted for Full Time Courses having the strength of (300) out of whom (167) students appeared in TNA and finally 56 students got selected for communication skills classes.The trainer of this class is Deepika Menon who is also a certified trainer from Mumbai.

REPORT OF (GD) GROUP DISCUSSION AND MODERATORS
The Group Discussion (GD) was organized in the session of July – Dec, 2014. The (GD) is conducted to develop the personality of the students and let students know about their gray areas in their personality. Renowned Moderators and experts from the industries were invited to analyze the students and make them aware of their body language and communication so that they can perform well at the time of interview and can get easily selected in companies. The (GD) was conducted for MBA Full Time III Semester students and For MBA IB, PA, FA and MM for I and III Semester students. The approx strength in Full Time III Sem was (250) and in Specialized courses in MBA I and III Sem (IB MM PA FA) was (300, 300). It was conducted in the month of Nov; 17th, 18th and 19th Nov.

No. of students beneficiaries	344

5.7 Details of campus placement

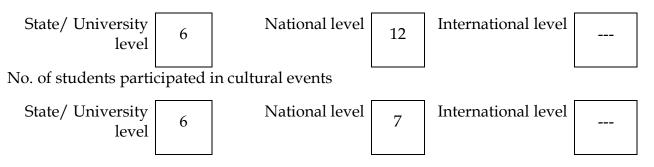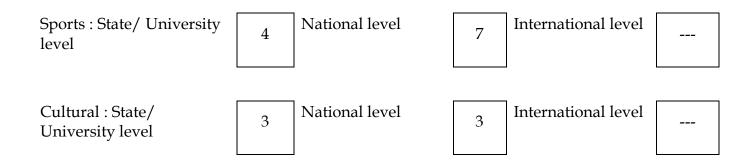| On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
140	----	300	28

5.8 Details of gender sensitization programmes

NA

5.9 Students Activities.

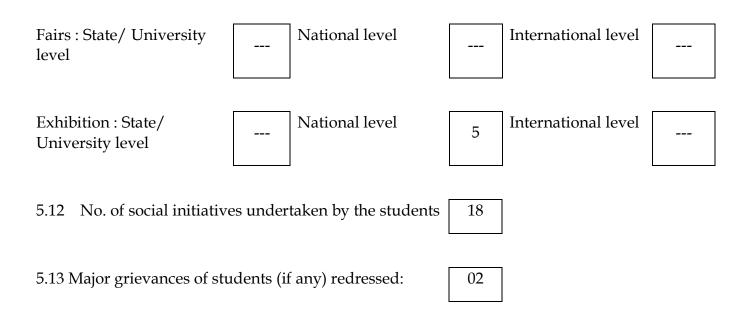5.9.1   No. of students participated in Sports, Games and other events

| State/ University level | 6 | National level | 12 | International level | --- |

No. of students participated in cultural events

| State/ University level | 6 | National level | 7 | International level | --- |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

| Sports : State/ University level | 4 | National level | 7 | International level | --- |

| Cultural : State/ University level | 3 | National level | 3 | International level | --- |

5.10 Scholarships and Financial Support.

	Number of students	Amount
Financial support from institution	20	Rs. 5,79,530/-
Financial support from government	243	Rs.79,35,180/-
Financial support from other sources	----	----
Number of students who received International/ National recognitions	----	----

5.11   Student organised / initiatives

Fairs : State/ University level | --- | National level | --- | International level | --- |

Exhibition : State/ University level | --- | National level | 5 | International level | --- |

5.12   No. of social initiatives undertaken by the students | 18 |

5.13 Major grievances of students (if any) redressed: | 02 |

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the institute is to be a leader in Professional Education, Research and Development. Mission of the institute is to provide quality education by innovating and continuously improving upon the disciplines of management and computer applications through advanced methods of training, meaningful research and intimate relations with business, industry and other institutions in the country and abroad.

6.2 Does the Institution has a management Information System

Yes, Institution has a Management Information System and most of the activities of institute are computerized through a software programme provided by AccSoft 2.0. Management Information System Software broadly has three sections – viz. Academic, Administrative and Value Enhancers. The different modules covered under different sections are as follows:

Administrative Section (07 Modules)
1. Fees Management
2. Accounts Management
3. Payroll Management

4. Material Management
5. Transport Management
6. Assets Management
7. User Management

Academics Section (05 Modules)
1. Student Section
2. Admission Module
3. Attendance Management (scholar)
4. Result Processing
5. Library Management

Value Enhancers (03 Modules)
1. Bulk SMS
2. Label Print, Bar Code Print
3. Time machine linking for attendance

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

For quality sustenance, institute ensure that all the mechanisms introduced should run properly. The syllabus is updated annually, new electives are offered keeping in mind the changing need of the industry. The syllabus is updated with the contribution of faculty members in their respective specializations. The process is facilitated by active contribution and feedback from industry experts and alumni.

Institute invites foreign faculties, who give their inputs to the students and give feedback for quality enhancement in curriculum. Regular feedback from students and stakeholders are taken and institute has formed an advisory board also for the same and regular revisions of feedback are taken care.

