

*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

NAAC

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*

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*Guidelines for the Creation of the
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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 MHC0GN16601-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 2014-15)

1. Details of the Institution

1.1 Name of the Institution	<input type="text" value="Prestige Institute of Management and Research, Indore"/>
1.2 Address Line 1	<input type="text" value="2, Education and Health Sector, Sch. No. 54"/>
Address Line 2	<input type="text" value="Near Bombay Hospital"/>
City/Town	<input type="text" value="Indore"/>
State	<input type="text" value="Madhya Pradesh"/>
Pin Code	<input type="text" value="452010"/>
Institution e-mail address	<input type="text" value="director@pimrindore.ac.in"/>
Contact Nos.	<input type="text" value="0731-401222"/>
Name of the Head of the Institution:	<input type="text" value="Dr. Yogeshwari Phatak"/>
Tel. No. with STD Code:	<input type="text" value="0731-401222"/>
Mobile:	<input type="text" value="98263-85332"/>
Name of the IQAC Co-ordinator:	<input type="text" value="Dr. Deepak Jaroliya"/>
Mobile:	<input type="text" value="98267-06970"/>
IQAC e-mail address:	<input type="text" value="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	1 st Cycle	A	3.11	2009	5 Years
2	2 nd Cycle	A	3.33	2014	5 Years
3	3 rd Cycle				
4	4 th 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 2010-11 submitted 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. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

* National Curriculum Workshop on CBCS.

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="31"/>	International	<input type="text" value="1"/>	National	<input type="text" value="6"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="24"/>
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(ii) Themes	<p>International Conference</p> <ol style="list-style-type: none"> Quality Education, Entrepreneurship and Exemplary Business Practices for Social Change (February 06-07,2016) <p>Research Methodology Workshop</p> <ol style="list-style-type: none"> 12th National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on July 13-17, 2015. National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 13-18, 2016 National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 30- July 04, 2015 <p>Case Writing Workshop</p> <ol style="list-style-type: none"> Thirty fourth National level Case Writing Workshop organized by Prestige Institute of Management and Research, Indore on January 04-06, 2016
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2. Thirty fifth National Case Writing Workshop in association with Association of Indian Management Schools (AIMS) from April 28-30 2016.

FDP Lecture Series

1. Faculty Development Program of a week organized by Prestige Institute of Management and Research, Indore on December 22-27, 2014.
2. The Institute of Management and Research, Indore was organized Faculty Development Lecture Series on Teaching Accounting in Management Programs for PIMR faculty members of Finance Department on October 18, 2014 at 2.30 pm – 5.30 pm.

Students Workshop

- EML of Mr. Atul Bakshi, Asst Vice President (Citi Bank) was organized by IB club on 10-10-2015.
- Seminar on “Personality Development and Self Esteem through Laughter Drills” was organized under the HR Club on 27th January, 2016.
- PIMR HR- Summit 2015 in Association with ISTD under the HR Club organised on Tuesday , 15th of September , 2015
- Career Development and Leadership: A personal case study” was organised on 7th January, 2015.
- PIMR ROTARACT CLUB has organized Tree Plantation Day on August 10, 2015.
- PIMR Rotaract Club Organized Rotaract Orientation Day on 17th September, 2015.
- PIMR Rotaract Club Oath Taking Ceremony was held on 30th September 2015
- On the 26th of October 2015, the students of PIMR Rotaract Club staged a Nukkar Natak in “Paridhan Week”, there were crowd around 1500 Students. It’s an attempt to create awareness on **Women Empowerment**.
- PIMR Rotaract Club take initiative for Poor and Needy peoples for this purpose Club run a Drive for Cloth and Toys Donation from September 22nd to 30th 2015.
- PIMR Rotaract Club Collected 6 Huge bags of Cloth from September 22nd to 30th 2015
- PIMR Rotaract Club organized Eye Check Up Camp on January 22th, 2016.
- The camp is organized with LAWRENCE & MAYO Eye Care Clinic.
- PIMR ROTARACT CLUB in Association with Shallby Hospital Indore Organized One Days Health Check Up Camp on 10 March 2016.
- Research Methodology Workshop on Analysis of Comparative Advantage organized for BBA Foreign Trade students on 8th April, 2016. Speaker was Dr. Vishakha Kutumble, SOE, DAVV.
- Research Methodology Workshop on Data processing on SPSS was organized for BBA Foreign Trade students on 5th April, 2016. Speaker was Dr. Ravi Changle, PIMR Indore.

- Research Methodology Workshop on Finding Writing References was organized for BBA Foreign Trade students on 18th March, 2016. Speaker was Dr. Raksha Thakur, PIMR, Indore.
- Research Methodology Workshop on Writing Review of Literature was organized for BBA Foreign Trade students on 16th February, 2016. Speaker was Dr. Raksha Thakur, PIMR, Indore.
- Research Methodology Workshop on Trend Analysis was organized for BBA Foreign Trade students on 3rd February, 2016. Speaker was Dr. Raksha Thakur, PIMR, Indore.
- Research Methodology Workshop on Finding Export Data on Government Export Import Portal was organized for BBA Foreign Trade students on 22nd January, 2016. Speaker was Dr. Raksha Thakur, PIMR, Indore.
- Foreign Trade Expert Lecture Series (FTELS) conducted for BBA (FT) students. Summary on Foreign Trade Expert Lecture Series (FTELS)

