



International Management Institute

Shaping global leaders for tomorrow

Prof. Ramesh Behl
Director

04.10.2018

Minutes of the 87th Faculty Council Meeting held on 04.10.2018

Meeting of the Faculty Council was held on 04.10.2018 in the board Room at 10:30 AM for the following agenda under the Chairmanship of Prof. Ramesh Behl.

- Programme
- Admissions
- MDPs

Date: 04.10.2018

Time: 10:30 AM

Venue: Board Room, IMI-Bhubaneswar

Present:

Prof. Behl Ramesh, Director
Prof. Baid Devesh
Prof. Chatterjee Ansuman
Prof. Chhabra Bindu
Prof. Choudhury Rahul Gupta
Prof. Das Santanu
Prof. Dua Aman
Prof. Ghatak Ranjit Roy
Prof. Kalyani Sushil
Prof. Katiyar Rajesh
Prof. Kumar Rohit V
Prof. Mishra Manit
Prof. Mishra Supriti
Prof. Pandla Kapil
Prof. Panigrahi R K
Prof. Rath Arun Kumar
Prof. Sharma Sourabh
Prof. Sahay Yamini P

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Agenda 1: Confirmation of minutes of 86th FCM held on 06.08.2018

FCM reviewed & confirmed the minutes of 86th FCM held on 06.08.2018 in IMI-B.

Agenda 2: New Faculty

The Chair FC welcomed all members and also Prof. Sushil Kalyani, Assistant Professor, in the area of Finance & Accounting, who has joined IMI-B on Sept 18, 2018.

Agenda 3: Incubation Centre

- Chair FC happily intimated that the Board of IMI-B has approved for setting up of an Incubation center. It is likely to be rolled out after Diwali.
- IMI-B has also been selected for "Institution Innovation Center" by Ministry of HRD, Govt. of India.

Agenda 4: Teaching

The Chair FC requested all the faculty members to collaborate for Research, Consulting & Teaching across areas & with in areas. He also requested the area chairs to identify the gaps, if any, so that recruitment process can be initiated at the earliest.

Agenda 5: Programme

- The Chair, FCM intimated that no new seats in PGDM Programme will be added for the AY 2019-20. Thus, the existing Programmes needs to be consolidated.
- The Chair, Programme informed the FC that since IMI-B is giving textbooks to PGDM (PT) students, the budget per book needs to be increased from Rs.450/- to Rs.550/-. FC decided to approve the suggestion and also decide that the approval will also be applicable for any other Programme on need basis.
- It is also decided to restrict to at most 2 cases per Course for PGDM (PT) students, 4 cases per 2-Credit Course for PGDM (FT) and 5 Cases per 3 Credit Course for PGDM (FT).
- Faculty members are requested to stick to the above budget while recommending books for students. Efforts should be made to prescribe text books that may cover more than one Course in the same domain to optimize the budget.
- The Chair, Programme proposed to FC to revise the Audit Courses fee from 10, 000/- to 12,000/- for a 3 Credit Course. Audit Course fee is to be charged on pro-rata basis for 1.5 and 2 Credit Courses.
- It was decided that for a 3 Credit Course, the audit fee will remain Rs.10, 000/- per Course for AY 2018-19 only and the new approved Audit Course fee will be applicable from AY 2019-20. However, for 1.5 and 2 Credit Courses the audit Course fee will be Rs. 6000/- and 8,000/-.
- Till now as per AICTE requirements, the Institute is offering a total of 102 Credits including 52 Credits for Core Course. However, there is an additional Core Course on Business Analytics is being offered with the approval of FC, because of which total Credit have increased from 102 to 104. FC approved the increase in Credits.



- As recommended by different Areas, following Courses will offered as Flexi core Courses. Each student needs to select four Courses out of six.
 - i. Management Science Application
 - ii. Financial Markets and Instruments
 - iii. Leadership and Interpersonal Group Processes
 - iv. Marketing Strategy
 - v. Entrepreneurship Theory and Practice
 - vi. Economic Analysis for Business Decisions
- The Courses objective and detailed Course outline for these six new Courses were discussed in FC and approved with some modification.
- They FC decided that the minimum number of students required for a Flexi-core to be offered is 40. In case the number of students exceed to 70, that Course will be splitted into two sections with equal number of students.
- FC also decided that from next academic year each Area need to recommend only one Course as Flexi-core.
- Chair-FC also suggested the FC members to review the composition of Area's. If required, new Area can be created with the approval of FC.
- Course on "Professional Communication" which was presented by Prof. Kapil is approved by FC as a non-Credit Course. This can be offered to 2nd year PGDM students before the placements.
- As per the recommendations by Prof. Santanu Das & Prof. Sourabh Sharma, FC decided that all On-Line computer based exams are to be scheduled back-to-back with a changeover time of maximum 10 minutes. This practice is to be followed till the second computer lab is ready.