Along with this the institute also offers students with an opportunity to undertake major and minor research project to ensure skills development of the students like research methodology, project handling and project report writing, market and demand analysis which are helpful in the real world. The institute ensures quality sustenance and quality enhancement in the offered syllabus by taking suggestions and views from industry experts, alumni, keeping a track of syllabus and courses offered by premium management institutes like IIMs etc. and review of senior academicians from top management institutes and industry experts.

To give the practical edge to the students institute provides a platform in various areas of management in the form of clubs like Marketing Club, HR Club, Finance Club, International Business club in which various industry and academic experts are invited for interaction and other management activities are also organized.

6.3.2   Teaching and Learning

With a focus on the learner-centred approach, the faculty uses the lecture-*cum*-discussion method, presentation, assignment mode etc. LCD with wi-fi Internet is used

in the teaching-learning process. Collaborative learning is undertaken through internship with industries, field trips, group projects and simulations. Independent learning is encouraged through e-learning. Some of the faculty members are trained to conduct online courses. Critical thinking is sharpened in the final year through a research project. Some innovative teaching methods used include learning through documentaries and movies, experiential learning through simulated games, industry based projects, concept checking and case studies. The library has a large collection of books, journals, magazines, CDs and DVDs as well access to online databases like proquest. Individual departments review the progress in teaching and learning through departmental meetings, lesson plans, audit of question papers, syllabus completion reports and student feedback to monitor and evaluate the quality of teaching-learning. The institute is fully equipped with latest Information and Communication Tools like Wi-Fi Campus, internet facility, Audio visual Aids for classroom teaching etc. The faculty members are also required to use modern teaching aids such as Powerpoint etc during their lectures. The students are also encouraged to submit and present their assignment in PowerPoint and other latest format to facilitate learning by doing. Moreover, the institute is also in the process of acquiring web solution for integrated learning and communication for faculty, students, guest, visitors and alumni. The student and faculty members can exchange the teaching material and other assignments through a common interface accessible to all the faculties and students. Along with this the institute provides the students with a platform to enhance their skills and knowledge by conducting national level events like Business Plan contest, Software Development contest, Summer Training report contest, Research Paper contest, Student Management Games etc. distributed over the year. The students are in all given approximately 120 hours of extensive learning in the course every semester.

The faculty members are required to access the library for recent development in their respective subjects. The library is continuously updated with latest literature and journals on current issues and research in all the disciplines. The faculty members are also provided with laptops and full time internet accessibility and connectivity to know about the recent developments in their related areas. The students can also access the library and computer lab for the recent upgradation and development in the entire course offered. Faculty and students are encouraged to participate in workshops, seminars and conferences on emerging areas.

6.3.3 Examination and Evaluation

The institute has two step evaluation processes. The first step is through conduction of internal assessment which is done for each subject in every semester for all the students. The internal assessment includes component of internal test which ensure the performance of the student in its subject. The other components are assignment, seminar presentation and case studies which are given to the students in all subjects spread over the entire semester which includes real world cases and experience for supplement learning and presentation, seminars and assignments for improving and enhancing the subject knowledge as well as developing a better personality. The performance of all the students is monitored by the faculty program coordinator of the course and the faculty collects proper two way feed back on subject and faculty by the student and student feed back by the faculty which is then used for developing the

student as a whole.

In evaluation process, equal weightage has been given to the written, verbal and presentation skills, which is assessed by regular presentations, seminars, assignments and internal test of the students. This process helps to identify slow learning students from the advanced learning students. The institute regularly organizes symposium, seminar, extra lectures and counselling session for helping cope up the slow learners in a course. The advanced learners are given opportunities to presents their research work in various national and international conferences and also are given platform to conduct market survey and research for corporate and social topics. Along with this the institute also arranges for extra mural lectures, Management film series, lectures from Industry experts. Faculty from top management institutes are invited for interaction with the students, which form part of student evaluation. The students are also evaluated on major research projects, summer internship projects, seminar presentation etc.

   Examination results are displayed on the institute notice board and are accessible to parents as well as students. The result is also displayed on the website of the Institute.

6.3.4 Research and Development

The institute believes in continuous research and development of its intellectual capital. This is monitored with the help of the research committee. The Research Committee members at the departmental level facilitate and monitor research being carried out in their relevant areas. This Research Committee encourages and motivates the faculty members to submit research projects to various funding agencies. The committee also renders adequate help in the preparation of project proposals. The committee is involved in synchronizing and encouraging research activities carried out by the faculty members of various departments. The committee facilitates research case writing workshops, research methodology workshops which are conducted twice in a year. Besides, the committee reviews the progress of the research work done by the faculty members periodically. The research committee also provides support to the PhD research scholars registered with the institute. The committee also encourage young faculty to register for PhD.

Beside this, all the faculty members are required to guide the students for their major research projects and summer training. Along with this the faculty members are also expected to conduct training programs and take up consultancy assignments for corporate houses. The faculty members are sponsored for attending seminars, conferences, quality initiative programmes and workshops twice in a year. The institute regularly organizes Conferences, Seminars Faculty Development programs, and academic forums to provide in-house facility to all the faculty members. The faculty members are also given various facilities like laptops and access to international and national journals. The institute organizes lectures of eminent personalities from industry and academia on the platform of ISTE, ISTD, AIMS etc.

