

Al-Barkaat Institute of Management Studies

Updated in 2022

Mandatory Disclosure Information for AICTE

1. Name of the Institution:

Al- Barkaat Institute of Management Studies

2. (a) Name and Address of the Director:

Name: Dr. Waseem Ahmad

Address: Al-Barkaat Institute of Management Studies
Anoopshahr Road, Near Jamalpur Flyover
Manzoorgarhi, Aligarh-202002, (U.P.)

Phone Nos:

Mobile: 09456241237/09359146875

Office: 9105178607 (Extn.-131)

3. Governance:

Members of the Board and their brief background

GOVERNING BODY (MANAGEMENT COMMITTEE)

Chairman

Prof. Syed Muhammad Amin
President, Al-Barkaat Educational Society

Vice-Chairman

Prof. Javed Akhtar
Ex-Dean, Faculty of Management
Studies & Research,
Aligarh Muslim University, Aligarh

Members nominated by the Registered Society/Trust

Prof. Saiyadain Mirza
Fortune Institute of International Business,
New Delhi.

Prof. Irfan A. Rizvi,
Director, IILM Graduate School of
Management, New Delhi.

Mr. L. D. Mago
Coordinator of Programmes, IIFT,
Outab Institutional Area,
New Delhi.

Prof. Kaleem Mohd. Khan
Ex-Chairman, Department of Business
Administration, Faculty of Management
Studies & Research, A.M.U., Aligarh.

Mr. Vijay Bajaj
Chairman, Lock Master (India) Pvt. Ltd.,
Aligarh

Mr. Anees Noorani
Chairman, Zodiac Group of Industries,
Mumbai

Mr. Zafar Alam
Managing Director
Link Locks, Aligarh.

Prof. R.K. Bassi
Krishna Institute of Engineering &
Technology, Ghaziabad.

Nominee of the All India Council
for Technical Education - : Regional Officer (Ex-Officio)

An Industrialist/ Technologist/ Educationist
from the region nominated by
the Regional Committee as : AICTE nominee
nominee of the council, out of the
panel approved by the Chairman
of the Council.

Nominee of the Affiliating Body/
University/State Board of Technical : AKTU
Nominee Education

Nominee of the State Government : Director of Technical Education (Ex-Officio)

An Industrialist / Technologist /
Educationist from the region nominated : Mr. Vinod Mishra
by the State Government

Secretary (Ex-Officio) : Director, Al-Barkaat Institute of
Management Studies, Aligarh.

