

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponnudiraj, Assistant Adviser, NAAC

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts

and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

A.J. INSTITUTE OF MANAGEMENT

1.2 Address Line 1

NEAR KOTTARA CHOWKI, OPP MAHINDRA SHOWROOM

Address Line 2

BYPASS ROAD, ASHOK NAGAR POST

City/Town

MANGALORE

State

KARNATAKA

Pin Code

575006

Institution e-mail address

ajimmangalore@rediffmail.com

Contact Nos.

0824-2455340

Name of the Head of the Institution:

Dr. T. JAYAPRAKASH RAO

Tel. No. with STD Code:

0824-2455340

Mobile:

9448812099

Name of the IQAC Co-ordinator:

Prof. K. Deepak Rao

Mobile:

8147618678

IQAC e-mail address:

ajimmangalore@rediffmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

13232

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/61/A&A/30 dated 15-09-2012

1.5 Website address:

www.ajimmangalore.ac.in

Web-link of the AQAR:

<http://www.ajimmangalore.ac.in/AQAR16-17.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.83	2012	2017
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/05/2012

1.8 AQAR for the year (for the example 2010-11)

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2012-13 submitted to NAAC on 23-11-2013 (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 06-11-2014 (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NAAC on 10-09-2015 (DD/MM/YYYY)
- iv. AQAR 2015-16 submitted to NAAC on 20-09-2016 (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☒

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Mangalore University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

16

Non-Teaching Staff

1

Students

6

Alumni

1

Others

2

2.12 Has IQAC received any funding from UGC during the year? Yes

-

No

✓

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

12

International

-

National

01

State

-

Institution Level

11

(ii) Themes

- National Conference on the theme “Skill India to Leverage Make in India Initiatives and Challenges”
- Workshop for General Public on the theme “Terrace Gardening”
- One workshop for Non-teaching staff of LMET on the theme “Personality Development –and Skill Improvement”
- A one day workshop for the faculty of LMET Institutions on the theme “Class room leadership and Class Room Management”
- One day workshop for Hindustan Petroleum Corporation Ltd on the theme “Towards Better Service Quality”
- One Day workshop on Entrepreneurship Development
- One day workshop on Mock Interview
- One day work shop on Personality Development
- Two day work shop on Dynamics of Placement Interviews
- 6 day workshop on Enriching Competencies for better Job Avenues.
- Two day workshop on Self Empowerment through Self Awareness
- One day workshop for I MBA on the theme “Dynamics of Corporate Expectations and Corporate Preparations

2.14 Significant Activities and contributions made by IQAC

- National Conference
- Expert Lecture
- Club Activities
- Contemporary Topic Presentation like Demonetization and Cash less Economy
- Aptitude Test
- ICT enabled classes
- Mock Interview
- Workshops
- Intrafest
- Commencement of Vermi Composting Unit
- General Open & Closing Assembly on each weeks
- Lecture video sessions of faculty

2.15 Plan of Action by IQAC/Outcome

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 *

Calendar of Events 2016-2017

Term – I July 2016 to June 2017			
Date	Day	Event	Status
16 th Aug, 2016	Tue	Commencement of III Semester Classes	Achieved
		Internal workshop II MBA	
17 th Aug, 2016	Wed	Project Work Orientation	Achieved
22 nd Aug, 2016	Mon	Viva-Voce for II MBA (Internship)	Achieved
24 th Aug, 2016	Wed	Expert Lecture I - Entrepreneurship Club II MBA Release of Anveshana Journal	Achieved
27 th Aug, 2016	Sat	CBS - Orientation	Achieved
30 th Aug, 2016	Tue	Mock Interview II MBA (Batch A)	Achieved
31 st Aug, 2016	Wed	Inauguration of certificate course on Consumer Education	Achieved
1 st Sep, 2016	Thu	Mock Interview II MBA (Batch B)	Achieved
7 th Sept, 2016	Wed	Social survey (II MBA - Batch A)	Not-Achieved
		Social survey (II MBA - Batch B)	Achieved
14 th Sep,2016	Wed	Interactive Video Session II MBA (Batch A)	Achieved
19 th Sep,2016	Mon	Induction Programme for I MBA & PTA Meeting	Achieved
21 st Sep,2016	Wed	Expert Lecture II - Finance club II MBA	Achieved
22 nd Sep,2016	Thu	Workshop for II MBA (Batch A)	Achieved
23 rd Sep,2016	Fri	Workshop for II MBA (Batch B)	
26 th Sep,2016	Mon	Student Council Inauguration	Achieved
28 st Sep,2016	Wed	Expert Lecture III (I MBA)	Achieved
3 rd - 4 th Oct, 2016	Mon - Tue	I Internal Examination II MBA	Achieved
5 th Oct, 2016	Wed	Workshop for I MBA (Batch – A)	Achieved