   The institute promotes participation of the students in research at different levels like - Students are required to undergo major research project as a part of their curriculum. The institute organizes national level research paper contest annually to promote students participation in research. The students are also advised to present

their research papers in the international and national conferences organized annually by the institute. Further the students are also encouraged to present and publish their research work in other conferences and journals also.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Different committees are responsible for ensuring the quality enhancement of library, ICT and physical infrastructure. The library and Computer lab have separate Advisory Committees comprising of faculty members, library in-charge, lab-incharge and other employees of computer lab and library. The committee ensures continuous upgradation of library and recommends purchase of new books, journals and magazines. The committee responsible for lab upgradation ensures maintenance of computers, purchase of new computers, updation of institute's website etc.

The library is well equipped with computers. The catalogue with author and subject indices has been fully computerized. The institute's campus is wi-fi enabled, hence students can access internet anywhere including library. A circular containing information of new books, magazines purchased, new national and international journals subscribed is circulated among the faculty members, showing the titles of books, magazines, regularly. The same is notified to students through library notice board.

PIMR Computer Lab is well equipped with computing resources to cater to the technological needs of the Institute. The infrastructure facilities are made available to the student for their maximum utilization. E.g. Extended hours for computer center and library, sharing of facilities for interdisciplinary and multidisciplinary programs.

The Institute has separate estate and housekeeping staff for repairs and maintenance. The Institute has its own subordinate staff also to look after the maintenance and cleanliness on daily basis. The Institute has good physical infrastructure for imparting education to the students. LCD projectors have been installed in each and every classroom to facilitate classroom teaching. The Institute has a Sports room for recreational purpose of students and faculty. Indoor games facility such as Table tennis, Carrom, Chess and badminton are available. The institute has a sports officer and a playground for outdoor sports like cricket, volleyball, kho-kho to name a few.

6.3.6 Human Resource Management

The institute is putting effort for managing human resource at different levels. The faculty members are sponsored for attending seminars, conferences, quality initiative programmes and workshops twice in a year. The institute regularly organizes Conferences, Seminars Faculty Development programs, and academic forums to provide in-house facility to all the faculty members as well as students. Facility of Safety Insurance Premium for non teaching staff is provided.

For the development of students, the institute organizes national level research paper contest annually to promote students participation in research. The students are also advised to present their research papers in the international and national conferences organized annually by the institute. Students have been provided training

in the areas that are helpful for the employments like Tally, MS-Excel etc. Sessions on careers, making right choices in life, decision-making, aptitudes, choice of a career and more are conducted by the Placement Cell.

6.3.7 Faculty and Staff recruitment

The institution advertises faculty and staff vacancies in two local dailies and one national bulletin like Hindustan Times. Applicants are given 15 days to one month time to submit their applications. The applications received are screened and the ones who are short- listed are called for an interview. The interview and appointments are as per the statutes of the affiliating University.

6.3.8 Industry Interaction / Collaboration

The college has good linkages and collaborations with industries and institutions. Executives from industries are invited to deliver lectures during seminars and sessions. Students are sent to industries for field trips as well as to undertake summer internship. The Institute is having a official chapters of ISTE, ISTD, NHRD, and NEN for conducting various academic, research, and training activities. During the case writing workshops conducted in every six months, the Institute interacts with local and nearby industries and develops real life case studies that will be benefited to the academic community. During workshops and conferences the discussion/interaction, areas of common interest and possibilities of collaboration are identified with the industry and other agencies.

6.3.9 Admission of Students

The process of admitting students to various courses is carried out through the norms laid down by the Higher education, Bhopal and the Directorate of Technical Education (D. T. E), Government of M.P. The Admission Committee constituted for the purpose is entrusted with the task of monitoring the admission process. The candidates are selected on the basis of merit, interviews and entrance tests. Students from all sections of society irrespective of caste, creed, class and gender are admitted thereby keeping to the objective of education for all.

In case of UG programs, admission process is managed by the Institute and it comprised of Group discussion followed by the Interview of the students in front of the panel of experts consisting of external members and the faculty members. Criteria for the admission of UG students are as follows:

A. Academic Record (10+2) - 80 marks (Marks for academic record will be awarded out of 100 based on the percentage of marks secured by the candidate in the qualifying examination)

B. Group Discussion - 10 marks

C. Interview - 10 marks

6.4 Welfare schemes for	Teaching	891991

Non teaching	472487
Students	2587668

6.5 Total corpus fund generated

41,00,000/-

6.6 Whether annual financial audit has been done

Yes ✓   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	*Ranking Agencies/Magazine	Yes	*Institutional Committees
Administrative	Yes	*Ranking Agencies/Magazine	Yes	*Institutional Committees

* **Ranking Agencies/Magazine:** *Out Look, Business Today, Competition Success Review, The Week, Business India, Career 360, Indian Management*

*Institutional Committees: *Examination Committee, Placement Committee, Computer Lab Upgradation Committee, Library Committee, Admission Committee, Research Committee, Internal Quality Assurance Cell etc.*

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No ✓

For PG Programmes   Yes   No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The institute organizes a series of faculty workshops to suggest changes in the examination every semester. Some of the important examination reforms implemented by the institute are as follows:

1. Online Examination in internal assessment has been introduced.

2. New Innovative components have been introduced in the internal assessment scheme like social work projects for developing social concern amongst students.