S.no	Date	Expert Invited	Topic of FTELS	No. of students
1	11-09-15	Mr. Vaibhav Sharma, National Sales Head and Export Consultant, IIIEM	Foreign Trade Promotion in India.	200
2	03-08-15	Dr. Dheeraj Mehrotra, Vice President Academics, Next Education, Hyderabad	Exploring Via Obama Skills	150
3	14-03-15	Prof. Narendra Vishwarup, Director (Academics), FAQ, Indore	Managing Volatile, Complex, Uncertain and Ambiguous Economy through Quality & Training	135

Curriculum Workshop

1. NAAC Sponsored National Workshop on Choice Based Credit System was organized on January 07-09, 2016.
2. The Institute introduced CHOICE BASED CREDIT SYSTEM from the academic year 2015-16 in the curriculum of MBA(FT)/ MBA(MM)/ MBA(FA)/ MBA(PA)/MBA(IB) programs.
3. Curriculum Review Workshop for MBA (FT/PT)/MBA(MM)/MBA(FA)/MBA(PA)/ MBA(IB)/MBA(APR)- Second Semester was organised on December 11-12, 2015 from 11.30 am to 4. 30 pm in Board Room,
4. Curriculum Review Workshop for Finance, IT, Foreign Trade and Economics department (Undergraduate Level) for all Semesters was organised on October 6, 2015

5. Curriculum Review Workshop for Marketing Department and Languages/Soft Skills (Undergraduate Level) for all Semesters was organised on October 7, 2015
6. Curriculum Review Workshop for Mathematics and Statistics (Undergraduate Level) for all Semesters was organised on October 8, 2015
7. Curriculum Review Workshop for HR and General management Undergraduate Level) for all Semesters was organised on October 9, 2015

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.

International Conference

Quality Education, Entrepreneurship and Exemplary Business Practices for Social Change (February 06-07,2016)

Research Methodology Workshop

1. 12th National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on July 13-17, 2015.
2. National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 13-18, 2016
3. National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 30- July 04, 2015

Case Writing Workshop

Thirty fourth National level Case Writing Workshop organized by Prestige Institute of Management and Research, Indore on January 04-06, 2016

Thirty fifth National Case Writing Workshop in association with Association of Indian Management Schools (AIMS) from April 28-30 2016.

FDP Lecture Series

Faculty Development Program of a week organized by Prestige Institute of Management and Research, Indore on December 22-27, 2014.

The Institute of Management and Research, Indore was organized Faculty Development Lecture Series on Teaching Accounting in Management Programs for PIMR faculty members of Finance Department on October 18, 2014 at 2.30 pm – 5.30 pm.

IQAC in association with Rotract Club organized various activities Some of the activities are as follows :-

1. PIMR ROTARACT CLUB has organized Tree Plantation Day on August 10, 2015.
2. PIMR Rotaract Club Organized Rotaract Orientation Day on 17th September, 2015.
3. PIMR Rotaract Club Oath Taking Ceremony was held on 30th September 2015
4. On the 26th of October 2015, the students of PIMR Rotaract Club staged a Nukkar Natak in “Paridhan Week”, there were crowd around 1500 Students. It’s an attempt to create awareness on

Women Empowerment.

5. PIMR Rotaract Club take initiative for Poor and Needy peoples for this purpose Club run a Drive for Cloth and Toys Donation from September 22nd to 30th 2015.
6. PIMR Rotaract Club Collected 6 Huge bags of Cloth from September 22nd to 30th 2015
7. PIMR Rotaract Club organized Eye Check Up Camp on January 22th, 2016.

The camp is organized with LAWRENCE & MAYO Eye Care Clinic.

8. PIMR ROTARACT CLUB in Association with Shallby Hospital Indore Organized One Days Health Check Up Camp on 10 March 2016.

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' minutes 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:

- It was suggested that the students must get exposure of international work culture and it was proposed to have international SIP for students.
- To promote use of ICT among faculty as well as students for teaching, learning and evaluation and implement all modules of AccSoft 2 which was an online version of previous software used.
- 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 also decided to apply for research projects from UGC and ICSSR and constitute best research paper award for faculty members.
- Introduction of new techniques in teaching and evaluation.
- Initiatives to update curriculum as par industry, faculty and student feedback.
- It was decided to develop social responsibility and holistic values among students and start the Prestige Literacy Mission.
- It was decided to organize special lectures and talk by eminent personalities for developing varied skills among students
- It was also suggested that as the infrastructure been developed, incentive like nature light enchasing structure, rain water harvesting to be done and green audit to be conducted and implemented.

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- **Before submitting AQAR, the report has been discussed among various academic bodies like board of studies, academic council and executive council.**

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	1	8	-
UG	5	4	9	-
PG Diploma	-	-	-	-
Advanced Diploma	1	-	1	-
Diploma	-	-	-	-
Certificate	1	2	3	-
Others	-	1	1	-
Total	15	8	23	-

Interdisciplinary	3	3	3	
Innovative				

*1 PG Program (MBA-APR) introduced in 2015-16.

4 UG programs (BA LL.B. (Hons.), BBA LL.B. (Hons.), B.Com.LL.B.(Hons.), LL.B.(Hons.) introduced in 2015-16.

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:

- From the Academic year 2015-16, Choice Based Credit System (CBCS) curriculum was implemented. This was outcome of a series of curriculum workshop were organized by tacking input from industry experts, senior academic experts and faculty members.