Members of Academic Advisory Body

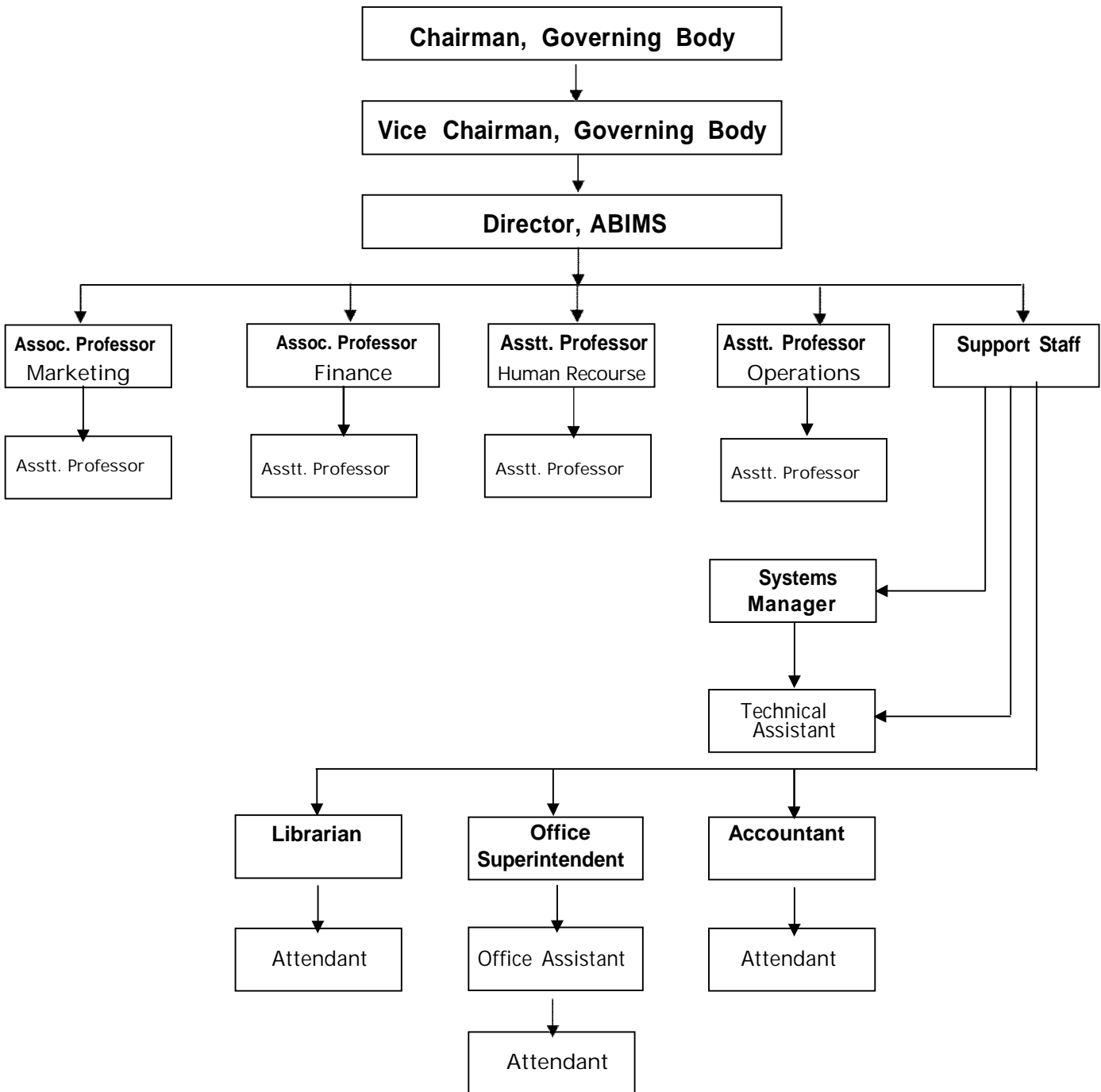
Prof. Abad Ahmad
Ex-Pro-Vice Chancellor
Delhi University,
New Delhi

Prof. R.S. Nigam
Ex-Director
Delhi School of Economics
New Delhi

Mr. Vijay Bajaj
Chairman
Lock Master (India) Pvt. Ltd.,
Aligarh

Frequency of the Board Meetings and Academic Advisory Body: To administer and supervise the working of the institute, it is necessary for the members of the board and advisory body to meet after a specified period of time. As to serve this purpose, a meeting of the Governing Body is held twice a year whereas the Academic Advisory Body meeting is held once a year.

Organizational Chart and Processes



Design	:	Organic
Complexity	:	Low Flattened hierarchy, low horizontal spread, spatial differentiation, (both vertical and horizontal)
Duties	:	Adaptable
Formalization	:	Low Staff exercise discretion, consider alternatives.
Communication	:	Informal
Decision Making	:	Decentralized

Note: *The Chairman is the final authority and arbiter.*

Chart for day-to-day Operations & Management

Chairman

- Annual decision making
- Final authority regarding financial matters of strategic importance
- Academic and Administrative strategic planning
- Presiding over the meetings of the Board and Faculty
- Strategic implementation of policies
- Approval of Institute's Annual Budget

Director

- Reviewing Progress
- Conducting Meetings with faculty and students.
- Reviewing daily reports
- Issuing notices & circulars
- Planning for future
- Solving conflicts and negotiating
- Grievance handling
- Supervising Administrative Activities
- Supervising Academic activities

Faculty

- Preparing Daily Lectures
- Conducting Sessional tests and Exams.
- Supervising students' projects
- Combining different possible teaching aids to create effective teaching methodology
- Maintaining discipline in the campus

Monitoring the students
Preparing daily/weekly/monthly progress reports
Supervising the functioning of library and computer labs.
Grievance handling of the students

Office Superintendent

Drafting of letters and circulars
Handling Queries
Maintaining Attendance register
Distribution of notices
Maintaining files of different issues.
Handling petty cash

Accountant

Receiving & Depositing fees of students
Maintaining cash flow register
Forming salary drafts for faculty & staff
Handling financial matters

Librarian

Issuing books and journals
Maintaining Issuing Register
Maintaining records of books/journals /newspapers ordered and received
Maintaining discipline in the library
Keeping track of books available
Assessing the need of books /journals
Placing orders for books/journals

Systems Manager

Maintaining Software
Networking (LAN & Internet)
Updating the software
Server Administration

Attendants

Distribution of circulars, mails, memos, notices etc.
Helping out with academic, non academic and technical activities

Nature and Extent of involvement of faculty and students in Academic affairs/ improvements.

