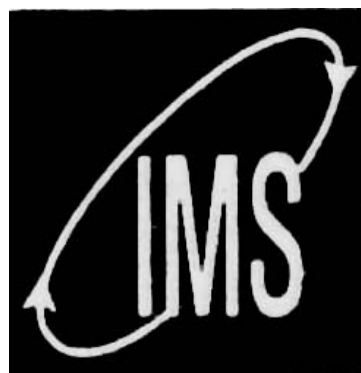


# **ACADEMIC CALENDAR**

**2017 - 18**



**ESTD. 1994**

## **Institute of Media Studies**

(Affiliated to Utkal University)  
OCHC Complex, Janpath, Unit-3,  
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## **Academic Calendar – 2017-18**

*The Calendar of Institute of Media Studies*

**OCHC Complex, Janpath**

**Unit-III, Bhubaneswar**

**Odisha – 751001**

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**Prof. Upendra Padhi**

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**Mr. P.M. Nayak**

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## **FOREWORD.....**

I have great pleasure in releasing the Institute of Media Studies' (IMS) academic calendar for 2017-18 for the benefits of students and faculties of different departments.

An academic calendar is like single window service. It is a must-possess booklet for the students, staff and other stakeholders of an academic institution. It contains all the information that students want to know or access – courses offered, schedules of classes, timetable, dates and timing of extra-curricular activities and other course-related activities like workshops, seminars and study tours.

Preparation of an academic calendar at the beginning of an academic session calls for detailed planning and careful knowledge about students' needs, activities required for facilitating academic progress and development. It should be prepared keeping in mind the parameters of excellence that the institute has set for itself. It ought to be systematic, elaborate, precise and handy. This apart, there should be an element of innovative touch to it.

While striving to maintain high standards of education and best practices, the institute has been making efforts to create appropriate avenues for encouraging the stakeholders to work for academic excellence and all-round personality development. Periodic review of curriculum is done on regular basis and state-of-the-art infrastructure including a conference hall, well stocked library, classrooms, smart boards and suitable audio-videos facilities, is in place.

The institute has been privileged to attract meritorious students, across the State and outside, who are well mentored by the dedicated faculty. Semester and Choice Based Credit System (CBCS) have been adopted and continuous and comprehensive assessment of the learning is emphasized. The Placement Cell, besides making continuous efforts to enhance the placement opportunities of final year students, strives to forge alliance with different organisations to seek feedback and new avenues.

Faculty and staff of the institute are courteous and provide good support to students.

The academic brochure provides all necessary details. The Institute welcomes all new students to be a part of its great fraternity.

  
**Upendra Padhi**  
**Director**

## ABOUT IMS

Institute of Media Studies, popularly known as IMS, was founded in 1994 by an inspired group of eminent intellectuals and journalists of Odisha with support and encouragement from the State Government. The Institute is affiliated to Utkal University and recognized by the Government of Odisha.

Over these years, IMS has been committed to excellence in higher education foraying into diversified disciplines of learning. It has steadily evolved into a world class academic institution recognized for the experiential learning it offers, the competent and compassionate faculty, the stellar media laboratories, academic vibrancy and cosmopolitan culture. Since its inception, it has been producing trained media, social, financial and industrial professionals while the institute has blossomed into a center of excellence in media studies as well as in social and management studies. At present, it offers four courses - **MJMC, MSW, M.Com (Financial & Control)** and **MAPMIR**.

The institute has a state-of-art campus in the heart of Bhubaneswar. Known for its creative dynamism and flexibility, the IMS offers varied programmes blending skill development and value orientation to shape the career of students and develop holistic personality to be privileged members of the civil society. A governing body and advisory board comprising reputed academicians, media experts and exponents of corporate and social sectors have been managing daily affairs the institute. The decision of the management stands final and decisions taken in the management relating to academic activities are transparent to the public.

### VISION

- To achieve academic excellence.
- To uphold moral values of the society.
- To inculcate a service of social justice.
- To become a national leader in higher education

### MISSION

- To impart futuristic and comprehensive education of global standards with a high sense of discipline and social relevance in a serene and invigorating environment.
- Creating the best possible multi-dimensional academic ambience and harnessing all the resources at our disposal to make this seat of learning a center of excellence.
- Adding value to human self by producing skilled, competent young professionals wedded to the ideals of professionalism with a human face and justice.
- Ensure the steady supply of highly trained skilled and professionally competent media personnel to the different media houses both inside and outside of the state.

