

LIST OF MEMBERS OF ACADEMIC ADVISORY BODY

S.No.	Particulars	Name / Background / Address
1.	A person of eminence from the Region / Territory either from University or an Institute of National repute in the relevant field.	Dr.Ishrat Hussain Farooqui, Former Chairman & Dean- Faculty of Commerce,Aligarh Muslim University,Aligarh (U.P.)
2.	Representative of a recognized / Industrial / Commercial All India Body.	Shri H.N. Dhyani Ex- CEO, Dewan Rubber Ltd.
3.	An Alumni of Institute with at least ten years experience.	The institute started in year 2007
4.	An Expert in the field of Management from within the State / Region.	Shri V.R. Khanna General Manager (Finance) Dewan Tyre Ltd. Partapur, Meerut
5.	Experts in the field of Management from outside State / Region	Mr. S.S. Bisht Sr. Manager Air Sahara New Delhi
6.	A representative of AICTE	To be nominated by AICTE.
7.	Two senior faculties member of Professor rank.	1. Prof. Manorama Trikha , Professor, Dewan VS Institute of Engineering & Technology. 2. Prof.V.P.Singh, Professor, Dewan(Law College.
8.	Director / Principal of the Institute.	Brig.V.P.Munjaj, Director Dewan VS Institute of Marketing Management , Meerut.

MECHANISM / NORMS & PROCEDURES FOR **DEMOCRATIC / GOOD GOVERNANCE**

The institute is professionally managed with clearly defined objectives. A well-delegated, democratic and transparent system has been developed and followed facilitating decision making to ensure academic excellence through participation and involvement of all staff members. The HR policies are user-friendly and care is taken in taking decisions so that they are in the best interests for the employees and the system.

Dewan institute of Management Studies is an ISO: 9001-2000 certified institution and therefore it has developed quality management system for excellence in both academic and administrative activities.

The institute has a Constituted Board of Governors comprising members of Management Committee, Educationist and Industrialist. The Director of the institute is the member Secretary of the Board. The Board meets once in 6 months and reviews the progress on all fronts. All policy matters relating to additional courses, investment in additional infrastructure, perspective, plan etc. are discussed and decided by the Board of Governors. The Boards also reviews and passes the annual budget.

The Governing Council of the institute is composed of the Chairman, Secretary, Treasurer, one / two other members of the Management Committee and the Director who act as the Convener. The Council meets once / twice in a month or as necessary to regularly reviewed and decide on various functional issues of importance.

A committee consisting of all the Heads of the Departments has been formed. The Committee meets teaching staff, non-teaching staff and students from time to time, and seeks their advice in toning up the departmental efficiency.

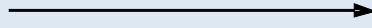
**GRIEVANCE HANDLING MECHANISM OF
DEWAN INSTITUTE OF MANAGEMENT STUDIES**

FOR FACULTY

MANAGEMENT

STAGE I

Grievant Conveys Verbally



Senior member designated to deal at initial stage (Reply in 24 hrs.)

Not satisfied, go to

STAGE II

Grievant departmental Representative

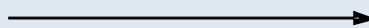


Head of the Department (Meeting at pre-allocated time)
(Reply in 48 hrs.)

Decision Unsatisfactory

STAGE III

Grievant departmental Representative

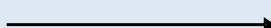


Grievance Committee comprising of all HOD's
(Decision in 3 days)

Decision no in time or not satisfactory

STAGE IV

Grievant departmental Representative



Immediate action is required by Director (If necessary in consultation with Management)

**GRIEVANCE HANDLING MECHANISM OF
DEWAN INSTITUTE OF MANAGEMENT STUDIES**

FOR STUDENT

GRIEVANT

MANAGEMENT

STAGE I

Grievant Conveys Verbally

Senior member / faculty designated to deal at initial stage (Reply in 24 hrs.)

Not satisfied, go to

STAGE II

Grievant departmental Representative

Head of the Department (Meeting at pre-allocated time) (Reply in 48 hrs.)

Decision Unsatisfactory

STAGE III

Grievant departmental Representative

Dean of Student Welfare (handle the grievance of grievant student in 2 days)

Decision is not satisfactory

STAGE IV

Grievant departmental Representative

Grievance Committee Comprising of All HOD's & DSW (Decision in 3 days)

Decision is not satisfactory

STAGE - V

Grievant Departmental Representative

Immediate action is required by Director (If necessary in consultation with Management)

**GRIEVANCE HANDLING MECHANISM OF
DEWAN INSTITUTE OF MANAGEMENT STUDIES**

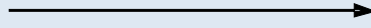
FOR STAFF

GRIEVANT

MANAGEMENT

STAGE I

Grievant Conveys Verbally



Office Superintendent to deal with grievance at initial stage (Reply in 36 hrs.)