3. The internal and external marks are available online to ensure transparency.

4. Submission of assignment online via software system.

5. The marks of internal are transferred online to the examination centre and semester examination result is online.

6. Faculty are remunerated to sit in panels of MRP at different stages, summer training and seminar presentations.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University is helping institute in promoting autonomy at different levels. In the updation of curriculum, senior professor as members of various academic bodies like academic council, Executive council etc. and helps in enhancing the curriculum. Besides, this senior professor from university also provides valuable feedback as moderator of final semester examination in various subject areas. During semester examinations, university professor also acts as Flying Sqad members for the smooth and disciplined conduction.

6.11 Activities and support from the Alumni Association

Institute has a strong alumni base and every year institute confers the Outstanding Alumnus Award to its Alumni, who has achieved excellence in the respective field. On the hand, every year institute organizes Alumni Meet, which acts as a platform for the final years students to get acquainted with industry need, demand and current trends.

Institute with the help of placement cell manages PIMR Alumni Portal and the PIMR Alumni Face Book page that offer a platform for alumni and the present batch to interact, share and discuss about opportunities and growth in the corporate world as well as guidance regarding entrepreneurial ventures.

6.12 Activities and support from the Parent – Teacher Association

Institute involves parents in various bodies like Anti Ragging Committee etc. Institute tries to involve parents at different levels like in some events they have been invited as judges. Beside this, parents support by interacting with the various committee members that come for quality enhancement or inspection.

6.13 Development programmes for support staff

Institute also emphasizes on the enhancement of skill of the support staff by organizing skill based workshops. There exist also the provisions for nominating the support staff members to attend the development workshops organized by other institutions. Some the workshops organized by the institute for the internal staff members are as follows:

- MIS workshop
- Store Training workshop
- Personality Development Workshop
- Workshop for the use of Scanner, printer, Introduction to social networking sites etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Institute is continuously putting effort to make the use of eco-friendly products as well taking initiative to make the campus eco-friendly. Some of the key Initiatives taken are as follows:

- Facilities built on the campus since the last accreditation has been designed to make use of natural light and ventilation.
- The equipments used in computer labs use less energy and are eco friendly. Solar panels are used for water heating in hostels.
- Rain water harvesting is done.
- Replaced old bulbs with CFL bulbs.
- Message displayed on Gate of each class room to 'Switch Off' Lights, Fans, LCD in class room before leaving, 'Remove the plug from the socket' whenever appliances are not in use.
- The campus has initiated a Anti-Plastic drive initiative by using paper / e-banners for all its programs.
- The institute organizes drives for old clothes donations which are recycled by distributing them to slum areas.
- The institute has a integrated software system which reduces the amount of paper uses in accounts, store, library, students section, exams, student assignments, students attendance, placement student assessment to name a few.
- The e-waste produced in the Institute is recycled as an input to the sister Engineering Institute (Prestige Institute of Engineering and Science, Indore), which uses this for its various projects.
- Regular Plantation Camps are organized at various locations such as PIMR PG Campus, PIMR UG Campus, PIES, PPS and others.

- Notices and other important official information are sending through group mail-id of the Faculty. Important information related to students is available through web-site. Urgent information related to students is posted on social networking sites.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The institute has introduced various innovations in its curriculum to make courses practical oriented. Following are some examples:

- In MBA(IB) foreign language has been introduced in all semesters with option of Chinese / German / French.
- In BBA (Foreign Trade) projects have been introduced.

In order to have an Holistic awareness and development centre on the platform of this centre the institute has introduced following innovations.

- The institute has a room of silence in which students can go to spend a few moments in silence and meditation.
- The room of silence has a small library of holistic books which students can sit and read in the room.
- The holistic centre for awareness and development has tie ups with various organization like Art of living, Sri Aurobindo Society, Pondicherry, Brahmakumari's, ISKON International Society to name a few.
- The centre organizes talks by prominent spiritual leaders, arranges yoga and meditation workshops, spiritual tours, one day workshops on integral management, stress management etc.
- The centre also promotes research in areas of spirituality and management examples "Indian Holistic Management Approach: A Gateway to Global Leadership and Corporate Governance"

Teaching Innovations are as follows:

- Introduction of open book test and online test.
- Introduce minor business research project
- Introduce field assignments for part time students.
- Introduced entrepreneurship workshops in association with NEN
- Introduced training programs on NSE modules
- Introduced advanced Excel training programs, Tally workshop, etc.
- Port visit to International Business and Foreign Trade Students
- NSE and Reserve Bank visit to students of Finance
- International Tour for students.
- Use of films for teaching.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action taken report is as follows :

For enhancing teaching, learning and evaluation, following initiatives have been taken
- Introduction of open book test and online objective type test in MBA (Full Time) Program
- Introduction of training programs on NSE modules
- Introduction of advanced Excel training programs, Tally workshop, etc.
- Use of films for teaching students
- Series of curriculum workshops were organized with the help of senior and experienced faculty members of all departments. Some experts from industry were also invited for their valuable feedback.

