

The Annual Quality Assurance Report (AQAR) of the IQAC 2008-09

Name of the Institution: Indian Institute of Foreign Trade

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Year of Report: 2008-09

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

- Continued expansion of executive education, with customised offerings for different requirements and focus areas based on feedback and industry demand.
- Innovations in programme delivery/ curricula design
- Review of examination procedure
- Enhancement of health facilities

Outcome

- Two new certificate programmes launched in keeping the focus on specific skill enhancement for industry. These programmes are the Certificate Programme in Capital and Financial Markets (CPCFM) and the Post

Graduate Certificate Programme in International Business (PGCPIB)
through VSAT platform

- Introduction of international study tour in collaboration with Nyenrode Business University in Netherlands for EPGDIB(VSAT) programme. This Study tour was introduced to provide exposure to International business practices and cultural issues in a different country along with enabling them to be exposed to best practices in the area of trade and logistics, through Port visits and sessions with Customs officials.
- Development of online resource centre for each programme with a view to improve academic administration and help provide students and faculty easy access to resource material and uploading of assignments along with instructions for the course implementation.
- Introduction of policy for faculty invigilation. Existing norms were strengthened after review of prevailing system and improved process defined with greater role for faculty in the invigilation of exams.
- New gymnasium for students and faculty was developed in line with the objective of promoting physical fitness and enhancing facilities and infrastructure of the Institute.

Part B:

1. Activities reflecting the goals and objectives of the Institution:

- Division wise planning for the year
- Preparation of Programme Calendar and finalisation of faculty workload
- Regular discipline group meetings to review existing courses and new developments in the field
- Research and training programmes for industry, government bodies and Ministries on Foreign trade/ International Business/WTO
- Greater use of technology for effective learning as well as for increasing access
- Collaborations with leading universities across the world
- Training and capacity development for faculty

- Well planned, tamper proof admission and examination process

2. New academic programmes initiated (PG):

Certificate Programme in Capital and Financial Markets (CPCFM)

Post Graduate Certificate Programme in International Business (PGCPIB)
through VSAT platform

3. Innovations in curricular design and transaction:

Introduction of international study tour in collaboration with Nyenrode Business University in Netherlands for EPGDIB(VSAT) programme

Regular updation 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:

Invigilation by faculty members introduced for better monitoring

6. Candidates qualified: NET/SLET/GATE etc.

Not Applicable

7. Initiative towards faculty development programme :

International Training Program (2008)					
1	Satinder Bhatia	Professor		Capacity Development Programme on COMFAR - Computer Model for Feasibility Analysis and Reporting at UNIDO, Vienna	2008
2	O.P. Wali			Mnaging Global Developemnt at German Development Institute, Bonn sponsored by Ministry of Economic Cooperation, Germany	2008
National Training Program (2008)					
1	Ruppal W. Sharma	Associate Professor		Faculty Development Programme on Research methods and data analysis with SPSS, at ITS Ghaziabad	Jul-08

8. Total number of seminars/workshops conducted: 33

9. Research projects:

a) Newly implemented: 13

b) Completed: 05

10. Patents generated, if any: Not Applicable

11. New collaborative research programmes: NA

12. Research grants received from various agencies: Approx 5 ¹⁴# crore

13. Details of research scholars: 10

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

15. Honors/Awards to the faculty: Not available

16. **Internal resources generated:** Rs 27.07 crores

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

18. Community services:

Continuation of Koshish and NGO internship. During the NGO internship students are assigned to different NGOs and work with them on specific projects. They are assigned clear deliverables by the NGO and they have to apply their understanding of management concepts to help improve the functioning of these NGOs. Students are evaluated both by the NGOs and the Institute. The Koshish club of students also undertakes various community service initiatives and activities on a voluntary basis.

19. Teachers and officers newly recruited:

7 faculty members and 15 staff members

20. Teaching – Non-teaching staff ratio: 0.47

21. Improvements in the library services:

Continued maintenance of all facilities offered and regular updation of electronic databases along with organising sessions for demo/ training in use of specific databases.