- b) Core/Elective Option Within the programmers 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.
- c) 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) at the post graduate level. At the undergraduate level also it offers programmes in commerce, arts, management and computers.
- d) 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.
- e) Curriculum Review Workshop for Finance, IT, Foreign Trade and Economics department (Undergraduate Level) for all Semesters was organised on October 6, 2015
- f) Curriculum Review Workshop for Marketing Department and Languages/Soft Skills (Undergraduate Level) for all Semesters was organised on October 7, 2015
- g) Curriculum Review Workshop for Mathematics and Statistics (Undergraduate Level) for all Semesters was organised on October 8, 2015
- h) Curriculum Review Workshop for HR and General management Undergraduate Level) for all Semesters was organised on October 9, 2015

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
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 -II*

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

1. The Institute introduced CHOICE BASED CREDIT SYSTEM from the academic year 2015-16 in the curriculum of MBA (FT)/MBA (MM)/MBA (FA)/MBA (PA)/MBA (IB) programs.
2. Curriculum Review Workshop was organised on December 11-12, 2015 from 11.30 am to 4. 30 pm in Board Room, for MBA (FT/PT)/MBA (MM)/MBA(FA)/MBA(PA)/MBA(IB)/MBA(APR)- Second Semester.
3. Curriculum Review Workshop for Finance, IT, Foreign Trade and Economics department (Undergraduate Level) for all Semesters was organised on October 6, 2015
4. Curriculum Review Workshop for Marketing Department and Languages/Soft Skills (Undergraduate Level) for all Semesters was organised on October 7, 2015
5. Curriculum Review Workshop for Mathematics and Statistics (Undergraduate Level) for all Semesters was organised on October 8, 2015
6. Curriculum Review Workshop for HR and General management Undergraduate Level) for all Semesters was organised on October 9, 2015.

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

1. Audio visual studio with all necessary equipment started for the MMC Program.
2. Moot Court started developed for department of Law.
3. MDP centre created in campus for in-house training & MDPS.

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	74	61	10	0	---

2.2 No. of permanent faculty with Ph.D. 40

2.3 No. of Faculty Positions Recruited (R) and Vacant	Asst. Professors	Associate Professors	Professors	Others	Total
---	------------------	----------------------	------------	--------	-------

(V) during the year

R	V	R	V	R	V	R	V	R	V
61	0	10	0	3	0	0	0	74	.

2.4 No. of Guest and Visiting faculty and Temporary faculty

----	65	----
------	-----------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	104	68	0
Presented papers	111	72	0
Resource Persons	18	8	0

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

As per the UGC guidelines the Choice Based Curriculum was implemented by taking the involvement of various stakeholders like experts from industry, senior external academic experts and faculty members.

Interactive Boards, ICT enabled classrooms, Internet facility, laptops, LCD projectors, and wi-fi make the class more interactive for enhancing the quality of teaching, learning and research. We have two Interactive white boards and all the classrooms have LCD/DLP projectors for 'power point presentation'. Students are encouraged to give seminar talks using ICT resources. The institute provides digital library facility for all teaching and non-teaching staff members and students.

Institute subscribes online journals like EBSCO, DELNET, PROQUEST etc. as online learning resources for its faculty and students. They can access these any time and download the research article for their research work. Institute has got video conferencing system through which faculty and students may interact and share the knowledge with faculty of different university in the globe. Besides, the institute has e-books, CD ROMS and integrated software Accsoft to facilitate teaching and learning.

Each member of each department has been provided with a laptop with Internet facility. Microsoft Word and Powerpoint software are installed in each machine for preparing the reading materials. Institute has databases like EBSCOHOST, PROQUEST for getting teaching and learning materials like research

articles, cases etc. for the research and other purposes. We have statistical tool like SPSS 18 (Statistical Package for Social Sciences) for the data analysis of the research of faculty and students. Several e-books and CD library is also available to prepare their lectures for effective delivery to students. Institute is also a member of ECCH (European Case Clearing House) where faculty can download the case of their respective area and discuss with students in the class

Some of the key practices adopted for teaching and learning are as follows:

- The Concept of online teacher’s diary was initiated with the help of Acc Soft software.
- For use of ICT in teaching learning process, objective type online test has been introduced.
- Sectoral analysis has also been implemented for as a innovative teaching pedagogy for students belonging to various streams/specialization.
- For Exposure to globally experienced faculty and industry personnel, to faculty members have been nominated to visit SIAM University Thailand.
- For Providing institute industry exposure and industrial training to faculty and students number of collaboration had done with NEN, flexituff international Ltd. Pithampur International Latin university Argentina, Embassy of Algeria in India & PES, Zycus InfoTech Pvt. Ltd.
- Exposure to entrepreneurial skills, some sessions and starts up were promoted by NEN cell.
- For developing skills of students various short Certificate program were started like digital Marketing, NCCMP Certificate Program, and NCDEX Certificate Program.
- AccSoft 2.0 have been introduced which is the online version of previous software. In this new version certain modules were enhanced like result processing modules (final Semester results being displayed to students on website). Library module have been enhanced to work bar code reader.