6 th Oct, 2016	Thu	Workshop for I MBA (Batch – B)	
14 th Oct, 2016	Fri	Preliminary Presentation – Project Work	Achieved
19 th Oct, 2016	Wed	Club Activity II MBA	Achieved
21 st Oct, 2016	Fri	Expert Lecture IV (I MBA)	Achieved
26 th Oct, 2016	Wed	Intrafest	Achieved
2 nd Nov, 2016	Wed	Expert Lecture V – Human Rights Cell II MBA	Achieved
3 rd - 5 th Nov, 2016	Thu -Sat	I Internal (I MBA) & II Internal (II MBA) Examination	Achieved
9 th Nov, 2016	Wed	Interactive Video Session II MBA(Batch B)	Achieved
		Club Activity I MBA	Achieved
12 th Nov, 2016	Sat	Social survey (CBS)	Not-Achieved
16 th Nov, 2016	Wed	Club Activity I MBA	Achieved
19 th Nov, 2016	Sat	Social survey I MBA (Batch A)	Not-Achieved
		Social survey I MBA (Batch B)	Not-Achieved
23 rd Nov, 2016	Wed	Expert Lecture VI (I MBA)	Achieved
26 th Nov, 2016	Sat	Outreach Programme	Achieved
30 th Nov, 2016	Wed	1st Presentation – Project Work	Achieved
7 th Dec, 2016	Wed	Interactive Video Session I MBA (Batch A)	Achieved
10th Dec, 2016	Sat	End of III Semester classes	-
14th Dec, 2016	Wed	Interactive Video Session I MBA (Batch B)	Achieved
22nd Dec, 2016	Thu	Commencement of University Exam (III Sem)	Achieved
28 th Dec, 2016	Wed	Viva – Voce for I MBA	Achieved
30 th Jan, 2017	Mon	Commencement of II & IV Semester Classes	Achieved
1 st Feb, 2017	Wed	Expert Lecture I – II MBA	Achieved
8 th Feb, 2017	Wed	Club Activity – II MBA	Achieved
9 th Feb, 2017	Thu	Club Activity – I MBA	Achieved
13 th - 18 th Feb, 2017	Mon-Sat	Placement Workshop – II MBA	Achieved
16 th Feb, 2017	Thu	Club Activity – I MBA	Achieved
22 nd & 23 rd Feb, 2017	Wed, Thu	Workshop I MBA	Achieved
25 th Feb, 2017	Sat	One-day Industry Visit	Achieved
25 th Feb, 2017	Sat	Workshop for Non-Teaching Staff	Achieved
1 st March, 2017	Wed	Expert Lecture II – II MBA	Achieved
2 nd March, 2017	Thu	Expert Lecture III – I MBA	Achieved
4th March, 2017	Sat	Social Survey – I MBA Batch A	Achieved
7 th - 9 th March, 2017	Tue,Wed,Thu	1 st Internal Exams for I MBA & II MBA	Achieved
11 th March, 2017	Sat	Social Survey – I MBA Batch B	Achieved
13 th March, 2017	Mon	Intrafest	Achieved
15 th March, 2017	Wed	Club Activity – II MBA	Achieved
16 th March, 2017	Thu	Expert Lecture IV – I MBA	Achieved
18th March, 2017	Sat	Social Survey – II MBA Batch A	Achieved
20th March, 2017	Mon	Sports Day (Indoor)	Achieved
22 nd March, 2017	Wed	Expert Lecture V – I MBA	Achieved
23 rd March, 2017	Thu	Expert Lecture VI – I MBA	Achieved
25th March, 2017	Sat	Social Survey – II MBA Batch B	Achieved
28th March, 2017	Mon	Swacch Bharath Abhiyan	Achieved
30th March, 2017	Thu	Expert Lecture VII – I MBA	Achieved
31 st March, 2017	Fri	Sports Day (Outdoor)	Achieved
3 rd - 8 th April, 2017	Mon-Sat	Cultural Week	Achieved
5 th April, 2017	Wed	Project Presentation	Achieved
10 th April, 2017	Mon	Expert Lecture VIII – Intercollegiate	Not-Achieved
12 th & 13 th April, 2017	Wed - Thu	National Conference	Achieved
19 th - 21 st April, 2017	Wed-Fri	2 nd Internal Exams for I MBA & II MBA	Achieved