Being an educational institution, the major focus of the management is on academic progression. The faculty and the students are fully involved in the academic affairs that are the part of the annual calendar. These include various seminars, workshops, guest lectures, mentoring-cum-counseling sessions, research work etc. that create a learning environment for both the faculty and the students.

The faculty and students share a very affable knowledge sharing relationship. Alongwith this, the faculty members work hard, both individually and in teams, to upgrade their learning. They ceaselessly make efforts to keep themselves abreast with the national and international issues that are of strategic importance. They conduct surveys, do projects, write research papers etc. apart from the regular knowledge upgradation, this gives them a worldwide exposure too.

Mentoring Sessions

ABIMS initiate these sessions for all the MBA students.

Under these sessions, groups are formed consisting of both 1st and 2nd year students. One faculty member is made Incharge of each group.

The students meet the faculty Incharge to undertake academic co-curricular activities and to receive proper guidance for achieving professional goals.

Students' Affairs & Welfare C ommittee

To inculcate team spirit in students and to raise their level of participation, various committees are formed.

Committees such as Discipline, Welfare, Students' Affairs, etc. are formed. The Students from both 1st and 2nd years are members of these committees.

Students' Affairs & Welfare Committee deals with students, regarding their academic and personal issues.

Grievance Committee

To address the grievances of students a Grievance Committee has been formed at ABIMS. The Committee functions towards the redressal of grievances through proper counseling, discussions and rendering advice in the matters.

4. Programmes

Post Graduate Program	:	M.B.A (Full Time) Two Years Approved by AICTE, New Delhi (GOI) and Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow
No. of Pass Out Batches	:	Seventeen with 75-80% placement

Teacher Student Ratio	:	1:10
Faculty, % of Ph.d Degree	:	64%
% of Post Graduate Degree	:	36%

5. Faculty:

i. Number of faculty members:

a) Permanent	:	13
b) Visiting Faculty	:	01
c) Adjunct faculty	:	Nil
d) Guest Faculty	:	Nil

Profile of Director

Name	:	Dr. Waseem Ahmad
Academic qualifications	:	Ph.D. (Management), CAIIB (1), M.A.(with field of specialization) (Statistics), B.A. (H) Economics
Details of Experience (Academic/Industrial)	:	21 (Industrial) and 17 (Academic & Academic Administration)
Date of the appointment	:	December 5, 2008

Over 2 decades of extensive experience in operations & administration in banking industry. A Strategic Planner with cross functional experience in funds management & mobilization and implementation of effective business strategies to achieve revenue and profitability norms. Demonstrated abilities in NPA recoveries. Have been recognized and appreciated by the Management on numerous occasions across the career path; for higher profitability, ameliorated business growth, best branches, etc. Abilities to support and sustain a positive work environment that fosters team performance with strong communication and negotiation skills.

Now as a Director looking after all academic affairs with core expertise in administration. Also responsible for all its academic related matters like Admissions; Orientation Programmes; preparation of Academic Calendar; conducting mid-term Exams., conducting Mock & University Exams., organizing Guest Lectures/ Workshops/ Seminars; organizing Annual Conferences; publication of Institute's Bi-annual refereed Journal (Al-Barkaat Journal of Finance & Management) and Half-yearly Newsletter (ABIMS Times); heading various Faculty & Students Committees, etc., also responsible for all its other functions like Personnel; Administration and Employees' (teaching & non-teaching) & Students' matters; HRD functions like Recruitment, Training/ Faculty Development Programmes and Students' Training/ Students' Development Programmes; their Placements, organizing their Industrial/ Educational Visits and other extra & co-curricular activities.

5. Fee:

(a). Details:

As per the norms of Fees Fixation Committee, Government of Uttar Pradesh, the tuition fee is Rs. 119,400/= for 02 years complete course where additional facilities of book bank, industrial visits, summer training & placement efforts of the Institute, uniform, cultural & sports activities etc. are provided.