2.7 Total No. of actual teaching days

during this academic year

186

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

Yes

<p>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.</p>
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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. For providing support to weak students concept of support classes have been introduced in subjects like Financial Accounting, Operation Research, Operation Management etc.
6. For improving communication skill and personality development of students, Training Need Analysis (TNA) sessions were organized with the help of outside experts as well as regular faculty members.
7. Sectoral analysis has also been implemented for as a innovative teaching pedagogy for students belonging to various streams/specialization
8. For smooth condition of examination process, the AccSoft 2.0 provided features to download online Challan Form as well as automatic generation of Admit Card.
9. In external examination introduction of case/practical problem in every course.
10. The marks of internal are transferred online to the examination centre and semester examination result is online.
11. Faculty and staff are separately remunerated for internal evaluation of students.
12. Faculty are remunerated to sit in panels of MRP at different stages, summer training and seminar presentations.
13. 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

74

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) (2014-16)	401	6.7%	68.58%	18.2%	---	93.52%

MBA (Part Time) (2013-16)	7	28.57%	71.43%	0.00	---	100.00
MBA (MM) (2014-16)	106	6.6%	68.87%	16.04%	---	91.51%
MBA (FA) (2014-16)	119	16.81%	68.9%	13.45%	---	99.16%
MBA (IB) (2014-16)	55	12.73%	65.45%	21.82%	---	100%
MBA (PA) (2014-16)	54	7.41%	74.08%	16.67%	---	98.16%
B.B.A. (2013-16)	317	28.39%	61.83%	6.94%	---	97.16%
B.B.A. (F.T.) (2013-16)	38	31.58%	60.53%	5.26%	---	97.37%
B.Com (Hons.) (2013-16)	83	9.64%	60.24%	22.9%	1.2%	93.98%
B.C.A. (2013-16)	18	11.11%	61.11%	27.78%	---	100%
M.M.C. (2014-16)	8	12.5%	87.5%	0.00	---	100%

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:

- IQAC contributed actively in the development and implementation of Choice Based Curriculum.
- IQAC has suggested strategy of registration of institute journal in International online proudest databases for wider circulation.
- IQAC Suggested having international SIP Programme for students for understanding the international work culture.
- 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.

2.13 Initiatives undertaken towards faculty development.

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	3
Faculty exchange programme	2
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	4
Others	4

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	32	---	---	---
Technical Staff	7	---	---	---

Criterion - III

3. Research, Consultancy and Extension

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

<p>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:</p> <ul style="list-style-type: none"> • Successfully organized national workshop on curriculum (with special reference to choice based credit system) sponsored by NAAC, UGC on January, 2016. • International Conference Organized on the theme Quality Education, Entrepreneurship and Exemplary Business Practices for Social Change (February 06-07,2016) • 12th National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on July 13-17, 2015. • Two Case Writing Workshops were organised in November 2015 and April 2016 by Prestige Institute of Management and Research, Indore in association with Association of Indian Management Schools (AIMS)
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- National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 13-18, 2016
- National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on June 30- July 04, 2015
- Research Project titled “Innovative Marketing Strategies for Small and Medium Enterprise Working in Indore Region” has been approved by ICSSR and research associates were appointed for the project.
- Institute regularly organizes research methodology workshop and research paper contest named Jigyasa.
- Incurring students to participate and present paper in conferences.
- Initiation of best faculty award.
- Inviting faculty, experts from national level university/institution to teach research methodology to students.
- Sanctioning leave to faculty to do course work for Ph.D.
- Nomination of faculty members to attend conferences and workshops with academic leave.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	1	--
Outlay in Rs. Lakhs	--	--	4,00,000/-	--

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	89	24	1
Non-Peer Review Journals	14	5	3
e-Journals	17	5	0
Conference proceedings	61	17	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	2015	ICSSR	4,00,000/-	1,90,000/-
Minor Projects	2 Years	PIMR, Indore	3,95,000/-	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	156+10=166	---	7,95,000/-	1,90,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

* Rs. Four lakh sponsored from ICSSR for research project.

* Rs. One lakh sponsored from NAAC UGC for curriculum workshop.

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

10.98

3.11 No. of conferences organized by the Institution

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

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

20

3.13 No. of collaborations

International

6

National

4

Any other

3.14 No. of linkages created during this year

1

3.15 Total budget for research for current year in lacs :

From Funding agency

1.60

From Management of University/College

36.56

* ICSSR

Total	38.16
-------	--------------

3.16 No. of patents received this year

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

* Two Conference Books have been published as copyrights.

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
18	4	9	3	1	0	1

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

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

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

SRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

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 State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

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.

A number of social activities in association with **PIMR Holistic Cell** have been organized for promoting and inculcating social value system. IQAC in association with Rotract Club organized various activities Some of the activities are as follows :-

1. PIMR ROTARACT CLUB has organized Tree Plantation Day on August 10, 2015.
2. PIMR Rotaract Club Organized Rotaract Orientation Day on 17th September, 2015.
3. PIMR Rotaract Club Oath Taking Ceremony was held on 30th September 2015
4. On the 26th of October 2015, the students of PIMR Rotaract Club staged a Nukkar Natak in “Paridhan Week”, there were crowd around 1500 Students. It’s an attempt to create awareness on **Women Empowerment**.
5. PIMR Rotaract Club take initiative for Poor and Needy peoples for this purpose Club run a Drive for Cloth and Toys Donation from September 22nd to 30th 2015.
6. PIMR Rotaract Club Collected 6 Huge bags of Cloth from September 22nd to 30th 2015
7. PIMR Rotaract Club organized Eye Check Up Camp on January 22th, 2016.
The camp is organized with LAWRENCE & MAYO Eye Care Clinic.
8. PIMR ROTARACT CLUB in Association with Shallby Hospital Indore Organized One Days Health Check Up Camp on 10 March 2016.
9. PIMR Literacy mission team **donated Rs. 30000 to NEEV foundation** for developing a new school infrastructure during Manthan 2015.
10. Prestige Institute of Management and Research, Indore has received a Research and Consultancy Project by Rotary International, USA for the Impact Analysis of Health Camp organized by RID 3040 during February 26-28, 2016. RAHAT Medical Mission has organized the camps at 25 locations in 2016. In collaboration with National Health Mission (NHM) with the help of Rotary Family Health Awareness (RFHA).
11. The Institute has conducted classes for economically challenged students under PIMR Literacy Mission.
12. eShakti Abhiyaan is an initiative by Madhya Pradesh Agency For Promotion Of Information Technology (MAP_IT) - A Regd. Society of Govt Of MP - Under

