# The Annual Quality Assurance Report (AQAR) of the IQAC
## (2007-08)

Name of the Institution: Indian Institute of Foreign Trade

Name of the Head of the Institution:  Sh. K.T. Chacko

Ph. No. Office: 011- 26853055, 26963880 Residence :

Mobile: 9810511661         e-mail : diroffice@iift.ac.in

Name of the IQAC Co-ordinator: Dr. Pinaki Dasgupta

Ph. No. Office: 011-26965124 (Extn. 506)    Residence : 011-2612336

Mobile: 09810791398     e-mail : pinaki@iift.ac.in

**Year of Report: 2007-08**

**Part A:** **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.**

**Plan**

- Expanding reach of quality executive education and designing new programmes for working executives who wish to enhance their knowledge and skill sets and looking at options of offering customised programmes for companies.

- Increasing use of technology in evaluation process to make the process smoother and ensure better uniformity

- Upgradation of computer systems

- Putting in place measurement and incentive system for faculty with a view to enhancing output and rewarding faculty for tasks well done or additional work undertaken. This would help improve motivation while at the same time enhancing productivity.

**Outcome**

- Launch of 18 month customised programme for L&T executives with focus on industrial marketing. This programme was designed in consultation with the senior management of L&T, using a mix of on campus and online learning tools. This programme had innovative pedagogy using traditional lectures as well as audio visual tools. The participants were high performers in L&T across different functions and divisions from all across India.

- Launch of part time MBA from Kolkata Campus. While IIFT has been offering executive education programmes from IFFT Delhi, this was the first step towards launching such laong term executive education programmes in Kolkata. Emphasis was laid on updated course content and ensuring relevance to industry.

- Computerised grading software was developed to ensure that marks awarded by different faculty follow a systematic and uniform grading pattern with marks distribution close to the normal curve. The software was tested with past evaluation data and checked to remove any loopholes. While this was designed as a standardised software to convert grades into marks a little flexibility was also build in to allow faculty to re define the maximum or minimum scores for the top most and lowest grade brackets as long as the reason for the same was clearly stated and acceptable. Relative grading system was adopted for this system.

- MOUs with International Universities /Institutes. Several new MOUs were signed taking the total of such collaborations to 27. Details of these MOUs are attached.

- Expanding student exchange programme- A special focus on student exchange and financial support to outbound students from IIFT ensured high participation levels both from IIFT students going abroad as well foreign students coming to IIFT.

  14 students from IIFT travelled to the following Universities/ Institutions:

  1. Pamplin College of Business, Virginia Polytechnic Institute & State University, Blacksburg, VA, USA (Virginia Tech)
  2. Grenoble Graduate School of Business, France
  3. IESEG School of Management, France
  4. CERAM Sophia Antipolis, France
  5. Hanken Swedish School of Economics, Finland
  6. Pforzheim University of Applied Sciences, Germany
  7. Universita Commerciale L. Bocconi, Milano, Italy

Inbound students visiting IIFT represented the following Universities/Institutions:

1. Grenoble Graduate School of Business, France
2. IESEG School of Management, Lille Catholic University, Lille, France
3. CERAM Sophia Antipolis, French Riviera Chamber of Commerce and Industry, Sophia Antipolis Cedex, France
4. IECS-Strasbourg Graduate School of Management, Robert Schuman University, France
5. EDHEC School of Business, Paris
6. University of Bocconi, Milan, Italy
7. Hanken Swedish School of Economics, Finland

## Part B:

### 1. Activities reflecting the goals and objectives of the institution:

Research and MDP (Management Development Programmes) were made more focused on trade and trade policy issues with issues of International Business being covered more comprehensively. The Institute also conducted collaborative programmes like the 7th and 8th Refresher Programme in International trade with FIEO as well as a 4 month Online MDP on Getting Started in Export-Import trade in collaboration with Macmillan India Limited.

The Graduate Studies Division activities were consolidated and the programmes were made more system specific with norms and guidelines being implemented for better ease and coordination.

### 2. New academic programmes initiated (PG):

Executive Post Graduate Diploma in Industrial Marketing (EPGDIM) for L&T

MBA (IB)- 3 year part time programme in Kolkata Campus

### 3. Innovations in curricular design and transaction:

Recommendations of course review committee incorporated in terms of programme structure, no. of courses and course content

Enhanced industry interaction of students through Finance, Marketing, IT and HR Symposia

Regular updating of Handbook of information and Guidelines for course –co-ordinators

4. **Inter-disciplinary programmes started:**

   Management programmes offered by IIFT are all interdisciplinary in nature

5. **Examination reforms implemented:**

   Review and modification of grading system. Computerised grading software was developed to ensure that marks awarded by different faculty follow a systematic and uniform grading pattern with marks distribution close to the normal curve. The software was tested with past evaluation data and checked to remove any loopholes. While this was designed as a standardised software to convert grades into marks a little flexibility was also build in to allow faculty to re define the maximum or minimum scores for the top most and lowest grade brackets as long as the reason for the same was clearly stated and acceptable. Relative grading system was adopted for this system.