### MOTTO

To achieve global standards and excellence in Teaching, Research and Consultancy by creating an environment in which the faculty and students share a passion for creating, sharing and applying knowledge to continuously improve the quality of education.

## RULES & REGULATIONS

- (i) A student must be required to attend 75% of the lectures and tutorials/practical classes held in each semester at the institute.
- (ii) A student shall not be eligible to appear term-end examination conducted by Utkal University unless he/she secures the required percentage of attendance. However relaxation of 15% may be granted in case of illness on the production of sufficient proof much before the form fill-up.
- (iii) As per the norms of the Institute the students those who failed to attend the internal examinations or score below 40% of aggregate in the internal test will be fined Rs.400/-. The students who failed to score the minimum attendance in the seminar, presentation, Rural camp and fieldwork have to give fine which will be decided by the management.
- (iv) The re-admission will be done in the month of July i.e. within the last week of July. The installment will be deposited in 4 (four) phases i.e. in 3<sup>rd</sup> week of July and 3<sup>rd</sup> week of December for each year (1<sup>st</sup> year & 2<sup>nd</sup> year). But the annual fee should be deposited with the installment fee once in a year at the time of admission and readmission.
- (v) Students, who have taken admission migrating from other University, shall have to submit their Migration Certificate (MC) within 15 days of admission to register as a student of the Utkal University. Otherwise they will not be eligible to appear at the first Term-End Examination conducted by the Utkal University.
- (vi) The students are advised to wear the prescribed uniforms with identity card to the Institute. Otherwise they will not be allowed to the institute after two times warning.
- (vii) Continuous absence without leave for more than one or two days on the part of students is a serious breach of college discipline. In such cases on or before the third day of such absence the name of the absentee will be struck off from the attendance rolls.
- (viii) Students are forbidden to loiter in the corridors, when they have no classes, students are advised to be in the library.
- (ix) Ragging is strictly prohibited in the campus of the institute. Students found indulging in such activity; severe action may be taken against them such as rustication from the Institute as per decision of Honorable Supreme court and U.G.C.
- (x) Misconduct in any form is not allowed in the institute. Any violation of this, disciplinary action will be taken as per rules of the Institute.
- (xi) Spitting on the walls, floor, pillars or doors of the Institute, disfiguring the walls and creating noise in the institute are strictly prohibited.
- (xii) Students are warned against tampering with the electric fittings of the Institute. Severe punishment will be taken against the student who indulges in such activities.
- (xiii) The students will bring out the creative Wall Magazine contributed by both students and teachers. The Wall Magazine is published fortnightly.
- (xiv) The students will also bring out a lab journal 'Mass Com Dot' contributed by both students and teachers bi-monthly.

## **ACADEMIC PROGRAMMES**

The Institute offers the following courses affiliated to Utkal University, Bhubaneswar duly recognized by Govt. of Odisha. IMS has three major departments and the courses offered under various departments are as follows:

- 1. DEPARTMENT OF JOURNALISM & MASS COMMUNICATION**
- 2. DEPARTMENT OF SOCIAL WORK**
- 3. DEPARTMENT OF MANAGEMENT**

### **1. DEPARTMENT OF JOURNALISM & MASS COMMUNICATION**

The world has witnessed a phenomenal and unprecedented explosion in communication technology and media. All boundaries have been transcended, and the entire global community seems to have been brought together into one unified whole. And it is here that mass-communication, as a stream of study, and as a career, becomes so important and enviable. Mass Communication is not limited to journalism alone. To a great extent mass media is a modern reality which covers all aspects of human life. Moreover, a great change can be observed in the concept of people working in mass media. Careers in Mass Communication are not only high paying but also bring in a great deal of job satisfaction and expression of creativity. Mass media now play a significant role in initiating and accelerating the process of modernization.