Department Of Science & Technology in collaboration with Bharti Airtel Ltd (Airtel) and Prestige Institute of Management and Research, Indore. The initiative aims at building internet literacy and access among women of Madhya Pradesh. Women working with various government departments like Health, Anganwadi, Gram Panchayat, Women and Child Development, Agriculture, Education etc. and girl students of Government Schools and Colleges are invited by the respective District eGovernance Society to attend the training sessions. Every day, 3 sessions of 90 minutes each have to be conducted at various venues assigned by the District e-Governance Team at Block locations. The District eGovernance Society prepares the training schedule and invites women to attend the training. The responsibility of training delivery lies with the trainers appointed by Bharti Airtel i.e. the student volunteers of **Prestige Institute of Management & Research Indore**. The 90-minutes training session focuses on the basics of internet, prospective use and benefits of internet for women, awareness on various government portals, introduction to apps and introduction to social media. The training is complimented by LIVE demos and videos in Hindi, making the training more attractive.

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	2.5 Acre	----	Self Financing	2.5 Acre
Class rooms	60	----	Self Financing	60
Laboratories	6	----	Self Financing	6
Seminar Halls	8	----	Self Financing	8
No. Of important equipments purchased (\geq 1-0 lakh) during the current year.	22	50	„	72
Value of the equipment purchased during the year (Rs. In Lakh)	---	---	---	---

Others	---	---	---	---
--------	-----	-----	-----	-----

*new infrastructure in Department of Law

4.2 Computerization of administration and library

30

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 Catalog) - 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	27182	5921242	1307	551270	28489	6472512
Reference Books	8708	3494900	312	124800	9020	3619700
e-Books	655		61			716
Journals	304					
e-Journals	8500					
Digital Database	04	495301			04	496585
CD & Video	300				300	
Others (specify)						
Doctoral Thesis	70			07	77	
Major Research Project	3285			184	3469	
Bound Vol. Of Periodical	1239				1239	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	407	363	48 mbps	2	3	1	0	-
Added	50 (Laptops)	0	0	0	0	0	0	0
Total	457	363	48 mbps	2	3	1	0	-

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

457

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

12.12

ii) Campus Infrastructure and facilities

30.08

iii) Equipments

1.52

iv) Others

2.50

Total :

46.22

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 publishes an information booklet named “SWAGAT” especially 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 ACC Soft 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, students are given support classes and extra lectures in the respective subjects so that they can cope up with other student.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2132	1620	101	

(b) No. of students outside the state	267
---------------------------------------	-----

(c) No. of international students	Nil
-----------------------------------	-----

Men	No	%	Women	No	%
	2176	58%		1576	42%

Last Year						This Year					
Gener al	SC	ST	OBC	Physical ly Challen ged	Total	Gener al	SC	ST	OBC	Physical ly Challen ged	Total
1584	47	5	195	---	2026	1456	5	8	247	---	1726

Demand ratio	2.99:1
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Dropout %	3.83%
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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

A special counseling and carrier gaudiness is provided to all students after analyzing training need analysis with the help of TNA test. For providing counseling to the identify areas, psychology counselors were deputed.

No. of students beneficiaries 840

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
300	597	597	55

5.8 Details of gender sensitization programmes

The Institute has a very healthy work environment as the Director is a lady and the institute has an equal no of male female faculty and students. In all activities equal participation is ensured that assures healthy environment for study as well as work.

5.9 Students Activities.

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

State/ University level	8	National level	4	International level	1
-------------------------	---	----------------	---	---------------------	---

No. of students participated in cultural events

State/ University level

National level

International level

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

Sports : State/ University level

National level

International level

Cultural : State/ University level

National level

International level

5.10 Scholarships and Financial Support.

	Number of students	Amount
Financial support from institution		662250/-
Financial support from government	138	4677900/-
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

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

NA

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

As per UGC guideline Choice Based Credit System(CBCS) was implemented for all programs with the help of industry experts, senior academic experts etc.

A special national level curriculum workshop sponsored by NAAC was organized where more than 50 participated from various parts of country.

For quality sustenance, institute ensures 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 weight age 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 counseling 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, and 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.

- The institute also undertake research related activities with the

help of students like in Rahat Consultancy Project, a no of students were actively involved.

- Institute also encourages students to present research paper during international conference organised by the institute every year. Beside this students are also motivated to make research presentations in outside conferences/symposium.
- Institute has constituted best faculty award and best research paper award to promote the significance of research in academic world.
- Institute also nominate faculty members to attend conferences, workshops and faculty development programs organised by national level institutes for getting exposure to global research practices.