26 th -27 th April, 2017	Wed-Thu	Project Work Viva- II MBA	Achieved
26 th -27 th April, 2017	Wed-Thu	Workshop 2 - I MBA	Achieved
4 th May, 2017	Thu	Viva – I MBA	Achieved
11 th May, 2017	Wed	Annual Day	Achieved
12 th May, 2017	Thu	Farewell for II MBA	Achieved
22 nd May, 2017	Mon	Commencement of University Exam (II & IV Sem)	Achieved
		Yoga Week	Achieved
		Excel Training	Achieved

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ - Any other body ☐ -

Provide the details of the action taken

The IQAC report is placed before the governing council meeting and an in-depth discussion was made to give thrust on the current issues and developments in the economy while conducting all curricular and Co-curricular activities of the term, to conduct Institution funded social surveys and suggested to have the same on the issues such as demonetization, cashless economy and other environmental issues and to conduct the national conference on the themes Skill India and Make in India and a workshop for the benefit of Non-teaching staff on the theme computer literacy, use of tally and public relations.

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	1	-
UG	-	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	1	7	-
Others	-	-	-	-
Total	7	1	8	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒

(On all aspects)

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes.

The syllabus for 2016-17 batch was revised. Under the new scheme of choice based credit system in the first year students are expected to study four Hardcore subjects in each semester along with any 2 soft-core subjects from 5 soft-core subjects. In the third semester they have to study 3 hard core subjects plus 3 soft-core subjects in each soft-core electives group. In the fourth semester they have to study one hardcore and project work compulsorily and 3 soft-core subjects from the soft-core elective group chosen.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	08	02	02	-

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	2	-	-	-	-	-	-	2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	05	05
Presented papers	06	05	-
Resource Persons	-	01	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Project Work Dairy
- Mock Interview session from academic and industrial experts
- Contemporary Topic Presentation
- Club Activities
- Aptitude Test Series
- Interactive video sessions
- Intra Fest
- Preparations of short movies on social centric themes
- Soft skills Training
- Industry certified basic and advanced certificate programmes
- Social Survey
- Online Expert Lecture
- Video Lecturing of Faculty

2.7 Total No. of actual teaching days during this academic year

238

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

-

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5	-	-
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2.10 Average percentage of attendance of students

86.69%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
III semester	116	11.20%	82.75%	4.31%	-	98.27%
IV semester	116	25.93%	62.03%	11.11%	0.9%	100%
I semester	92	34.78%	44.56%	15.21%	-	95.65%
II semester	92					

IV Semester 116 appeared*

Note: 8 Student's results are yet to be announced

II Semester – Results awaiting*

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Contribution

- Workload Distribution
- Division of subjects
- Time Table
- Engaging classes when faculties are on leave
- Organising workshops, events and activities

Monitor

- Calendar of Events
- Time Table
- Maintenance of Work Diary

- Attendance Monitoring

Evaluation

- Feedback is collected from students in each semester regarding the subject matters
- Feedback is collected from students on conduct of workshop
- Feedback is collected from all the stake holders on related matters.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	-
Others	09

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	01	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Separate research centre was developed in the 3rd floor with research library, computer lab and other facilities
- The Institute provides necessary funds for the conduct of social centric issues.
- Encouragement is given to the faculty members to register for PhD programs with flexible time-table and leave
- The Institute provides the facility of research publication of the faculty in its bi-annual research journal- Anveshana.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	08	05	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	02	-	-
Projects sponsored by the University/ College	2016-17	Institute	Actual Cost	Actual Cost
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