22. New books/journals subscribed and their cost:

Section	Acquisition in 2008-09
Books, Reports, Video Cassettes & CD-ROMs and Documents	1435
Bound Volumes of Periodicals and Journals	300
Databases/Online Sites	5

Total cost of books + journals and periodicals in 2008-09= Rs 40,00,000/-
(includes new additions + continuation of existing subscriptions)

Cost of Databases= Rs 12,38,000/- (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 both during mid term as well as at the end of the term.

24. Unit cost of education: Rs 1,74,557/-

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

Already implemented

26. Increase in the infrastructural facilities:

New gymnasium for students and faculty was developed in line with the objective of promoting physical fitness and enhancing facilities and infrastructure of the Institute.

27. Technology upgradation:

Maintenance of existing facilities and upgradation of older computers

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

All full time students and faculty have laptops. Access to computer labs and internet is also available to all.

29. Financial aid to students: ₹ 2.96 lakhs

30. Support from the Alumni Association and its Activities :

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

Setting up of new alumni website

Alumni participation as visiting faculty and mentors

31. Support from the Parent-Teacher Association and its Activities:

Not Applicable

32. Health services:

Faculty/staff of the Institute encouraged to attend yoga classes taught by a yoga professional. New Gymnasium built on campus. Continuation of part time medical consultation facility.

33. Performance in sports activities:

Students participated in intra as well as inter Institute events

34. Incentives to outstanding sportspersons: Not applicable

35. Student achievements and awards:

Several awards won through extra curricular activities. Details are attached. Annexure 1

36. Activities of the Guidance and Counselling Cell:

CPA has been proactively counselling through the division

37. Placement services provided to students:

100% placement. Details are attached. Annexure 2

38. Development programmes for non-teaching staff: Nil

39. Best practices of the institution:

Regular Peer review of all courses and updation of all courses

Enhancing use of ICT techniques to enhance learning

Development of online resource centre for each programme

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

- IIFT has a total 30 MOUs with business schools across Europe, North American, Africa and South East Asia. These include the following partner Institutions added in 2008-09:
 - University of New Castle, Australia: MOU signed on 27 November 2008 covering exchange of students and faculty members, collaboration in joint research projects, joint conferences and cultural programmes besides supervision of Ph.D scholars and evaluation of Ph.D thesis work.
 - Bangladesh Foreign Trade Institute (BFTI): MOU signed on 1 December 2008, under which IIFT will offer Certificate Programme in Export Management in collaboration with BFTI and conduct MDPs and Research.
 - Bradley University, Peoria, Illinois, USA: An MOU covering student and faculty exchange, joint research projects, joint cultural programmes and organization of joint conference was signed at IIFT on 15 March 2009.
 - The University of Akron, Akron, Ohio, USA: The MOU was signed in February 2008 which provides for exchange of students and faculty members, joint research project, cultural programmes and joint conferences.
- Increased participation in student exchange programme with 13 inbound and 27 outbound students. The Partnering Institutions for exchange programme in January 2009 are as follows:
 - i. Virginia Polytechnic Institute and State University, USA.
 - ii. CERAM Sophia Antipolis, France
 - iii. Hanken Swedish School of Economics, Finland
 - iv. Pforzheim University of Applied Sciences, Germany
 - v. Grenoble Graduate School of Business, France

- vi. IESEG School of Management, France
- vii. IECS-Strasbourg Graduate School of Management, Robert Schuman University, France
- viii. University of Bocconi, Milan, Italy
- ix. Aberstwyth University, UK
- x. Newcastle University, UK
- xi. EDHEC School of Business, Paris
- xii. International University, Geneva
- xiii. Brock Business School, Canada

Inbound Students

- i. CERAM Sophia Antipolis, France
 - ii. IECS-Strasbourg Graduate School of Management, Robert Schuman University, France
 - iii. EDHEC School of Business, Paris
 - iv. University of Bocconi, Milan, Italy
 - v. Grenoble Graduate School of Business, France
 - vi. IESEG School of Management, France
 - vii. Hanken Swedish School of Economics, Finland
- A training programme was conducted at IIFT for delegation of participants from Saarland University

41. **Any other relevant information:** Not applicable

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

- Review of programme structure and credit distribution for the two year MBA(IB) programme and introduction of current topics
- Review and revision of detailed guidelines for faculty development
- Continued focus on use of ICT techniques.

Name & Signature
of the Coordinator, IQAC

Name & Signature
of the Chairperson, IQAC