Students undergoing MJMC have multiple opportunities with satisfying and highly profitable employments in different media houses. Successful students can join SAMBADA, SAMAJA, DHARITRI, SAMAY, PRAMEYA, PRAGATIBADI, NITIDINA, ODISHA BHASKAR, SURYA PRAVA, DOORDARSAN, OTV, ETV, ZEE KALINGA, KANAK NEWS, KAMYAB NEWS, MBC TV, SARTHAK TV, NAXTRA NEWS, NEWS WORLD, PARADEEP PORT TRUST, GRIDCO, I&PR DEPTT., Govt. of Odisha, PIB, FIELD PUBLICITY, FILM DIVISION, PUBLICATION DIVISION, RAILWAYS, OMFED, IDCO, NALCO, IMFA, different advertisement agencies i.e. SAMPARK, PRELUDE, SANKET, SHADOW and a host of other institutions. The placement cell of IMS provides suitable employment to deserving students.

### **PROGRAMME**

- (i) Master in Journalism and Mass Communication (MJMC)**

### **ACADEMIC ACTIVITIES OF THE DEPARTMENT**

#### **EXAMINATION**

From 2017-18 academic year, IMS follows the Choice Based Credit System semester examination of the Utkal University. During the two years of PG Course, there shall be four semesters having 100 credits (Semester-I: 24 credits, Semester-II: 24 credits, Semester-III: 30 credits and Semester-IV: 22 credits). Each semester has a mid-term assessment and an end-term examination in each paper. For details on credit system, refer to your course curriculum.

## Evaluation (MJMC)

- End Term: 70 Marks
- Mid Term: 30 Marks
- Project Report: Thesis: 100 marks and Presentation & Viva-Voce: 100 Marks
- Total Marks= **2300**

## Evaluation Process

- Mid-term and continuous evaluation components will be made internally.
- Practical component will be evaluated by internal faculty concerned and an external examiner as appointed by the University.

## INTERNAL EXAMINATION SCHEDULE FOR THE SESSION 2017 - 18

### Internal examination program for MJMC (1<sup>st</sup> & 3<sup>rd</sup> Semester)

Date	Paper Code		Marks
	1 <sup>st</sup> Sem.	3 <sup>rd</sup> Sem.	
13.11.2017	MJMC-101	MJMC.-301	50
14.11.2017	MJMC-102	MJMC.-302	50
15.11.2017	MJMC-103	MJMC.-303	50
16.11.2017	MJMC-104	MJMC-304	50
17.11.2017	MJMC-105	MJMC.-305	50
18.11.2017	MJMC-106	MJMC-306	50
20.11.2017	-	MJMC-307	50
<b>Date of Publication of Result-27.11.2017</b>			

### Internal examination program for MJMC (2<sup>nd</sup> & 4<sup>th</sup> Semester)

Date	Paper code		Marks
	2 <sup>nd</sup> Sem.	4 <sup>th</sup> Sem.	
12.03.2018	MJMC-201	MJMC.-401	50
13.03.2018	MJMC-202	MJMC.-402	50
14.03.2018	MJMC-203	MJMC.-403	50
15.03.2018	MJMC-204	MJMC.-404	50
16.03.2018	MJMC-205	-	-
17.03.2018	MJMC-206	-	-
<b>Date of Publication of Result – 26.03.2018</b>			

**NOTE: End-Term examination will be held as per the University instructions.**

## PRACTICAL RECORDS

- Students will have to prepare Practical Records which will be assessed and evaluated at the end of each semester examination by both Internal & External examiners.
- At the end of the week, as per assignment given by the faculty members students will have to prepare the practical records signed by the faculty concerned and submitted to the Course Coordinator.

## DISSERTATION

In 3<sup>rd</sup> semester, the students have to submit their dissertation in due time to the concerned guide. The students have to submit their synopsis of their dissertation by 1st week of September. The students will not be allowed to fill up the form if they do not submit the dissertation before (approx. 2nd week) of November. Students must submit the dissertation in form of both hard and soft copy.

## INTERNSHIP

It is mandatory for the 3<sup>rd</sup> semester students to go for annual internship of 45 days to different organizations (news, corporate, ad agency, etc.) from **1st April to 15th May**. The internship programme will be evaluated on the basis of performance of the students which will be communicated to the Institute by the agencies through a confidential report.

## LAB JOURNAL

- Lab Journal is a part of University curriculum.
- Students will have to contribute articles/features for publication of the Journal.
- Editing, layout and design work of Lab Journal will be carried out by the students.
- Entire process will be assessed by the internal and external examiner at the end semester exam.