2

2

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="2"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Practical workshop on SPSS for Laxmi Memorial College of Nursing
- One day workshop for Hindustan Corporation Petroleum Ltd for the owners of retail outlets.
- Workshop for general public on the theme - "Terrace Gardening".
- Few MOU's were signed such as QuestionPro for research activities and with six Corporate organizations to offer certificate programs as add on courses.
- Students and faculty visited Bhagini Samaja, an orphan centre and offered charity with Cash and Kind.
- One day workshop was organized for the faculty of our sister institutions of trust on Classroom Leadership and Management.
- Students demonstrated a mime programme on Swatch Bharat Abhiyan in Gandhinagar primary school and Govt. First Grade College, Carstreet.
- One week training session in Yoga was also arranged to our students.
- The Institute organized a National Conference on the theme, "Skill India to leverage Make in India: Initiatives and Challenges"
- The institute conducted 4 social surveys on social centric issues such as Effects of Demonetization, Prospects of Cashless Economy, and dangers of Global warming and customer perception towards Reliance Jio.
- One day workshop was arranged for the non teaching staff of various institutions coming under the trust.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8,616.3	1500	Own	10,116.3 sq ft.
Class rooms	4,306.00	-	Own	4,306.00 sq. Ft.
Laboratories	2,206.43	-	Own	2,206.43 sq. Ft.
Seminar Halls	930.6	-	Own	930.6 sq. Ft.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	3 CC Camera, 1 Scanner, 4 LCD, 1 Water Cooler	Own	-
Value of the equipment purchased during the year (Rs. in Lakhs)	6,91,995.46	9,50,103.46	Own	16,42,098.92
Others (Furniture's and Fixtures)	11,77,786.11	4,18,630	Own	15,96,416.11

4.2 Computerization of administration and library

- Introduction of Tally software in Office
- Provision of Scanning facility in Office
- Introduction of Bar-coding system in the Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14,262	39,27,536	209	1,16,923	14,471	40,44,459
Reference Books	2,256					
e-Books	-	-	-	-	-	-
Journals	46	56,000	43	66,002		66,002
e-Journals	02	-	-	-		1,90,816
Digital Database	60,000	-	56,706	-		1,16,706
CD & Video	440	-	10	450		-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (System up gradation)	Office	Departments	Others
Existing	90	75	90	-	-	03	06	06
Added	-	-	-	-	-	-	-	-
Total	90	75	90	-	-	03	06	06

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training on use of E-Journals
- Training on use of SPSS package by Internal Faculty
- Demo on Usage of SPSS package by Mr. Santhosh Kumar C., Statistician, SPSS
- 16 training sessions on Aptitude Test to second year students
- A Demo on Digital Banking for faculty and non-teachng staff by Indian Overseas Bank

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,19,398/-
ii) Campus Infrastructure and facilities	2,03,727/-
iii) Equipments	8,900/-
iv) Others	16,845/-
Total :	3,48,878/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All the student support activities are prepared by the student council advisor I consultation with academic dean and IQAC. All the student support activities for the previous year is presented in the IQAC meeting for approval and to get better suggestion for the current academic year. Based on that IQAC has initiated following programmes and activities in enhancing awareness about student support services

- Scholarship Support from Management as well as Government
- Air conditions class rooms
- 11 Expert Lecture
- 1 Collaborative Guest Lecture
- 2 One day workshops
- 2 Two day workshops
- 1 Six days workshop
- 2 Mock Interviews
- Club Activities
- 16 Aptitude Tests
- PAN Card
- Compulsory presentations on each subjects
- Introduction of 5 Dual certificate programmes certified by the Industry
- Soft skills programme certified by the Industry
- Students are provided with business standard news paper at a concessional rate
- Additional Books assistance for distinction students
- CC Cameras enabled campus
- Students are deputed to various fests to enhance the personality skills
- Placement Training through Aptitude Test, Mock Interview and Workshops
- Interactive Movie Session
- Transportation Facility from Institution to boys hostel
- Mentorship programme
- SWOT Analysis
- Inspirational Movie Presentation
- Celebrations of festivals like Onam, Deepavali in the Campus
- Yoga Training

5.2 Efforts made by the institution for tracking the progression

- 360⁰ evaluation
- SWOT Analysis
- Mentorship Programme
- Counselling
- Feedback Report of each workshop
- Exit interview
- Tracking attendance shortage on periodic basis.
- Regular consultation with parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	208		

(b) No. of students outside the state

117

(c) No. of international students

-

No	%
120	57.69%

Men

No	%
88	42.31%

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
05	02	01	108	-	116	05	02	03	82	-	92

Demand ratio

Dropout %

1.85%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Since the MBA is terminal programme, more thrust is given on placing the students. Hence,

- Job placement support activities like Quiz and workshop in association with Corporate Trainers and other placement and development trainers.
- 16 Aptitude Test and 2 Mock Interviews were conducted.