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 up gradation 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. The institute conducts Yoga relate activities for the students as well as faculty members.

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.

Faculty: Rotation of jobs ensures faculty development. Faculty co coordinator for different activities helps them develop administrative & leadership skills sent abroad to foreign universities and countries & sponsored by institute. Faculty encouraged to conduct training take consultancy and workshops. Faculty are provided academic leave & sharing of revenue ratio of 70:30, 70% faculty 30% institute for consultancy. Faculty are nominated as subject experts for viva's, M Phil training doctoral courses work to other universities. Faculty provided platform to enlist research scholars with the institute as research centre. All faculty encouraged to do Ph D & provided academic leave for the same.

Institute also have various welfare schemes for the further education and development of staff members, they are also provided leaves for examination. Beside this institute also provides advances and loans for marriage, education etc.

Institute also provides welfare schemes to selected students belong to financially poor background, minority status.

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 of faculty are as per the statutes of the affiliating University and guidelines of UGC/ AICTE/BCI.

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 admission are made on the basis of merit

6.4 Welfare schemes for

Teaching	836835/-
Non teaching	301983/-
Students	3038108/-

6.5 Total corpus fund generated

5387982/-

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, , Times B School.*

***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. Final semester exams result are displayed online and student can check it via student login.
2. Online Examination in internal assessment has been introduced.
3. New Innovative components have been introduced in the internal assessment scheme like social work projects for developing social concern amongst students.
4. The internal and external marks are available online to ensure transparency.
5. Submission of assignment online via software system.
6. The marks of internal are transferred online to the examination centre and semester examination result is online.
7. 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 Squad 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. Alumni are present representatives on IQAC of the institute. They are invited to take EMLS and they help

internships & final placement . Besides alumni are also part of BOS and advisory boards. Alumni are recognised by constituting PIMR outstanding alumnus award every year. A special function was organised to recognise **Mr. Rajesh Agrawal** Deputy Mayor of London, an alumnus of the institute during his visit to Indore.

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.

The concept of Parents-Teachers Meeting (PTM) for Undergraduate students introduced during academic year 2015-16. Three PTMs held in academic year 2015-2016 on October 10, 2015, October 17, 2015 and February 2, 2016.

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:

- 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.
- 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.
- 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 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.
-

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:

- i) From the Academic year 2015-16, Choice Based Credit System (CBCS) curriculum was implemented. This was outcome of a series of curriculum workshop were organized by tacking input from industry experts , senior academic experts and faculty members.
- 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 teaching , learning and evaluation, following Innovations were implemented :

- Concept of Fish pond introduce in the internal evaluation system
- Minor IT project introduced for the practical exposure of students to the real world.

- International SIP program introduced for the Global exposure of students.
- Introduction of open book test and online test.
- Introduce minor business research project
- Introduce field assignments for part time students.
- The Newsletters were uploaded for MBA (All program) III Sem. students. These newsletters were uploaded fortnightly and each newsletter contains the current business news. An online objective type test was conducted at the end of the semester to assess the 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.
- MOUs signed with foreign universities, foreign faculty invited to interact with students and faculty.
- Teachers diary introduced to ensure session plan is properly implemented.
- Introduction of Model United Nations (MUN) held on March 2-5, 2016 at under graduate campus.

In order to have a 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"
- Institute started literacy mission to educate children of slum areas. Student volunteers teach these children as per syllabus prescribed with help of NGO "NEEV".
- Social entrepreneurship award given to Mr. Ajay Chaturvedi for initiative of all women BPO in rural area "HARVA".

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 :

Students have undergone the international summer internship program at Mauritius in the field of marketing, Finance, advertising, logistics. As the outcome students felt motivated due to exposure to global scenario. Some of the corporate were Mau Bank, Air Mauritius, and the concrete agency.

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.

For enhancing teaching, learning and evaluation, following initiatives have been taken

- Concept of Fish pond introduce in the internal evaluation system
- Minor IT project introduce for the practical exposure of students to the real world.
- International SIP program introduce for the Global exposure of students.
 - 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

International Conference

- Quality Education, Entrepreneurship and Exemplary Business Practices for Social Change (February 06-07,2016)

Research Methodology Workshop

- 12th National Research Methodology Workshop organized by Prestige Institute of Management and Research, Indore on July 13-17, 2015.

Case Writing Workshop

- Thirty fourth National level Case Writing Workshop organized by Prestige Institute of Management and Research, Indore on January 04-06, 2016
- Thirty fifth National Case Writing Workshop in association with Association of Indian Management Schools (AIMS) from April 28-30 2016.

FDP Lecture Series

- Faculty Development Program of a week organized by Prestige Institute of Management and Research, Indore on December 22-27, 2014.
- The Institute of Management and Research, Indore was organized Faculty Development Lecture Series on Teaching Accounting in Management Programs for PIMR faculty members of Finance Department on October 18, 2014 at 2.30 pm – 5.30 pm.