For promotion of research related activities following action were taken
- Organized International Conference on the Theme: **Managing People, Processes and Environment for Global Prosperity** during **January 30-31, 2014.**
- Organized National Conference on the Theme: **Entrepreneurship: Driver for Economic Growth** during **September 13-14, 2013.**
- Organized **Thirtieth National Case Writing Workshop on November 28-30, 2013.**
- Organized **Tenth National Research Methodology Workshop on July 08-13, 2013.**

Following special lectures and talk were organized by inviting eminent personalities, details are as follows
- Two Video Conferencing sessions have been organized for students
  - **Dr. Edward J. Pavur, Manager Assessment, Management Service and Adjuct Professor, University at Albany, The State University of New York, New York, USA** on **30th January 2014**
  - **Mr. Azeem Merchant CEO-Messung Global Connect), Pune – INDIA** on **30th January 2014**
- **Ms. Priyanka Mittal**, **Director KRBL Ltd, New Delhi visited institute** on **30th January 2014** during International Conference to interacted with all faculty delegates and students.
- **Mrs. Phoolbasanbai Yadav, Social Worker, Chattisgarh** visited institute on **30th January 2014** during International Conference to interacted with all faculty delegates and students.
- **Dr. Rishikeshan T. Krishna**, **Director, IIM Indore** visited institute on 30th January 2014 during International Conference to interacted with all faculty delegates and students.
- **Shri Alok Purohit, Regional COO, MP, CG & Gujrat, DB Corp.** visited

institute for Invocation Ceremonies of **MBA (Full Time).**

- **Shri Raghu Pilaka, Head of Retail Business Transformation, Reliance Industries Ltd.** for Invocation Ceremonies of **MBA (MM), MBA (FA), MBA (IB), MBA (PA).**
- **Shri Uma Shankar Gupta, Home Minister Madhya Pradesh Government** for Invocation Ceremonies of UG (All Courses) & MMC.
- **Mr. N.K. Singh, Renowned economist and member of Rajya Sabha**, Invited in National Conferences **as Guest** on **14th September, 2013.**
- **Mr. Rajesh Agrawal, (Alumnus, Prestige Institute)** CEO, Rational FX, Forex Co. , London Invited in National Conferences **as Guest** on **13th September, 2013.**
- **Mr. Praveen Sinha** Co-founder and MD, Jabong.com Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Mr. Echarif Mohammed-Hacene** Ambassador of Algeria to India Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Mr. Tarek Azouz,** Ambassador of the Republic of Tunisia to India Invited in National Conferences **as Guest** on **13th September, 2013.**
- **His Excellency Dr. Ali A.S. Al-Isawi** Ambassador of Libya to India Invited in National Conferences **as Guest** on **13th September, 2013.**

To promote use of ICT among faculty as well as students for teaching, learning and evaluation.
- For first time online objective type test have been made compulsory for all MBA (Full Time) students so that they will get exposure of ICT and teaching, learning and evaluation. This also helped them in understanding the working mechanism of online exams, which could be benefaction in near future when student may opt for competitive online exams.

A number of social activities in association with **PIMR Holistic Cell** have been organized for promoting and inculcating social value system. Some of the activites are as follows
- Distributed Necessary items at Rasthriya Orphanage on 15th August 2013
- Donated old Clothes slum area on 27th October 2013
- Distributed Footwear's at Bal Rasthriya Aashram on 16th November2013

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

| 1. Academic and Non –Academic Input Beyond Curriculum |
| 2. Productive Work Culture Through Participative Management In A Transparent System **(Annexure iv)** |

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

PIMR has always shown concern towards environmental issues. The institute promotes use of environment friendly equipment and water conservation techniques. The Institute makes use of Rotary Club students to popularize and undertake tree plantation in the community. These exercises are done regularly. Some of the contribution towards environmental awareness/protection is as follows:

- Message displayed on Gate of each class room to 'Switch Off' Lights, Fans, LCD in class room before leaving, 'Remove the plug from the socket' whenever appliances are not in use.

- The institute organizes drives for old clothes donations which are recycled by distributing them to slum areas.

- The e-waste produced in the Institute is recycled as an input to the sister Engineering Institute (Prestige Institute of Engineering and Science, Indore), which uses this for its various projects.

- Regular Plantation Camps are organized at various locations such as PIMR PG Campus, PIMR UG Campus, PIES, PPS and others.

- Facilities built on the campus since the last accreditation has been designed to make use of natural light and ventilation.

- The equipments used in computer labs use less energy and are eco friendly. Solar panels are used for water heating in hostels.

- Rain water harvesting is done.

- Replaced old bulbs with CFL bulbs.

- The campus has initiated a Anti-Plastic drive initiative by using paper / e-banners for all its programs.

- The institute has a integrated software system which reduces the amount of paper uses in accounts, store, library, students section, exams, student assignments, students attendance, placement student assessment to name a few.