No. of students beneficiaries

208

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

-

Since MBA is a terminal course focus is given on placement rather than competitive exams.

5.6 Details of student counselling and career guidance

- Under mentorship programme each faculty is assigned 5 to 10 students every year, whom the faculty will counsel at least twice a year.
- Under placement and career guidance cell the institution has organised 7 workshops with the different theme like Entrepreneurship Development, Mock Interview, Personality Development, Enriching Competencies for better Job Avenues, Self-Empowerment through Self Awareness & Dynamics of Corporate Expectations and Corporate Preparations
- SWOT Analysis.
- Aptitude Test and Mock Interview series

No. of students benefitted

116

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	116	48	51

5.8 Details of gender sensitization programmes

- Anti-women harassment cell of the college takes initiative organising programme specially for women students and also takes care of the problems faced by women students.
- As a part of women empowerment, a women was allowed to manage the canteen, with no rental, with free furniture electricity and water.
- A guest lecture was organized on the theme Women Health and Hygiene.
- Ladies room was furnished
- Anti-women harassment cell is functioning at the Institute and conducts periodical meetings to ensure the safety of women in the campus. During the year one meeting was conducted on 14.02.2017.

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

08

National level

133

International level

-

No. of students participated in cultural events

State/ University level

08

National level

07

International level

-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports / Management Fest: State/ University level National level

International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	36	2,02,500/-
Financial support from government	92	18,28,980/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Provided water cooler in the second floor as per the suggestions given from students

Criterion – VI

6.1 State the Vision and Mission of the institution

- An institution to be the centre of excellence in Management Education by continuously benchmarking itself against the WORLD'S BEST. As an institution with a difference, it looks beyond its boundaries and strives hard to achieve better of the best in Management Education.
- Impart value-based management education, designed to prepare young men and women for leadership positions in corporate and non-corporate sectors through a relentless pursuit of excellence in teaching, research, consultancy, management development and industry-institution interaction in the country and abroad.

6.2 Does the Institution has a management Information System

-----**YES**-----

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Contemporary topic presentation for 2nd year students.
- Introduction of 6 Industry certified certificate programmes.

6.3.2 Teaching and Learning

- Faculty video lecture
- ICT based teaching
- Periodical conduction of GD and CS classes
- Compulsory presentation sessions on management related topics
- Subject based presentation for all the subjects
- Role Play and Assignments
- Interactive movie session
- Online aptitude exam and Mock Interview for 2nd year students
- Short movie presentation with outdoor shooting
- Social survey Research programme
- Intra fest
- Financial support for Faculty and students for Research and Paper Presentation.
- Sending students to various colleges for participating in inter-collegiate management competitions.

6.3.3 Examination and Evaluation

- Introduction of separate presentation based on knowledge portal
- Project work dairy
- 360 degree evaluation comprising test, assignments, presentations, viva and attendance

6.3.4 Research and Development

- Development of separate research centre in the Third floor with separate research lab and library
- Applied to Mangalore University for PhD programme in Management.
- Workshops on use of SPSS package
- Procurement of Online Journals (Though it is not mandatory for AICTE)
- Conduct of 4 surveys on socio-centric issues like Demonetization, Cash less economy, Swatch Bharath Abiyan
- Deputation of faculty members for research focused work shops
- Enlisting institute under provision of 2(f) under UGC
- Indexing of our bi-annual research journal Anveshana

6.3.5 Library, ICT and Physical Infrastructure/ Instrumentation

- Books are procured exclusively for reference section
- Strengthening of library with the procurement of E-journal portals
- Separation of research focused books and journals and shifting the same to the research library in the 3rd floor.
- Development of Research lab in the 3rd Floor
- All classrooms are made ICT enabled
- All classrooms are made Air conditioned with CC Camera network

6.3.6 Human Resource Management

- Faculty development programme conducted for teaching staff at institute
- Encouragement to faculty members for participation and paper presentation with leave facility and financial assistance.
- Conduct of workshops at the Institute for the faculty members on teaching methodology
- Conduct of workshop for Non-teaching staffs on Office management, Public relations and Computer Awareness.
- Encouraging faculty member to do research and PhD Programme with additional research facility and flexible leave system.