Curriculum Workshop

- The Institute introduced CHOICE BASED CREDIT SYSTEM from the academic year 2015-16 in the curriculum of MBA (FT)/ MBA (MM)/ MBA (FA)/ MBA (PA)/MBA (IB) programs.
 - Curriculum Review Workshop for MBA (FT/PT)/MBA(MM)/MBA(FA)/MBA(PA)/ MBA(IB)/MBA(APR)- Second Semester was organised on December 11-12, 2015 from 11.30 am to 4. 30 pm in Board Room.
 - Curriculum Review Workshop for Finance, IT, Foreign Trade and Economics department (Undergraduate Level) for all Semesters was organised on October 6, 2015
 - Curriculum Review Workshop for Marketing Department and Languages/Soft Skills (Undergraduate Level) for all Semesters was organised on October 7, 2015
 - Curriculum Review Workshop for Mathematics and Statistics (Undergraduate Level) for all Semesters was organised on October 8, 2015
 - Curriculum Review Workshop for HR and General management Undergraduate Level) for all Semesters was organised on October 9, 2015

A number of social activities in association with **PIMR Holistic Cell** have been organized for promoting and inculcating social value system. Some of the activities are as follows

1. PIMR ROTARACT CLUB has organized Tree Plantation Day on August 10, 2015.
2. PIMR Rotaract Club Organized Rotaract Orientation Day on 17th September, 2015.
3. PIMR Rotaract Club Oath Taking Ceremony was held on 30th September 2015
4. On the 26th of October 2015, the students of PIMR Rotaract Club staged a Nukkar Natak in "Paridhan Week", there were crowd around 1500 Students. It's an attempt to create awareness on Women Empowerment.
5. PIMR Rotaract Club take initiative for Poor and Needy peoples for this purpose Club run a Drive for Cloth and Toys Donation from September 22nd to 30th 2015.
6. PIMR Rotaract Club Collected 6 Huge bags of Cloth from September 22nd to 30th 2015

7. PIMR Rotaract Club organized Eye Check Up Camp on January 22th, 2016.
The camp is organized with LAWRENCE & MAYO Eye Care Clinic.
8. PIMR ROTARACT CLUB in Association with Shallby Hospital Indore Organized One Days Health Check Up Camp on 10 March 2016.
9. PIMR Literacy mission team donated Rs. 30000 to NEEV foundation for developing a new school infrastructure during Manthan 2015.
10. Prestige Institute of Management and Research, Indore has received a Research and Consultancy Project by Rotary International, USA for the Impact Analysis of Health Camp organized by RID 3040 during February 26-28, 2016. RAHAT Medical Mission has organized the camps at 25 locations in 2016. In collaboration with National Health Mission (NHM) with the help of Rotary Family Health Awareness (RFHA).

IQAC with the help of all institutional departments and Clubs invited many dignitaries form international as well as national platform for interacting with students and faculties. Following students workshop were organized :-

- EML of Mr. Atul Bakshi, Asst Vice President (Citi Bank) was organized by IB club on 10-10-2015.
- A Seminar on “Personality Development and Self Esteem through Laughter Drills” was organized under the HR Club on 27th January, 2016.
- PIMR HR- Summit 2015 in Association with ISTD under the HR Club organised on Tuesday , 15th of September , 2015
- Career Development and Leadership: A personal case study” was organised on 7th January, 2015.

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

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

**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.
- Institute has participated in the "Swachh Bharat Abhiyaan "in Indore and been awarded certificate by mayor of Indore.
- 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

- Upgradation of PIMR to the Status of Deemed University / Private University.
- Strengthening existing linkages with National Professional bodies, viz., ISTE, ISTD.
- Strengthening of existing International MOUs and entering into newer MOUs.
- Increasing International Linkages and tieups for exchange of Faculty and Students.
- Enhancing the scope of Consultancy and MDPs.

Name _____

Name _____

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

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 2014-2015

I Term

Classes Commence	11/7/2015
Classes End	23/11/2015
Preparatory Break	24/11/2015 to 5/12/2015
Examination Begins	6/12/2015
Examination Ends	26/12/2015
Semester Break	27/12/2015 to 12/1/2016

II Term

Classes Commence	13/1/2016
Classes End	26/4/2016
Preparatory Break	27/4/2016 to 7/5/2016
Examination Begins	8/5/2016
Examination Ends	28/5/2016
Semester Break	29/5/2016 to 30/6/2016

Annexure – II

Employer Feedback 2015-2016

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	8.51	8.41	8.72	8.31	8.48	8.43	8.66	8.80	8.87	8.56	85.74
MBA(FT)B	8.52	8.31	8.41	8.41	8.16	8.44	8.51	8.48	8.74	8.49	83.11
MBA(FT)C	8.24	8.06	8.29	8.20	8.22	8.10	8.51	8.67	8.41	8.20	82.92
MBA(FT)D	8.55	8.21	8.13	8.21	8.11	8.19	8.34	8.38	8.55	8.09	79.75
MBA(FT)E	8.44	8.25	8.56	8.44	8.26	8.21	8.54	8.40	8.42	8.35	79.68
MBA(FT)F	8.02	8.09	8.34	8.09	8.00	8.47	8.47	8.23	8.09	7.96	81.67
MBA(FT)G	8.42	8.29	8.35	8.40	8.38	8.10	8.54	8.65	8.60	8.58	86.33
MBA(MM)A	8.27	8.22	8.36	8.30	8.14	8.24	8.53	8.35	8.46	8.28	83.19
MBA(MM)B	8.56	8.29	8.54	8.27	8.44	8.25	8.42	8.56	8.71	8.52	84.52
MBA(FA)A	8.33	8.12	8.44	8.09	8.30	8.39	8.46	8.67	8.70	8.20	80.58
MBA(FA)B	8.44	8.24	8.49	8.22	8.53	8.31	8.37	8.45	8.73	9.51	83.91
MBA(IB)	7.96	7.87	8.11	8.07	8.06	8.20	8.22	8.44	8.57	8.35	81.87

MBA(PA)	8.41	8.19	8.41	8.17	8.13	8.00	8.26	8.48	8.61	8.30	82.94
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Annexure iv

Title of the Practice: Dynamic Work Culture through Participative Management in a Transparent System

Objectives of the practice: The College has always encouraged a constructive culture through participative management, looking at long-term goals. The main objective is to take decision through participative management at the department or at the committee level thereby collectively designing, managing and implementing the programs in a transparent system.