- Notices and other important official information are sending through group mail-id of the Faculty. Important information related to students is available through web-site. Urgent information related to students is posted on social networking sites.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [   ]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NA

8. **Plans of institution for next year**

- Introduction of New Course like MBA (Advertising and public Relation)
- Increasing the Infrastructural facilities at the Institute by addition of two more floors to the existing PIMR PG Building at Scheme 54.
- Strengthening of existing International MOUs and entering into newer MOUs.
- Upgradation of PIMR to the Status of Deemed University / Private University.
- Increasing International Linkages and tieups for exchange of Faculty and Students.
- Enhancing the scope of Consultancy and MDPs.
- Strengthening existing linkages with National Professional bodies, viz., ISTE, ISTD,
- NHRD, NEN, AIMS, etc.
- Aiming for a higher salary for students in placements.
- Focus on Faculty and Staff Development.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson,*
IQAC   *IQAC*

_____ *** _____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure - I

ACADEMIC CALENDER 2013-2014

I Term

Classes Commence	11/7/2013
Classes End	23/11/2013
Preparatory Break	24/11/2013 to 5/12/2013
Examination Begings	6/12/2013
Examination Ends	26/12/2013
Semester Break	27/12/2013 to 12/1/2014

II Term

Classes Commence	13/1/2014
Classes End	26/4/2014
Preparatory Break	27/4/2014 to 7/5/2014
Examination Begings	8/5/2014
Examination Ends	28/5/2014
Semester Break	29/5/2014 to 30/6/2014

Employer Feedback 2013-2014

Program	Satisfaction on meeting the project schedule	Satisfaction on the methodology used	Satisfaction on the progress of the project	Capability to apply functional knowledge and adopting multi-functional approach to real life business problems	Reading/ Referencing of literature related to project work	Quality findings and observations of the student in the interim report	Presentation Skills	Overall effectiveness in the oral communication	Ability to perform in a team	Innovation Quotient	Total
MBA(FT)A	8.74	8.80	9.04	8.74	8.76	8.61	8.80	8.80	8.96	8.76	88.04
MBA(FT)B	8.92	8.81	9.02	8.98	9.13	9.00	9.00	8.90	9.00	8.63	89.22
MBA(FT)C	8.76	8.82	8.84	8.85	8.60	8.78	8.87	8.89	9.16	8.89	88.96
MBA(FT)D	8.84	8.77	8.95	8.86	8.84	8.80	8.87	8.88	9.02	8.77	88.75
MBA(FT)E	8.48	7.96	8.36	8.36	8.38	8.44	8.62	8.54	8.66	8.59	84.46
MBA(MM)A	8.67	8.55	8.59	8.63	8.37	8.84	8.75	8.75	8.84	8.65	85.29
MBA(MM)B	8.80	8.69	8.61	8.59	8.73	8.76	8.85	8.95	9.12	8.90	87.78
MBA(FA)	8.39	8.51	8.54	8.56	8.67	8.56	8.67	8.51	8.64	8.53	85.57

| MBA(IB) | 8.43 | 8.32 | 8.49 | 8.15 | 8.32 | 8.51 | 8.40 | 8.36 | 8.38 | 8.15 | 83.47 |
| MBA(PA) | 8.00 | 8.18 | 8.25 | 8.21 | 8.07 | 8.16 | 8.28 | 8.26 | 8.56 | 8.32 | 82.54 |

Annexure IV -

Best Practice I
Title of the Practice: Academic and non –academic input beyond curriculum
Objectives of the practice: The institution accords highest priority to the over-all development of the student and understands that the professional prosperity of student originates from all the fields. Fostering global competencies among students is the main objective of the institute. Rigorous efforts are put forward by the institute for the students to upgrade the non-academic standards and widening the thinking of the student thereby, keep them abreast of global developments in various domains. The institution takes meticulous care by providing quality in all spheres by innovating continuously through advanced methods, meaningful research and intimate relations with business, industry and other institutions in the country and abroad.

The Context: Students are encouraged constantly to prepare numerous programs to bring their leadership qualities to limelight.

The Practice:
National and International Educational Tours are organized for providing global exposure like the technology, administration systems and management, tourism , culture etc. The institute also encourages students for industrial visits, PPT presentation, internships, minor and major industry oriented projects to build leadership skills. The institute regularly nominates the students to participate in various conferences and competitions organized at national level. The registration fee and the lodging-boarding charges are borne by the Institute. Special emphasis on soft skills & communication to sustain in global competition is laid and students are engaged in learning foreign languages such as French and German, Chinese. The institute introduced various skill development programmes in association with various bodies like NEN, NSS, NSDC etc. and the institute has also signed MOUs with four foreign universities for student and faculty exchange. Students are given exposure related to faculty and industry persons with global experiences and related to foreign cultures by having foreign interns on campus from different counties. The institute also organizes continuous leadership development programs like role plays to encourage students to empower themselves through experimental learning.
National research paper contest is organized annually by the institute to foster the skills among the students to undertake scientific management research since 2004. The institute 52rganized national business plan contest "Swavlamban" since 2004 to hone the entrepreneurial skills of the students and to offer them an opportunity to apply conceptual knowledge. For fostering and testing the software development skills amongst the students of various professional programs, the institute organizes national inter-institute software contest, Srijan annually. Teams from various academic institutions across the country participate in the contest by developing Database and Core languages oriented software projects. The institute organizes National Inter Institute Case Study Competition Prayas every year since 2001 and national summer training project report contest Pragya is organized annually in the institute since 2002.