Agenda 6: MDP

- The Faculty members were again requested to float and promote their respective MDPs & start sending the brochures to companies through MDP office.
- The MDPs floated by the faculty should be marketed by the concerned faculty in coordination with MDP office.
- Faculty members need to seriously work on organizing MDPs.

Agenda 7: Admissions

The Chair Admissions informed the FC that the admission portal for 2019-20 batch is open and advertisements have already been issued in leading newspapers. Strategies to increase direct admissions is being created and faculty support will be required on continuous basis for the same.

Agenda 8: AICTE

With reference to the meeting with AICTE regarding document verifications, the following documents need to be maintained in hard copy:

- i. List of students with their photographs from 2011 batch of all programs.
- ii. Admission Brochure of all the Courses.
- iii. Grievances committee minutes /ATRs



- iv. An original Blank copy of the diploma certificate.
- v. A monthly report of Grievances Committee, which needs to be sent to AICTE.
(Detailed list is being attached with the minutes)

Concerned Chair person needs to take appropriate action to full fill the statutory requirements.

- All statutory Committees need to meet on regular basis (once in a month) and to prepare minutes of the meetings and action taken report.

The Statutory Committees are:

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| 1. Anti-Ragging Committee | : Prof. Bindu Chhabra |
| 2. Anti-Ragging Squad | : Prof. Sourabh Sharma |
| 3. Grievance Redressal Committee | : Prof. Rahul Gupta Choudhury |
| 4. Internal Complaint Committee | : Prof. Bindu Chhabra |
| 5. Committee for SC/ST | : Prof. Santanu Das |
| 6. Hostel Committee | : Prof. Santanu Das |
| 7. Student Counselor | : Prof. Kapil Pandla |

Agenda 9: International Faculty

- The Chair, FC emphasized on expanding the international relations including getting international faculty to teach a full Course or part of a Course.
- He requested all the faculty members to see for such possibilities through their personal as well as professional contacts.

Meeting ended at 5:00 PM with a Vote of thanks to the Chair.

Prof. Ramesh Behl,
Director

AICTE SCRUTINY COMMITTEE SUGGESTIONS ON DOCUMENTATION

Based on discussions with AICTE Scrutiny Committee at Eastern Regional Station (ERO), Kolkata, the following documents should be maintained diligently.

1. Admission Register (Year wise for each course)

The Admission Register should contain comprehensive information about each student admitted to the course each year along with student's signature. The Admission Register needs to be maintained for each course being offered separately year-wise. It can be maintained on excel sheet and physical copy for each year may be pasted on the register. It should be duly signed by the respective Chairperson and Programme Officer. The Admission Register should have following columns:

Sl. No.	Photograph	First name	Last name	Roll Number	Address	Date of joining	Date of passing out	Refund details (If withdrawn)	Signature of the student
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The Programme Office of each course is requested to maintain the Admission Register. The student signatures can be obtained from 2017-18 admission batch onwards for each course.

2. Admission List (Year wise)

The Admission List is the list of all students admitted into all courses in a given year. The intention is to find out how many students are enrolled in a given year collectively for all AICTE approved courses. It can be maintained on excel sheet and the physical copy should be recorded in a designated file. The admission lists have to be recorded for all courses in a year-wise manner. The Admission List should have following columns:

Course:

Sl. No.	First name	Last name	Roll Number
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The Programme Offices of the three courses (FPM/PGDM-PT/PGDM) are requested to coordinate with each other and maintain the Admission List from 2011 onwards.

3. List of students to whom degree certificate is awarded (Year wise)

It should comprise of the list of all students passing out from any of the course in a given year. The intention is to find out how many students are being awarded degree in a given year collectively for all AICTE approved courses. It can be maintained on excel sheet and the physical copy should be recorded in a designated file. The degree certificate awarded lists have to be recorded for all courses in a year-wise manner. It should have following columns:

Course:

Sl. No.	First name	Last name	Roll Number
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The Programme Offices of the three courses (FPM/PGDM-PT/PGDM) are requested to coordinate with each other and maintain the Degree Certificate Awarded List from 2013 onwards.

4. Copy of degree certificate issued (Year wise for each course)

In respect of the degree certificate being issued to students upon passing out, the following needs to be taken care of:

- (i) A blank copy of the degree certificate awarded for each passing out batch needs to be maintained in the record.
- (ii) The degree certificate being awarded to each student should have a unique reference number.

The Programme Offices of respective programmes are requested to take care of these aspects.

5. Institution Prospectus (Year wise for each course)

The Admission Offices of each course are requested to maintain in their record the hard copy of the Admission Prospectus for each year.