The Context: Internal stake holders are provided different benefits under a transparent system for better work culture. It involves all the internal stakeholders of the institute to coordinate together for efficient management and in the over-all functioning of the institute by innovating and continuously improving upon the practices through intimate relations. Regular feedback provided from all the faculty, staff and students and external stake holders helps to improve the administration.

The Practice: Different activities are organized for the development and welfare of staff. Many faculty members have completed/registered for their P.hD after joining the institute and some of the staff members have been promoted to the faculty level after completion of higher studies. Flexible timings to the faculty are provided for better working. Faculty Club and 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 college. For the marriage and other personal reasons, the institute provides them loans. Many staff welfare activities are conducted which involve group insurance is provided to the staff, staff training program are conducted for their improvement. They are encouraged to go for higher studies and are provided leave for examination. They are also provided tuition waver facilities for UG/PG programs offered by the institute. Their wards are also provided tuition fee waiver for school and UG/PG programs run by the institution. 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. ICT tools are used for the efficient administration and maintain transparency in the over-all working of the system. Online Attendance and online marks are feeded by faculty for maintaining transparency. The institute has transparent system of management with well set norms, service rules, leave rules etc. Also, the students can take some online test and see their attendance, internal marks and final results online as per their convenience. The institute has integrated software ACC

Soft 2.0 for all its activities. The institute has a website for the institute and alumni. The institute has video conferencing facility which are used to ensure global faculty and industry interaction with students.

The Institute has a network of coordinators for effective management and information accessibility. In order to coordinate various events in the institute faculties are given event coordinatorship, which is rotated amongst the faculty. This system ensures that all activities have environment of the entire faculty, thereby, demonstrating effective team efforts. Regular faculty meetings are organized for better information accessibility and decision making process. 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 and messages through Group e-mail approach is followed for efficient coordination in the system.

All the administration activities are coordinated by the faculty heads which results in efficient supervision and expert guidance to the students in all the fields. For example: A computer lab coordinator is a faculty who will impart better IT exposure to the students.

Meetings of external and internal stakeholders are encouraged and suggestions given during meeting with stakeholders are given due consideration in designing of the college plans and an efficient management. Besides, the faculty and management meetings and management and staff meetings are also done regularly for continuous review of institutional building activities. The management and alumni meet is also organized once in a year for getting precious feedback.

The institute has proper feedback system of faculty members and subjects which is taken by the director during each semester. The copy of feedback distributed to each faculty members for their improvement. Director also discusses the feedback with the each faculty members for appreciation and improvements.

Formal assessment is done time to time by providing the students with questionnaire in which questions include content aspects like relevance of the curriculum, time allotted, learning, applicability, extent of coverage and the inclusion of projects and assessments. Informal interaction with the students is done every month during the academic session for seeking feedbacks on aspects like clarity, difficulty, complexity of topics dealt in the class/felt by the students during conduct of practice teaching and simulated teaching. Students' overall evaluation of performance and teaching is also done by formal home examination, class room discussion during tutorial and extempore speeches. Students are involved in class committee meeting to explain the problem or suggestion faced during covering the different subjects.

The alumni feedback is obtained during the Alumni Meet which is organized every year by the institute. And their response is studied and analyzed for making modifications and further utilized after approval from BOS and AC members. Employer's appraisal of the curriculum is obtained through the feedback Performa that deals with relevance of the topics, time utilized for

completion of syllabus, use of teaching aids, teaching strategies employed and conduct of tests. The feedback from employer is obtained to assess the suitability and to update /modify the curriculum as per the need of industry.

Evidence of Success:

The institution is one of the top ranking institutions in terms of infrastructure and **write ranking parameters**

People are continuously looking forward to join as a faculty or as a staff in the institute.

Initial feedback from all the parents of students and internal stake holders who used the system is very positive

Faculty research work has also been recognized by various renowned institutes at national level.

Institute is able to get funds / sponsorship and collaborations with renowned bodies like NEN, ISTD, ISTE, NHRD, AIMS etc.

There is an increase in the number of students seeking admission every year in the institute as compared to other institutes in competition.

Problems Encountered and Resources Required: There were some administrative problems that could be identified and solved with relative ease

Annexure v

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 countries. 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 organises 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, Thalassemia 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 Foeticide 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 Limited, Pune, nmore, 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:

Students also participate in intercollegiate competitions organized by other colleges. The students have bagged many prizes in these competitions and there has been continuous increase in the number of prizes obtained by the students outside the campus.

The institution is one of the top ranking institutions in terms of Placements because of the over-all development of the student.

Institute is able to get collaborations with renowned bodies like NEN, ISTD, ISTE, NHRD etc.

Due to the input given to the students, there is an increase in the number of students seeking admission every year in the institute as compared to other institutes in competition.

Problems Encountered and Resources Required: There were some administrative problems that could be identified and solved with relative ease