## SEMINARS

- The main objective of the seminar shall be pursuit and promotion of study in the subject by means of seminar meetings, symposia, discussion and speeches on topics relating to the subject.
- All P.G. students and staff members of the subject concerned are members of the seminars.
- There shall be a Secretary and Joint Secretary of the seminar duly elected from final year and 1<sup>st</sup> year students respectively.
- The internal seminars will be held on every Saturday at 11.00 AM except holidays and the days of other in-house activities and monthly seminars.
- Apart from proposed seminars students are required to present their seminar papers in Power Point format individually and submit both hard & soft copy.
- The students who failed to attend the seminar(s) will not get marks in the paper concerned.
- Students will have to submit a news report at the end of the monthly seminar for circulation among local media houses.
- In the session 2017-18, the seminar will be held on following proposed topics.

### LIST OF MONTHLY SEMINAR TOPICS FOR MJMC STUDENTS

Sl. No.	Name of Topic	Date	Seminar In-Charge
1	Corporate Media and Threat to Democracy	15/09/2017	<b>Mr. Manoranjan Panda</b>
2	Ethical and Legal Aspects of Advertising	27/10/2017	
3	TRP Wars: The Battle Between News Anchors on Indian Television	16/11/2017	
4	Emergence of ICT & Its Role in Media	12/01/2018	
5	Recent Trends of PR Practice	16/02/2018	



## 2. DEPARTMENT OF SOCIAL WORK

To produce professional social workers who can engage themselves for fostering sustainable development in all spheres, Department of Social Work has been established. As social development is a crucial task in the developing world, the role of social workers cannot be ignored.

The broad spectrum of social work in today's globalised world offers career prospects for young and enthusiastic individuals in diverse fields in government, non-government and corporate sectors. In fact, the job opportunities for trained social workers are growing every year in today's world of globalization with an attractive salary package. Students after completion of course can join Government and non-government organizations like ACTION AID, CARE, OXFAM, CRY, BGVS, CAPART, WHO, UNDP, UNICEF, DRDA, ORMAS, COOPERATIVES and various projects like SSA, NHM, W&CD, NRLM, OTELP. etc run by the Central and State Governments. They can also join in corporate sectors as HR personnel. The placement cell of IMS takes care of providing suitable employment to deserving students.

### PROGRAMME

#### (i) Master in Social Work (MSW)

### EXAMINATION

The examination will be held semester wise as per the norms of Utkal University. Besides, two internal tests are conducted during the course period.

### EVALUATION PROCESS

Internal examination will be evaluated internally. Out of 200 practical marks, 50% field work will be evaluated by the internal faculty on the basis of attendance, report writing skill, participation in IC/GC, timely submission of report and presentation. Rest 50% will be evaluated by the external examiner at the end of the University Examination.

### INTERNAL EXAMINATION SCHEDULE FOR THE SESSION 2015-16

#### MSW 1<sup>st</sup> & 3<sup>rd</sup> semester internal examination program

Date	Papers (1 <sup>st</sup> Sem.)	Papers (3 <sup>rd</sup> Sem.)	Full Mark
13.11.2017	SWFC -01	SWCP-08	50
14.11.2017	SWFC -02	SWCP-09	50
15.11.2017	SWFC -03	SWCP-10	50
16.11.2017	SWFC -04	SWCP-11	50
17.11.2017	SWFC -05	SWCP-12	50
18.11.2017	-	SWCP-13	50
20.11.2017	-	SWEP- 01 – 06 (any one)	50
<b>Date of Publication of Result – 27.11.2017</b>			

### MSW 2<sup>nd</sup> & 4<sup>th</sup> semester internal examination program

Date	Papers (2 <sup>nd</sup> Sem.)	Papers (4 <sup>th</sup> Sem.)	Full Mark
12.03.2018	SWCP-01	SWCP-15	50
13.03.2018	SWCP-02	SWCP-16	50
14.03.2018	SWCP-03	SWCP-17	50
15.03.2018	SWCP-04	SWCP-18	50
16.03.2018	SWCP-05	SWCP-19	50
17.03.2018	SWCP-06	SWCP-20	50
19.03.2018	-	SWEP-07 – 11 (any one)	50
<b>Date of Publication of Result – 26.03.2018</b>			

### FIELDWORK AND PROJECT WORK

As per the syllabus, the fieldwork is mandatory. Field work held twice in a week i.e. Friday and Saturday. The students have to submit the field work report by Monday or at best by Tuesday of the next week. If not so, then evaluation of field work will be done accordingly. 75% of attendance is compulsory for fieldwork. Those who will be failed to attend the fieldwork and other assignments regarding fieldwork they will be debarred from form fill up.