(b). Merit Scholarship and Fee Waivers:

Meritorious students are awarded merit Scholarship and fee waiver as a policy to encourage them

Fee waiver has been granted to students to the extent of 50%, 75%, and 100%.

6. ABIMS's Placement Facilities

ABIMS's placement initiatives always achieve a high placement rates close to 75-80% comprising graduates who participate in ABIMS's job-hunting and job placement programmes. Those who don't participate in programmes they either join their family businesses or opt for further studies, research and teaching.

Graduate employment with prestigious organizations evidently puts ABIMS's job hunting and job placement programmes at par with programmes run at other premium business schools in India.

ABIMS runs a well-coordinated job-hunting and job placement programmes under the guidance of our experienced Training & Placement Officer.

The programmes include in-house training and development that emphasizes upon:

- Communicative English
- Personality review and development
- Interview techniques, body language , interview courtesies etcetera
- Resume and covering letter preparation
- Mock interviews
- Confidence boosting small group discussion.

We contact organizations, placement agencies and employment consultancies via letters and phone calls for students' placement before sending the resumes. Equipped with job-hunting training, the students contact the organizations themselves. We encourage students to do so and we assist them by writing letters of recommendation on their behalf. Students use computers and broadband internet connection to do their search, and view company profiles and yearly reports. By the time students finish their final examinations in mid-May their placement ventures are well under way.

As a part of our enhanced learning and quality improvement initiatives we organize industrial visits for 'learning through observation', where students acquire invaluable knowledge on how organizations are run and managed. This process supplements their theoretical knowledge. At the end of industrial visits, students write and present short reports on topics they found interesting during the visits. Planned carefully this initiative aids students confidence when they attend job interview.

As a prelude to our placement programme, we run a two-months summer-training programme that commences at the end of the first year/ 2nd semester. Organizations place summer trainees under the guidance of their staff who assign job tasks, role and responsibilities. Programme gives –hands-on training to students in their areas of specialization. At the end of their training, students write their project reports for assessment by the Institute’s Examination Committee, comprising marks that form part of students’ aggregate marks. Our students have had very successful Summer Training records with organizations such as Escorts, New Holland Tractors, BHEL, Castrol, IndusInd Bank, Reliance Infocom, Standard Chartered, ICICI, GE Capital, Cream Bell Ice-Cream and so on.

Inspiring summer-training records include:

- 100 percent summer-training placement
- Some organizations remunerated Summer Trainees for their impressive work performance.
- Organizations commend summer trainees on their performance
- Some organizations gave appreciative recommendations to trainees, rating their Performance in the category of students from premium business schools in the country.

7. Admission

(a) No of Seats sanctioned by AICTE	120, 2020 120, 2021 120, 2022
(b) No of Students admitted	78, 2020 65, 2021 120, 2022

8. Application Information

(a) Last date for request of application	As per AKTU guidelines
(b) Last date for submission for application	As per AKTU guidelines
(c) Dates for announcing final results	As per AKTU guidelines
(d) Dates for acceptance by the candidate	As per AKTU guidelines
(e) Last Date for closing of admission	As per AKTU guidelines
(f) Starting of the Academic session	As per AKTU guidelines

9. Criteria and weightages for admission:

Dr. A.P.J. Abdul Kalam Technical University (AKTU) conducts UPCET/CUET for candidates domiciled/doing degree courses from Colleges and Universities in U.P. for admission to M.B.A.

Eligibility for UPCET/CUET: Three-year degree course in any discipline from a University recognized by AKTU with minimum 50% (45% for SC/ST) marks, in aggregate. The candidates appearing in final year degree courses are also eligible.

All admissions to our MBA program are made as per the latest available guidelines of AKTU, Lucknow.

How to Apply

The MBA application form alongwith the prospectus may be obtained from the Institute on payment of Rs. 200/- in cash or by post by sending a demand draft of Rs. 250/- in favour of "AI-Barkaat Institute of Management Studies", payable at Aligarh.

The forms downloaded from the institute website can be submitted at the ABIMS office alongwith the payment of amt. Rs. 200/- in cash or through demand draft of Rs. 200/- drawn in favour of "AI-Barkaat Institute of Management Studies", payable at Aligarh.