Not satisfied, go to

STAGE II

Grievant departmental Representative



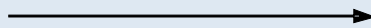
Additional Director / Senior most HOD to handle the grievance (Reply in 3 days)

Decision not in time or not satisfied



STAGE III

Grievant departmental Representative



Immediate Action is required by Director (If necessary in consultant with Management)

LIST OF EQUIPMENT (COMPUTER AND AUDIO VISUAL AIDS)

<u>S. NO.</u>	<u>EQUIPMENTS</u>	<u>QTS.</u>
1.	Computers (MBA 120 + MCA 105)	225
2.	Printers (MBA 13 + MCA 12)	25
3.	Offline UPS (500 VA, 1000 VA & 1200 VA)	29
4.	Online UPS (7.5 KVA)	06
5.	CVTs	17
6.	HUB (16 Port / 8 Port / 24 Port)/ Switch	20
7.	Laptop IBM Think Pad R50e	01
8.	CD Writer / ROM /5 Duel writer / Combo drive	15
9.	LCD Projector (Panasonic LMB10SE 2000 Luminous XVGA display)	01
10.	R/F Tower for Internet (1 Mbps)	01
11	.Scanner U max & HP (3 in 1)	04

AUDIO VISUAL EQUIPMENTS

<u>S. NO.</u>	<u>EQUIPMENTS</u>	<u>QTS.</u>
1.	P.A. Systems complete	02
2.	Stereo Tape Recorder	02
3.	O.H & Slide Projectors	08
4.	T. V.	02
5.	V. C. R.	02
6.	Video Cassettes	18
7.	Audio Cassettes	15
8.	Photostat Machines- Modi Xerox	01
9.	Fax	02
10.	EPABX	01
11	.Electronic Typewriter	01

SOFTWARE AVAILABLE IN THE COMPUTER

NETWORK (1) Windows NT 4.0 (Server & Workstation edition)
OPERATING (2) Novell Netware 3.X
SYSTEM (3) Windows 2003 (Server & Work station edition)
(4) Windows 2000 (Server& Work station edition)
(5) Linux (Red Hat)
(6) Mandrak Linux

OPERATING SYSTEM: Windows XP (Professional), Windows Me,
Windows 95/98, Windows 3.11 (Work group),
MS-DOS 6.22

LANGUAGE :

JAVA
C++
TURBO C
Cobol
Pascal
Fortran
Basic
Turbo Assembler

DBMS: d Base, Fox Pro, Visual Fox Pro.

RDBMS: Oracle 10.2 g (Server & Client Version)
Oracle 8.0 for Windows NT (Server & Client Version)
Personal Oracle for Windows 98.

GUI: Visual Studio 6.0
Visual Studio .net
V Fox Pro 6.0
Developer/2000
VJ++ 6.0

PACKAGE:. net, MS-Office 4.3, MS-Office-2003, Office XP.
Coral Draw, Pagemaker, Ventura
Tally 5.0, Tally 7.2, Frontpage 2003.
Auto Cad-14, Auto Cad-2000
Proxy Server - Analog X, Neviscop.

BROWSERS :

- (i) Internet Explorer 6.0, 5.5**
- (ii) Net Scape Navigator 7.0**

ANTIVIRUSES :

- (i) Avg Antivirus, Mccaffe 9.0 Antivirus,**
- (ii) Norton 2002, Norton Antivirus 2001.**

MULTIMEDIA SOFTWARES :

- (I) Photo Shop 6.0, 5.5**
- (II) 3D-MAX**
- (III) Macro Media Director**
- (IV) GIF Animator**
- (V) Adobe Premier**
- (VI) Flash**

COMPUTER DEPARTMENT RESOURCES

- 1. LAB-1: 81 Systems (P4 core 2 duo, 160 GB HDD, 1 GB RAM, P4-2.4 Ghz, 40 GB HDD, 128 DDR RAM, P-III 933Mhz, 128 MB RAM, 20 GB Hard disk, Intel Celeron 400 to 633 Mhz, 32 MB & 64 MB RAM, 8 to 20 GB Hard disk)**
- 2. LAB-2: 67 Systems (P4-Core-2-duo, 160 GB HDD, 1 GB RAM, P4-2.4 Ghz, 40 GB HDD, 128 DDR RAM, P-III 933 Mhz, 128 MB RAM, 20 GB Hard disk)**
- 3. LAB 3 : 20 Systems (P4-2.4 Ghz, 40 GB HDD, 128 DDR RAM, P-III, 933 Mhz, 128 MB RAM, 20 GB Hardisk)**
- 4. SERVER-1: Server IBM 2003 server (P-IV, 1.86 GHz, 1 GB RAM, 73 GB SAS HDD)**
- 5. SERVER-2: (P-III 450 Mhz, 256 MB, 20 GB, Window NT 4.0 Server edition with proxy server and naviscope 5.X & cross platform connectivity with red hat linux 6.2)**
- 6. SERVER-3: (P-IV 1.5 Ghz, 512 MB DDR Ram, 80 GB Hard disk & Windows NT 4.0 Server edition)**
- 7. SERVER-4: Linux Techninfosys Server For RF connectivity and Internet Management.**

8. **UPS:**
 - (i) 6 Online UPS-7.5 KVA
 - (ii) 29 Offline UPS (07 - 625 VA, 4- 1KVA, 1- 500VA, 2- 1.2KVA)

9. **PRINTER:** 10 DMP (EPSON FX 1170-9 Pins, EPSON EX-1050-9 Pins, EPSON EX 1050-9 Pins, TVS-24 Pins)
 - 5 - Laser Printer
 - 8 - Inkjet Printer

10. **TV Tuner Card**
11. **MODEM:**
 - (i) Dial up Modems 56.6 KBPS-2, 33.6 KBPS-1
 - (ii) ISDN Modems-1

12. **HUB/Switch :**
 - 3 Switch - 24 port (10/100 MBPS)
 - 6 Switches - 16 port (10/100 MBPS)
 - 3 HUB - 8 port (10 MBPS)
 - 2 HUB - 16 port (10 MBPS)
 - 6 Switches - 8 port (10/100 MBPS)

13. **Zip Drive (External) 100 MB**
14. **4 CD Writer (52X) , 6 CD ROM , 5 DVD writer**

15. **INTERNET -24 Hrs.**
TYPE-R/F Tower
BAND WIDTH-1 Mbps