The students are required to submit their fieldwork reports, compiled reports & dissertation in due time to the supervisors concerned. They are required to submit the synopsis of their project work by 1st week of December. Students must submit the dissertation in form of both hard and soft copies. There will be 4 days for theory classes and 2 days for practical (Fieldwork). In the 1<sup>st</sup> year, the students will be placed in slums for fieldwork and in the 2<sup>nd</sup> year they will be linked with different agencies promoting social welfare.

The students have to give power point presentation (PPT) in two parts i.e. one is at the mid of each semester classes and another is at the end of the semester. The power point presentation is mandatory. Those who will not adhere to it, strict disciplinary action will be taken against them as it is decided by the authority.

### RURAL CAMP

As per the MSW course curriculum, in the 2<sup>nd</sup> semester, a rural camp of 10 days will be organized in some remote and interior places of Odisha. The core objective of the rural camp is to expose the students to rural life situations and motivate them for undertaking developmental actions at the grassroot level with the required skills, understanding and expertise.

### BLOCK PLACEMENT

The students will be placed in different Development Agencies/NGOs or Corporate Houses to work and obtain job training experience. This training lasts for a continuous 25 days prior to the 4<sup>th</sup> semester examination. The students have to submit the performance report provided by the agencies after completion of the Block Placement. It is compulsory for all.

## SEMINARS

- The objective of the seminar is to pursuit and promotion of study in the subject by means of seminar meetings, symposia, discussion and presentation on topics relating to the subject.
- A Secretary and a Joint Secretary of the Seminar should be duly elected from the final year and 1<sup>st</sup> year students respectively.
- Punctuality and regularity will have to be maintained in all classes, seminars, Individual and Group Conferences and other programs of the institute.
- Students shall attend all the teaching classes. Besides, attendance in field work, observation visits, rural camp, block fieldwork and internal examinations are mandatory. Attendances of IC/GC are compulsory. Students are also required to attend guest lecturers, seminars, workshops, debates and other programs of the institute without fail.
- Students will comply with the instructions given by the authorities from time to time in all matters connected with their studies including maintenance of discipline, dignity, decorum and good behavior.
- Students will give power point presentation (PPT) on a seminar topic approved by the faculties..

### LIST OF MONTHLY SEMINAR TOPICS FOR MSW

Sl. No.	Topic	Date	Seminar In-charge
1.	Contribution Of Youth Organisations In Community Development	22.09.2017	<b>Dr. Gayatri Patnaik &amp; Mr. Raghunath Mandal</b>
2.	The Effect Of Gender Inequality On Women Employment Opportunity	18.10.2017	
3.	Ambedkar's Vision On Dalit Emancipation	23.11.2017	
4.	Empowerment Through E-panchayat	7.02.2018	

### 3. DEPARTMENT OF MANAGEMENT

Department of Management has been established to produce skilled manager and finance professionals to meet the overgrowing demands in the era of globalization. Not only India but also many foreign countries have implemented principles of liberalization, privatization and globalization in their economy. As a result of which, enormous growth of corporate sector and business houses has been witnessed. So there is growing need for trained manpower worldwide.

The jobs in corporate sector and business houses have been lucrative because of a good salary package. The students of any management and finance courses have enormous job opportunities in public and private corporate sector and business houses in India and abroad. They can join NALCO, SAIL, MARUTI UDYOG, HAL, BHEL, GRIDCO, TATA, BIRLA, RELIANCE, POSCO, VEDANTA, MUTHOOT FINANCE, KARVY FNANCE, AXIS BANK, ICICI BANK, YES BANK and many more. They can also set up their own business and industrial houses.

#### PROGRAMMES

Institute offers following programmes under this department.

- (i) **Master of Commerce in Finance & Control (M. Com FC)**
- (ii) **Master in Personnel Management and Industrial Relations (MPMIR)**

#### Master of Commerce (Finance & Control)

There are two semesters in each year of the Course. Each semester has one Internal Assessment and one Term-End Examination. The marks secured in internal assessment tests shall be counted paper-wise in the term-end examination.