6.3.7 Faculty and Staff Recruitment

- Preference is given for faculty recruitment with teaching experience
- Recruitment of faculty with computer related expertise (M.Tech)

6.3.8 Industry Interaction and Collaborations

- Signed MOU with Corporate people to provide certificate programme in all the specialization
- Industry visit organized by the institute for second year MBA.
- Guest lectures and workshops were organised from corporate resource persons.
- Signed MOU with Consultancy for Placement assistance and Training of Students
- Understanding with a few corporate's for Internship
- Tie up with corporate and banking, institute organised National Conference at Institute
- Conduct of Online and Offline examinations for various examinations like Sikkim Manipal, Indian Insurance Institute and Vellore Institute of Technology.

6.3.9 Admission of students:

- More promotional activities in southern part of the country
- Admission advertisement in news paper
- Assurance of Assistance for applying scholarships offered by the government
- Distributed brochures and poster of the admission to all the nearby under graduate institute by the faculty members
- Fees concession for merit and backward students

6.4 Welfare schemes for

Teaching	YES
Non teaching	YES
Students	YES

6.5 Total corpus fund generated

Rs. 3, 50, 19,010.18

6.6 Whether annual financial audit has been done: Yes
☒
No
☐
6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	AAB & MU	YES	Business Today, Governing Council, Head of the Institute, Dean, Local Inspection Committee
Administrative	YES	G.C	YES	Business Today, Trust & Director

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☒
6.9 What efforts are made by the university/ autonomous college for examination reforms?

- From 2016 onwards, the University adopted the Semester wise Grading System for final examination. The college being affiliated to the University strictly adheres to all the evaluation reforms adopt by the University.
- In the college level, two internal evaluations tests are conducted every semester.
- Online updating student's internal marks to the university every semester.

6.10 What efforts are made by the university to promote autonomy in the affiliated/ constituent colleges?

- NA

6.11 Activity and support from the alumni Association

- Annual alumni meet held at the institute
- Guest talk programme organized at institute from alumni members
- Signed MOU with two alumni's of the institute to provide certificate programme for students on Finance and Marketing.
- Alumni member also help placement and Internship assistance.

6.12 Activities and support from the Parent- Teacher Association

- PTA supports the Institution in organizing the programs
- Periodical meetings of the PTA to review the activities
- Informal feedbacks are taken from parents during PTA meetings and institute will try to implement in the activities of the institute.
- Institute sends invitations of all the activities to all the PTA members through post or email.

6.13 Development programmes for support staff

- Staff Development Programme organized for non teaching staff at institute
- Periodic meetings with support staff by the Director

6.14 Initiatives taken by the institute to make the campus eco- friendly

The initiatives taken by the institution includes

- Separate budget for gardening
- Establishment of Vermicomposting unit at take care about the waste-management of Institute and the Hostel
- Planting Trees at campus
- Organized guest lecture programme at institute for students on Environment Issues and problems.
- Organized workshop for students and to Public on the theme Terrace Gardening

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- General Assembly of Students, Faculty and Non-teaching Staff at 9.20 a.m. on every Monday and closing General Assembly on every Saturday at 12.30 p.m. was introduced.
- Introduction of video Lectures of the faculty members
- Open Seminar Sessions were organized on contemporary topics of national significance like Demonetization, Cash to Cash Less Economy.
- To contribute towards Swatch Bharat Abhiyan, a Vermi Composting Unit is constructed at the Institute campus to manage the waste of the canteen and the hostel
- Yoga Week was organized wherein students and faculties participated.
- Workshop for General Public were organized on the theme “Terrace Gardening”
- A Mime program of 30 minutes at Gandhi Nagar Primary School and Govt. First Grade College, Car Street on the theme Swatch Bharath Abhiyan.
- Signing of MOUs with Industry to provide Industry certificate programmes

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

It was decided in Governing council, academic and staff meeting to conduct 4 workshops and 8 guest lecturer and student oriented programmes for the academic year 2016-17, according to that ATR based on plan of action are as follows -