6. **Candidates qualified: NET/SLET/GATE etc.**
   Not Applicable

7. **Initiative towards faculty development programme:**

   Weightages were assigned for publication of papers in National/International publications and conferences to encourage faculty publications in the best journals.

8. **Total number of seminars/workshops conducted:** 36

9. **Research projects**

    a) **Newly implemented:** 09

    b) **Completed:** 04

10. **Patents generated, if any:** Not Applicable

11. **New collaborative research programmes:** Not Applicable

12. **Research grants received from various agencies:** Rs 50 lakhs

**13. Details of research scholars:** 6


**14. Citation index of faculty members and impact factor:** Not available


**15. Honors/Awards to the faculty:** Not available


16. **Internal resources generated:** Rs 19.46 crores


**17. Details of departments getting SAP, COSIST(ASSIST)/DST. FIST, etc. assistance/recognition:** Not applicable


**18. Community services:**

Continuation of Koshish club and NGO internship programme. Some of the activities undertaken by the students included the following:

- A blood donation camp was organised in association with Rotary and Innerwheel club of Panchshila Park.

- Students visited old age and children's homes on Independence Day. Students participated in a competition to suggest ways to raise awareness and improve operations of Sahaj Sankalp (an NGO for children).

- Students also worked on marketing strategies to sell Help Age products.

- Old newspaper and books were sold as part of fund raising activity for charitable causes.


**19. Teachers and officers newly recruited:**

10 faculty and 15 staff members


20. **Teaching – Non-teaching staff ratio:** 0.44

**21. Improvements in the library services:**

The library continued its endeavour to add to its collection of specialised publications and expand and improve its services. Membership of Delnet also helps in this endeavour.

**22. New books/journals subscribed and their cost:**

| Section | Acquisition in 2007-08 |
|---|---|
| Books, Reports, Video Cassettes & CD-ROMs and Documents | 1648 |
| Periodicals and Journals | 343 |
| Databases/Online Sites | 4 |

Total cost of books purchased= Rs 15,00,000/-

Cost of journals and periodicals= Rs 40,00,000 (new additions + continuation of existing subscriptions)

Cost of Databases= Rs 13,22,000/- (new additions + continuation of existing subscriptions)

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

Student Assessment of teachers taken in all courses across programmes and feedback used to further improve effectiveness of courses.

24. **Unit cost of education:** 5 ¹₁,54,024/-

**25. Computerization of administration and the process of admissions and examination results, issue of certificates:**

Computerised grading software was developed to ensure that marks awarded by different faculty follow a systematic and uniform grading pattern with marks distribution close to the normal curve. The software was tested with past evaluation data and checked to remove any loopholes. While this was designed as a standardised software to convert grades into marks a little flexibility was

also build in to allow faculty to re define the maximum or minimum scores for the top most and lowest grade brackets as long as the reason for the same was clearly stated and acceptable. Relative grading system was adopted for this system.

26. **Increase in the infrastructural facilities:**

Maintenance and upgrading of existing facilities and addition of 15 PCs at the Computer Centre in Kolkata

27. **Technology upgradation:**

Provision of laptops and internet through data card to all faculties

28. **Computer and internet access and training to teachers and students:**

Continuation of computer training facility to teachers and students through the computer centre.

Internet access already provided to all

29. **Financial aid to students***: Data not available

30. **Support from the Alumni Association and its Activities:**

Participation of alumni as visiting faculty and support in relationship building with recruiting organisations.

31. **Support from the Parent-Teacher Association and its Activities :**
Not Applicable

32. **Health services:**

Continuation of Doctor Consultation facility

33. **Performance in sports activities:**

Students participated in various intra college and inter college activities

34. **Incentives to outstanding sportspersons:** -Not applicable

35. **Student achievements and awards:**

   Students of IIFT won numerous awards and certificates in various B-School competitions. Details given in attached list. Annexure 2

36. **Activities of the Guidance and Counselling Cell:**

   Ongoing counselling and guidance as per requirement

37. **Placement services provided to students:**

   100%  placement. Details given in attached list. Annexure 3

38. **Development programmes for non-teaching staff:**  8

39. **Best practices of the institution:**

   Regular Peer review of all courses

   Leveraging technology for increased access to students, effective learning and better administration of programmes

40. **Linkages developed with National / International, academic / research bodies**

   List of MOUs  signed  with  International  Universities  /Institutes  is attached.Annexure 1

   Active student exchange programme with 5 inbound students from International B-  schools/Universities and 14 students outbound students from IIFT.

41. **Any other relevant information:**

   Development of detailed work norms and incentive structure for faculty

**Part C: Detail the plans of the institution for the next year**

- Continued expansion of executive education

- Innovations in programme delivery/ curricula design

- Review of examination procedure

- Enhancement of health facilities

Name & Signature                              Name  &  Signature
of the  Coordinator, IQAC                 of the Chairperson,  IQAC