Total marks for the M.Com (Finance & Control) examination shall be 3200 marks divided in to four semesters, each semester carries 800 marks. In the first year, every semester shall comprise eight theory papers carrying 100 marks each. But in 2<sup>nd</sup> year, the third and fourth semesters shall comprise seven theory papers carrying 100 marks each and a project report carrying 100 marks.

<u>Components</u>	<u>Weightage</u>
(i) Mid-semester Exam.	30%
(ii) End-semester Exam.	70%

#### EVALUATION PROCESS

- (a) Mid-term evaluation carrying 30 marks in each paper will be conducted internally.
- (b) Semester examination carrying 70 marks in each paper is conducted by the Utkal University.
- (c) Practical component will be evaluated by both internal faculty and external examiner as appointed by the university.

## **SUMMER TRAINING**

After completion of 3rd semester, students have to undergo 6 - 8 weeks of Summer Training Programme in different corporate, finance & banking related organizations. At the end of the summer training program they have to submit the training report for evaluation.

## **ANNUAL PROJECT WORK**

During 4th semester, all the students have to undergo annual project work on a relevant topic in different Corporate and Finance sector. The topic is decided in consultation with the project guide. The students have to submit synopsis of their annual project work. Finally they have to submit the project report for evaluation.

## **Master in Personnel Management and Industrial Relations (MPMIR)**

Master in Personnel Management & Industrial Relations (MPMIR) is a two-year full time postgraduate programme focusing primarily on Personal Management & setting Industrial relationship among the industries, implementing polices for individual safety & growth of the organization.

- The course contains four semesters and every semester has six papers carrying 100 marks each. Minimum pass mark in each subject is 40 while the aggregate is 50% for qualifying.
- In the fourth semester, the Group Seminars / Presentations are compulsory which will be done in presence of all faculty members and an external.
- Students have to submit a dissertation and appear its viva-voce.
- Weekly quiz will be organized for the MPMIR & M.Com (Finance & Control) students.
- Classroom presentation by the students is also mandatory and the topics will be approved by the faculty concerned.

## **SUMMER TRAINING**

After completion of 2<sup>nd</sup> semester, all students are required to undergo summer training on a topic relevant to HR and IR practices in corporate houses. The topic is decided in consultation with the project guide. At the end, the students are required to prepare training report and submit it for evaluation.

## **ANNUAL PROJECT WORK**

During 4<sup>th</sup> semester, all the students have to undergo annual project work on a relevant topic related to HR and IR practices in different Corporate houses.. The topic is decided in consultation with the project guide. The students have to submit synopsis of their annual project work. After the completion of the project work the students are required to prepare the final report and submit it for evaluation.

## INTERNAL EXAMINATION SCHEDULE FOR THE SESSION 2015-16

### Program for M.Com. (Finance & Control) (1<sup>st</sup> & 3<sup>rd</sup> Semester)

Date	Paper code		Internal marks
	1 <sup>st</sup> Sem.	3 <sup>rd</sup> Sem.	
13.11.2017	1.1	3.1	50
14.11.2017	1.2	3.2	50
15.11.2017	1.3	3.3	50
16.11.2017	1.4	3.4	50
17.11.2017	1.5	3.5	50
18.11.2017	1.6	3.6	50
20.11.2017	1.7	3.7	50
21.11.2017	1.8	3.8	50
<b>Publication of results – 27.11.2017</b>			

### Program for MPMIR (1<sup>st</sup> & 3<sup>rd</sup> Semester)

Date	Paper code		Internal marks
	1 <sup>st</sup> sem.	3 <sup>rd</sup> sem.	
13.11.2017	101.1	301.1	50
14.11.2017	101.2	301.2	50
15.11.2017	101.3	301.3	50
16.11.2017	101.4	301.4	50
17.11.2017	101.5	301.5	50
18.11.2017	101.6	301.6	50
<b>Publication of results – 27.11.2017</b>			