Enclosures Required

Enclosures to the applications for admission:

1. Two passport size recent colour photographs.
2. A demand draft of Rs. 250/- in favour of AI-Barkaat Institute of Management Studies, payable at Aligarh, or Rs. 200/- in cash.
3. Attested copies of certificates (High School onwards).
4. Domicile Certificate (to prove the candidate's domicile status in Uttar Pradesh)
5. Migration Certificate (from the last Institute/University attended)
6. Attested copy of result showing candidate's UPCET/CUET rank or CAT/MAT/CMAT score (whichever is applicable).
7. Caste Certificate (If applicable)

Admission Assistance and AKTU Counseling

Once the result of UPCET/CUET is declared, our admission advisors remain available at the Institute to advise the candidates regarding the admission procedures.

The rank holders of UPCET/CUET are required to attend the counseling session at the designated counseling centers of AKTU and select our institute to be eligible for admission in our MBA program.

Admission under Management Quota

Applications are invited for management quota and vacant seats (if available) from the following:

1. UPCET/CUET rank holders
2. CAT/MAT/CMAT rank holders
3. Graduates with at least 50% marks

In the same order of preference on first-come-first-served basis the applications are considered in the light of the latest government/ AKTU orders against such seats.

The decision of the Institute in all matters pertaining to the conduct of the program is final and binding on all students. The rules and regulations governing program including the syllabus, are liable to be revised/ changed as and when required by the Dr. A.P.J. Abdul Kalam Technical University/AICTE.

Study and Evaluation Scheme
MBA 1st Year Course Structure in accordance with
AICTE Model Curriculum Effective w.e.f.
Academic Session 2020-21
Semester I

SN	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT	
			L	T	P	CT	TA	PS	TOTAL	TE	PE			
1	KMBN101	MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR	4	0	0	30	20	0	50	100	0	150	3	
2	KMBN102	MANAGERIAL ECONOMICS	4	0	0	30	20	0	50	100	0	150	3	
3	KMBN103	FINANCIAL ACCOUNTING & ANALYSIS	3	1	0	30	20	0	50	100	0	150	3	
4	KMBN104	BUSINESS STATISTICS & ANALYTICS	3	1	0	30	20	0	50	100	0	150	3	
5	KMBN105	MARKETING MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3	
6	KMBN106	DESIGN THINKING	2	0	0	15	10	0	25	50		75	2	
7	KMBN107	BUSINESS COMMUNICATION	3	1	0	30	20	0	50	100	0	150	3	
LAB / PRACTICALS														
8	KMBN151	IT SKILLS LAB -1	0	0	3	0		50	50	-	100	150	3	
9	KMBN152	MINI PROJECT -1	0	0	3	0	0	25	25	0	50	75	3	
												1200	26	

Semester II

SN	CODE	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN201	BUSINESS ENVIRONMENT & LEGAL ASPECT OF BUSINESS	4	0	0	30	20	0	50	100	0	150	3
2	KMBN202	HUMAN RESOURCE MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3
3	KMBN203	BUSINESS RESEARCH METHODS	4	0	0	30	20	0	50	100	0	150	3
4	KMBN204	FINANCIAL MANAGEMENT & CORPORATE FINANCE	3	1	0	30	20	0	50	100	0	150	3
5	KMBN205	OPERATIONS MANAGEMENT	3	1	0	30	20	0	50	100	0	150	3
6	KMBN206	QUANTITATIVE TECHNIQUES FOR MANAGERS	3	1	0	30	20	0	50	100	0	150	3
7	KMBN207	DIGITAL MARKETING & E COMMERCE	4	0	0	30	20	0	50	100	0	150	3
8	KMBN208	MANAGEMENT INFORMATION SYSTEMS	2	0	0	15	10	0	25	25	0	50	2
			LAB / PRACTICALS										
9	KMBN251	IT SKILLS LAB-2	0	0	2	0	0	25	25	0	25	50	1
10	KMBN252	MINI PROJECT -2	0	0	3	0	0	25	25	0	25	50	2
											1200	26	

L/T/P – Lecture/Tutorial/Practical, CT/TA/PS- Class Test/Teachers Assessment/Practical Session, TE/PE- Term End/ Practical End

MBA (MAIN) SECOND YEAR

MBA II Year Teaching and Evaluation Scheme

W.E.F. Academic Session 2021-22

(In Accordance with AICTE Model Curriculum)