To chisel the personality of the students, PIMR organizes National Sports Festival, Spardha annually. The .events in Spardha include carom, chess, table tennis and volley ball. The institute has a full time Sports officer who encourages sports students to give their best on the field. The

students get the travelling expenses for participating in outside events. Physical Education Department of the college possesses quality sports equipment, provide refreshment allowance in addition to other allowances to meet dietary requirement.

The institution is imparting human values among the student community by organizing various program in addition to the systems imbibed in regular academics. These programmes include understanding the society through various programs like Rotract Club, Art of living Camp, Yoga and Meditation Camp. The institute has a Rotract Club which is sponsored by Upper Town Rotary, Indore. Under this club the students organize events to raise funds for social cause like orphanage children, old age homes, Deaf and Dumb children's, Thalasemia patients etc. Rotract Club is affiliated to Rotary International under whose banner students do a number of activities like donations, blood donation camps, fund raising activities, tree plantation , seminars and awareness programs on crucial issues like Breast Cancer, Female Foetecide etc. Visit to and donation to orphanages and old age homes, etc. is also organized for inculcating social values. The institute has also undertaken project on creating and promoting women entrepreneurship sponsored by Canadian Consortium. The institute also has a Cell developed especially taking care of issues for Curbing Sexual Harassment against Women. Institute has made available a room of silence for all the students and faculties for meditation purpose. EMLs by renowned spiritual leaders are conducted on a regular basis.

To give the practical edge to the students, the institute provides a platform in various areas of management in the form of clubs like Marketing Club, HR Club, Finance Club, International Business club in which various industry and academic experts are invited for interaction and other management activities are also organized. In case of projects undertaken by BCA students, these projects are well researched and sold to corporate.

The institute has faculty counselors who counsel students applying for Civil Services, Defense Services, NET/SLET and any other competitive examinations. They encourage students to read magazines and newspapers and also organizes various seminars and quizzes to help them increase their general knowledge. Institute has been signed up MoUs with InnoServ Solution Private Limted, Pune, ηmore, Hyderabad, HDFC Bank Limited, AIESEC, Indore, Central Bank of India.

Case Study method,. Major research projects, Seminar presentation, Summer Training, Fish Pond Activity and Live wire (Current Knowledge) , extra mural lectures, guest lecture series, add on lectures by subject experts on moral and ethical values are also arranged to facilitate enhanced learning to the students.

The institution has a placement cell which helps to identify job opportunities and develop entrepreneurship skills. The institute has secured placements in top MNCs for its students. 75 Companies visit campus for placement. 3 students of institute have secured international placement in 2014 with packages of Rs. 15 lacks per annum. The institute organizes various conferences and international conferences to help students actively participate as student delegates and also contribute in different organizing committees. Through the conferences students learn the practical exposures and interact with industrial and academics experts.

The Students Club of PIMR provides a platform to students for expressing their talents and acquired knowledge. The Club also organizes seminars, competitions, quizzes, cultural programs etc. Majority of these activities are planned and executed by the students themselves under the guidance of a faculty. The Institute has been organizing a three-day annual management festival, Manthan since 1998. By spending time together in social and professional activities strong team spirit and the feeling of camaraderie develops among students. A hierarchal structure for students is adopted for the smooth and proper conduction of the event.

The institute has a entrepreneurship Cell which conducts programs throughout the year and provides support to budding entrepreneurs. This cell promote entrepreneurs through a specialist entrepreneurship development cell NEN that has tie-ups with numerous industrialists. PIMR has introduced entrepreneurship workshops for entrepreneurship development in association with NEN which enhance the decision making skills of the students.

Evidence of Success:

The institution is one of the top ranking institutions in terms of Placements because of the over-all development of the student.
Due to the input given to the students, there is an increase in the number of students seeking admission every year in the institute.
Student highest salary received in placement has increased to 15,00,000 Rs and international placement has been procured.
The institute has been ranked among top 30 B schools by external agencies.
The institute attracts sponsorship for student projects at undergraduate level.
The Aghaaz E Cell has bagged the National Award for its efforts to promote entrepreneurship in 2014 by NEN Wadhwani Foundation.
Students of the institute are getting attracted to becoming entrepreneurs and starting their own ventures.

Problems Encountered and Resources Required: Institute is self financed and has an extremely supportive management. Besides, the Director enjoys autonomy in functioning. Faculty are highly dedicated, young and enthusiastic. The institute functions in a decentralized and participative manner which allows smooth implementation of new ideas and initiatives.

Best Practice II
Title of the Practice: Healthy, Participative and transparent management system.

Objectives of the practice: The College has always encouraged participative management at the department or at the committee level by collectively designing, managing and implementing the programmes in a transparent system and ensuring engagement of all stakeholders.