### Program for M.Com. (Finance & Control) (2<sup>nd</sup> & 4<sup>th</sup> Semester)

Date	Paper code		Internal marks
	2 <sup>nd</sup> Sem.	4 <sup>th</sup> Sem.	
12.03.2018	2.1	4.1	50
13.03.2018	2.2	4.2	50
14.03.2018	2.3	4.3	50
15.03.2018	2.4	4.4	50
16.03.2018	2.5	4.5	50
17.03.2018	2.6	4.6	50
19.03.2018	2.7	4.7	50
20.03.2018	2.8	-	50
<b>Publication of results – 26.03.2018</b>			

### Program for MPMIR (2<sup>nd</sup> & 4<sup>th</sup> Semester)

Date	Paper code		Internal marks
	2 <sup>nd</sup> Sem.	4 <sup>th</sup> Sem.	
12.03.2018	201.1	401.1	50
13.03.2018	201.2	401.2	50
14.03.2018	201.3	401.3	50
15.03.2018	201.4	401.4	50
16.03.2018	201.5	401.5	50
<b>Publication of results – 26.8.2018</b>			

**Note:**

- (i) **Internal examination result will be published within 15 days of completion of the exam. The result will be published on Institute notice board.**
- (ii) **End-Term examination will be held as per the university instruction.**

### **PEDAGOGY**

To facilitate integrated learning in the department, different methods are followed to make it highly participative. The pedagogy includes lecture and discussions, case development and case methods, seminars, self learning, industrial visit and individual/group presentations. We promote HRD through participation and exposure.

### **SEMINARS**

- The objective of the seminar is to pursuit and promotion of study in the subject by means of seminar meetings, symposia, discussion and presentation on topics relating to the subject.
- A Secretary and a Joint Secretary of the Seminar should be duly elected from the final year and 1<sup>st</sup> year students respectively.
- Punctuality and regularity will have to be maintained in all classes, seminars, Individual and Group Conferences and other programs of the institute.
- Students will comply with the instructions given by the authorities from time to time in all matters connected with their studies including maintenance of discipline, dignity, decorum and good behavior.
- Students will give power point presentation (PPT) on a seminar topic approved by the faculties.

## LIST OF MONTHLY SEMINAR TOPICS FOR M.Com (F&C) /MPMIR STUDENTS

Sl. No.	Name of Topic	Date	Seminar In-Charge
1	Role of Finance in Rural Sector	21.09.2017	Ms. Snigdha Jyotsnamayee Mr. Shitendra Ku. Baliarsingh
2	Entrepreneurial Excellence in Today's Culture	04.11.2017	
3	Customer Relationship Management	16.12.2017	

## OUR FACULTY MEMBERS

Sl. No.	Name	Dept.	Contact No.	E-mail
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## OUR LIBRARY

Library is the key resource centre for obtaining knowledge. Our library fulfills all requirements of students of different departments as per course curriculum. It was set up in 1994 with an objective to cater the information and documentation support for the staff, students and research scholars. Staffs of the library are very helpful they suggest time to time for updating library.

Additional support can be arranged for students with disabilities and/or specific learning difficulties. If you have any individual requirements, you can discuss with a member of the Library. The library has ample collection of documents and information. Presently this library is having more than 3000 technical books and manuals, more than 400 CDs, 30 bound volumes & a number of journals/ magazines. The bulk of collection covers topics in computer networking, DBMS, languages, Internet and other related topics with nine subscribed Journals & magazines complimented to the collection.



## **LIBRARY RULES**

- The Library remains open from 10 am to 5 pm.
- Week-day for issuance of book and timing for different departments will be notified.
- Students should carry library/Id cards to enter into the library.
- They should maintain discipline in the library.
- Important notices and announcement are also displayed.
- Maintain safe book keeping and read carefully.
- In case you lose or damage a book, please report at the counter immediately. Take the instructions for replacement of the book from the Librarian.
- Check the condition of all books before issue otherwise students will be held responsible for damage.
- Library materials issued for current reading against the ID card will not be allowed to take out of the library.
- Library resources must be handled with care.
- Please collect your ID card and Library card before leaving the Library.
- Journals and Newspapers will be available with due permission of library staff.
- Cell phones should be kept on silent mode while entering into library.
- Violation in any form will be viewed strictly and will be fined accordingly.
- Before end of the final semester, students will have to obtain library clearance for filing of university examination form.
- As a responsible member, please help us to maintain the library materials in good condition.

## **BOOK RESERVE & CLAIM**

- If you find that a book is not available, you can place a CLAIM.
- Claimed books are issued only after two days.
- You have to enquire and see whether your demand has materialized, preferably between third and fifth day. The book will be kept for you for two days after which, your claim will be forfeited.