SEMESTER III

SNo	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN301	STRATEGIC MANAGEMENT	4	0	0	30	20	0	50	100	0	150	3
2	KMBN302	INNOVATION AND ENTREPRENEURSHIP	4	0	0	30	20	0	50	100	0	150	3
3	KVE301	HUMAN VALUE AND PROFESSIONAL ETHICS	3	1	0	30	20	0	50	100	0	150	3
4		Elective- 1 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
5		Elective -2 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
6		Elective -1 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
7		Elective -2 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
8	KMBN308	Summer Training Project Report & Viva Voce	0	2	0	0	50	0	50	0	100	150	4
		TOTAL										1200	25

SEMESTER IV

SNo	Codes	SUBJECT	PERIODS			INTERNAL EVALUATION SCHEME				END SEMESTER EVALUATION		TOTAL	CREDIT
			L	T	P	CT	TA	PS	TOTAL	TE	PE		
1	KMBN401	Emerging Technologies in Global Business Environment	4	0	0	30	20	0	50	100	0	150	3
2		Elective-3 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
3		Elective -4 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
4		Elective-5 Specialization Group-1	4	0	0	30	20	0	50	100	0	150	3
5		Elective -3 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
6		Elective -4 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
7		Elective -5 Specialization Group-2	4	0	0	30	20	0	50	100	0	150	3
8	KMBN408	Research Project Report & Viva Voce	0	2	0	0	50	0	50	0	100	150	4
		TOTAL										1200	25

MBA (MAIN) SECOND YEAR

Specialization Group: HUMAN RESOURCE (HR)

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN HR01	TALENT MANAGEMENT
2	KMBN HR02	EMPLOYEE RELATIONS AND LABOUR LAWS

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN HR03	HR ANALYTICS
2	KMBN HR04	PERFORMANCE AND REWARD MANAGEMENT
3	KMBN HR05	INTERNATIONAL HRM

Specialization Group: MARKETING (MK)

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN MK01	CONSUMER BEHAVIOUR AND MARKETING COMMUNICATION
2	KMBN MK02	MARKETING ANALYTICS

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN MK03	B2B AND SERVICES MARKETING
2	KMBN MK04	SALES AND RETAIL MANAGEMENT
3	KMBN MK05	SOCIAL MEDIA AND WEB ANALYTICS

MBA (MAIN) SECOND YEAR

Specialization Group: FINANCE (FM)

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN FM01	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT
2	KMBN FM02	FINANCIAL PLANNING AND TAX MANAGEMENT

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN FM03	FINANCIAL DERIVATIVES
2	KMBN FM04	FOREIGN EXCHANGE AND RISK MANAGEMENT
3	KMBN FM05	FINANCIAL AND CREDIT RISK ANALYTICS

Specialization Group: INTERNATIONAL BUSINESS (IB)

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN IB01	INTERNATIONAL BUSINESS MANAGEMENT
2	KMBN IB02	EXPORT IMPORT DOCUMENTATION

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN IB03	INTERNATIONAL LOGISTICS
2	KMBN IB04	CROSS CULTURAL MANAGEMENT
3	KMBN IB05	INTERNATIONAL TRADE LAWS

MBA (MAIN) SECOND YEAR

Specialization Group: INFORMATION TECHNOLOGY (IT)

Elective Subjects in III Semester

S.No.	Code	Course Title
1	KMBN IT01	DATA ANALYTICS FOR BUSINESS DECISIONS
2	KMBN IT02	AI AND ML FOR BUSINESS

Elective Subjects in IV Semester

S.No.	Code	Course Title
1	KMBN IT03	DATA BASE MANAGEMENT SYSTEM
2	KMBNI T04	CLOUD COMPUTING FOR BUSINESS
3	KMBN IT05	BUSINESS DATA WAREHOUSING & DATA MINING

Specialization Group: OPERATION MANAGEMENT (OM)

Elective Subjects in III Semester

1	KMBN OM 01	SUPPLY CHAIN & LOGISTICS MANAGEMENT
2	KMBN OM 02	OPERATIONS PLANNING & CONTROL

Elective Subjects in IV Semester

3	KMBN OM 03	QUALITY MANAGEMENT
4	KMBN OM 04	PROJECT & SOURCING MANAGEMENT
5	KMBN OM 05	MANAGEMENT OF MANUFACTURING SYSTEM