The Context: For effectiveness of any organization the engagement and satisfaction of all stakeholders is necessary. This is more so in an educational institution as the purpose of education requires the education to enhance the thinking of the student, develop him holistically and result in self sustainability. To ensure this the system has to be participative and transparent.

The Practice: Different activities are organized for the development and welfare of staff. Staff club are formed which organizes excursion and regular gatherings. Special sessions are conducted for the development of non-teaching staff. They are deputed to attend workshops conducted outside the institution. For the construction of house, marriage, education and other personal reasons, the institute provides them loans. Group insurance is provided to the staff, and staff training program are conducted for their improvement. They are encouraged to go for higher studies and are provided tuition fee waiver and leave for examinations. Some of the staff members have been promoted to the faculty level after completion of higher studies. Their wards are also provided tuition fee waiver for school education in Prestige Public School which is a CBSE school of the group. Staff members are trained for strengthening the knowledge of using latest facilities and equipments. They are provided training to use computer facilities and trained on the institution integrated software, Accsoft. The staff are part of all major committees of the institute and form an important backbone for smooth functioning of the institute. The institute has transparent system of management with well set norms, service rules, leave rules etc. which are well publicized.

The institute has policies which encourage faculty to attend conferences, present and publish research papers, undergo training and upgrade their knowledge. Due to this many faculty members have completed/registered for their P.hD after joining the institute, many faculty are recognized PhD guides of renowned universities. Faculty give consultancy, provide training to industry and other educational institutes in India and abroad and are certified trainers for national bodies. Institute is a research centre and actively supports research. Flexible timings to the faculty are provided for better working. The institute also provides a platform due to various conferences, case writing workshops and comesout with various publications like International Journal, E journal, Case Monographs, Status Papers, Books to name a few.

To meet the social need of the faculty, the institute has a faculty club which is a platform which celebrates birthdays, plans excursions, does social service and results in a bonding between faculty. All major activities of the institute like International Conference, National Conference, Manthan the annual students fest etc are organized with the help of committees which see the participation of all faculty members and staff. These committees are changed every year. The activities of the institute right from placement, internals, examinations, hostels, student activities, MIS etc are looked after by faculty coordinators. The activity co ordinatorship is rotated to ensure that all faculty get an opportunity to develop themselves in all activities of the institute. The Director of Prestige Institute of Management Dewas, Prestige Institute of Management Gwalior and Prestige Institute of Management and Research, Indore have all been faculty at Prestige Institute of Management and Research and have been groomed here. The institute faculty are in eminent educational institutions like Narsee Monjee as MBA program head, IIT Rourkee, IIT Chennai, IIM Calcutta to name a few. These faculty act as ambassadors of the institute and are still associated with the institute in various capacities. The institute also has a system of providing lien to faculty who join premium national institutions for career advancement.

Transparent system: To ensure transparency in the system all policies and procedures are well publicized by the institute. The institute publishes **Swagat** which is a booklet containing the names of all faculty co ordinators and committees including staff and there activities. Information Brochure which contains details of course, faculty, activities of the institute, infrastructure etc. The institute publishes Kutumbkam, which contains name and personal details of all faculty and staff. The institute also publishes a newsletter and an e newsletter for publicizing the activities of the institute. The institute also has a website which is regularly updated. The institute has also got an alumni web page to keep the alumni abreast with activities of the institute. Institute has an online integrated software for students attendance, assessments, examinations, assignments etc This ensures transparency as students can see all their details of marks, assessment etc online even tests are online. The software also has modules for examination, admission, placement, student section, store etc. The institute has a system of feedback from all stakeholders namely, students, faculty, alumni, 56rganized, academi and society. This feedback is used to enhance teaching learning outcomes, administrative activities, industry related activities, research, evaluation etc. The institute also has a system of regular internal and external audit to ensure that the authenticity of data is ensured. This includes financial audit, academic audit, infrastructure audit, store audit and library audit.

The Institute has different committees like library up-gradation committee, computer up-gradation committee, placement up-gradation committee which meet twice a year to suggest enhancements and infrastructural needs of library, computer and placement cell respectively. Social networking websites and different advanced IT Technologies like what's app and face book are used for proper communication between faculty and students. Besides bulk SMS facility is subscribed to by the institute for communication of important information to the students.

Evidence of Success:
Due to the input given to the students, there is an increase in the number of students seeking admission every year in the institute.
The institute has been ranked among top 30 B schools by external agencies.
The institute has a healthy work culture where all members of the institute actively contribute towards the institute success.
Faculty is motivated and students are energetic, enthusiastic and participative.
The institute has systems in place which ensure that the functioning of the institute and its progress is not individual specific.
Institute has a low attrition rate and staff and faculty enjoy long association with the institution.
The current director of the institute has been with the organization for the last 20 years.

Problems Encountered and Resources Required:
Problems Encountered and Resources Required: Institute is self financed and has an extremely supportive management. Besides, the Director enjoys autonomy in functioning. Faculty are highly dedicated, young and enthusiastic. The institute functions in a decentralized and participative manner which allows smooth implementation of new ideas and initiatives.