## **E-RESOURCES**

IMS has implemented an automated library system i.e. **e-Granthalaya**, a software developed by National Informatics Centre (NIC), Govt of India. The software provides online access to the catalogues of book, magazines and other resources available at the library. It helps students, faculty members and research scholars to find out appropriate resources at a click of mouse saving much your time.

## **SECURITY CHECKS**

- A. The library will not be held responsible for any loss or damage to your property.
- B. For security purposes, all users' bags, briefcases, portfolios, backpacks, and purses, may be inspected as users exit the library. We appreciate your cooperation.
- C. Please note that it is the Institute policy for door checkers to impound your ID if it has expired or if someone other than the ID holder attempts to use it to enter the library.
- D. The Librarian may temporarily suspend or permanently withdraw membership if a member is found disobeying the rules and regulations of the Library.
- E. In case of need, do not hesitate to approach the library staff who are here to help you. But when you need help, avoid the rush periods.

**LIBRARIAN: Mrs. Sucheta Mohanty – 9437439228 (M)**

## **HOSTEL**

Hostel facilities for both boys and girls are available. Students who are interested to stay in hostel should apply to the Director, IMS in the prescribed proforma available in the office of the institute. Admission to the hostel cannot be claimed as a matter of right. The hostel seats are allotted to students strictly on first come first serve basis. The admission fee, monthly seat rent and other fees of hostel are decided by the Director from time to time. The inmates of the hostel are bound to abide by the rules and regulations framed by the Superintendent of Hostel.

**Hostel Superintendent:**     **Mrs. Sucheta Mohanty**  
Mob: 9437439228 | E-mail: sucheta\_library@yahoo.co.in

## **MULTIMEDIA LAB**

The institute is equipped with a well furnished computer lab with 24 hrs internet facility. It aims at providing practical training to students of different courses, facilitating computer education, multimedia and research work.

## **NATIONAL SERVICE SCHEME (NSS)**

National Service Scheme, under the Ministry of Youth Affairs & Sports Govt. of India, popularly known as NSS was launched in Gandhiji's Birth Centenary Year 1969, in 37 Universities involving 40,000 students with primary focus on the development of personality of students through community service.

Today, NSS has more than 3.2 million student volunteers on its roll spread over 298 Universities and 42 (+2) Senior Secondary Councils and Directorate of Vocational Education all over the country. From its inception, IMS has its both boys and girls wings of NSS and several students have benefited from the NSS activities as student volunteers. Mr. Raghunatha Mandal, Lecturer in Social Work is Programme Officer of NSS (Male Unit) and Dr. Gayatri Patnaik, Lecturer in Social Work is Programme Officer of NSS (Female Unit). Students interested to join NSS may apply in plain paper to concerned Programme Officer within one month of admission or before a particular date notified by the NSS Office.

### **PROGRAMME OFFICERS OF NSS**

1. MR.RAGHUNATH MANDAL-MOB-9438500289
2. DR. GAYATRI PATNAIK-MOB-9338203312

## **YOUTH RED CROSS**

The Indian Red Cross Society (IRCS) is a voluntary humanitarian organisation to protect human life and health based in India. It is part of the International Red Cross and Red Crescent Movement, and so shares the Fundamental Principles of the International Red Cross and Red Crescent Movement. The society's mission is providing relief in times of disasters/emergencies and promoting health & care of vulnerable people and communities. It has a network of over 700 branches throughout India. The Society uses the Red Cross as an emblem in common with other international Red Cross societies. Volunteering has been at the very heart of the Indian Red Cross Society since its inception in 1920, with the Society having Youth and Junior volunteering programmes.

IMS has the youth wing of IRCS participating in various social welfare activities and programmes. Young volunteers can make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth programme.

## **DAYS TO BE OBSERVED**

- (i) National Press Day - 16<sup>th</sup> November**
- (ii) Human Rights Day – 10<sup>th</sup> December**
- (iii) National Youth Day – 12<sup>th</sup> January**
- (iv) International Women’s Day – 8<sup>th</sup> March**
- (v) National Public Relations Day – 21<sup>st</sup> April**
- (vi) World Press Freedom Day – 3<sup>rd</sup> May**