Action Taken Report for I and III semester

Programme Planned and Scheduled		Programme conducted as per the schedule	
Date of Scheduled Plan	Event	Date of Action/Commencement	Resource Persons
16th Aug, 2016	Commencement of III Semester Classes	-	
	Internal workshop II MBA	16th Aug, 2016	Director, AJIM
17th Aug, 2016	Project Work Orientation	17th Aug, 2016	Internal faculties
22 nd Aug, 2016	Viva-Voce for II MBA (Internship)	22 nd Aug, 2016	Internal faculties
24th Aug, 2016	Expert Lecture I - Entrepreneurship Club II MBA Release of Anveshana Journal	24 th Aug, 2016	Mr Ravi Kumar
31st Aug, 2016	Mock Interview II MBA (Batch A & B)	31st Aug, 2016	Internal faculties
3rd Sep, 2016	CBS – Orientation	3rd Sep, 2016	Internal faculties
7th Sept, 2016	Social survey (II MBA - Batch A)	-	Shifted to II Term
	Social survey (II MBA - Batch B)		

19th Sep,2016	Induction Programme for I MBA & PTA Meeting	19th Sep,2016	Internal faculties
21st Sep,2016	Expert Lecture II - Finance club II MBA	21st Sep,2016	Dr. Ganesh Bhat
29th Sep, 2016	Club Activity I MBA (Batch A & B)	-	Shifted to II Term
4th and 5th Oct, 2016	I Internal Examination	4th and 5th Oct, 2016	Internal faculties
7th Oct, 2016	Student Council Inauguration	7th Oct, 2016	Prof. A.M. Khan
20th & 21st Oct, 2016	Workshop for I MBA (Batch – A & B)	20th & 21st Oct, 2016	Prof. Major Radha Krishna
21st Oct, 2016	Preliminary Presentation Project Work	21st Oct, 2016	Internal faculties
27th Oct, 2016	Expert Lecture I – I MBA (A & B)	27th Oct, 2016	Sri. Nama Nishtha Das
28th Oct, 2016	Intrafest	Not achieved	Shifted to II Term
2nd Nov, 2016	Expert Lecture III – II MBA (A & B Batch)	9th Nov, 2016	Sri. B.R. Kamath (C.A)
3rd Nov, 2016	Club Activity I MBA (Batch A)	3rd Nov, 2016	Internal faculties
	Interactive Video Session I MBA(Batch B)		
3rd & 4th Nov, 2016	Workshop (II MBA A & B)	3rd & 4th Nov, 2016	Ms. Sheethal Mascarenhas
10 th , 11 th , 12 th Nov, 2016	I Internal (I MBA) & II Internal (II MBA) Examination	7 th -9 th Nov, 2016 (I MBA) 1 st , 2 nd Dec, 2016 (II MBA)	
16th Nov, 2016	Interactive Video Session II MBA(Batch A)	16th Nov, 2016	Internal faculties
	Club Activity II MBA (Batch B)		
17th Nov, 2016	Interactive Video Session I MBA(Batch A)	17th Nov, 2016	Internal faculties
	Club Activity I MBA (Batch B)		
19th Nov, 2016	Social survey I MBA (Batch A)	-	Shifted to II Term
	Social survey I MBA (Batch B)		
23rd Nov, 2016	Interactive Video Session II MBA(Batch B)	16th Nov, 2016	Internal Faculties
	Club Activity II MBA (Batch A)	23rd Nov, 2016	Internal Faculties
24th Nov, 2016	Expert Lecture II – I MBA (A & B Batch)	18 th Nov, 2016	Mr. Paras Mehra
26 th Nov, 2016	Outreach Programme	10 th Dec, 2016	Internal Faculties
29th & 30th Nov, 2016	1st Presentation – Project Work	29th & 30th Nov, 2016	Internal Faculties
1st Dec, 2016	Expert Lecture III – I MBA (A & B Batch)	Not achieved	Shifted to II Term
8th - 10th Dec, 2016	II Internal Examination	14th - 16th Dec, 2016	Internal Faculties
15th Dec, 2016	Viva – Voce for I MBA	15th Dec, 2016	Internal Faculties

Apart from the above workshops and Guest lectures, few other extra activities were also conducted in the Institute			
21.09.2016	Collaborative Guest Lecture	21.09.2016	Dr. Ganesh Bhat
24-10-2016	Demo on Usage of SPSS package	24-10-2016	Mr. Santhosh Kumar C
09-11-2016	Open Seminar Discussion	09.11.2016	Internal Faculties
09.11.2016	Use of J-gate and Proquest – Online Journal Portals	09.11.2016	Mr. Ravishankar & Mr. Vikarm, Bangalore.
13.12.2016	A one day workshop for the faculty of LMET Institutions	13.12.2016	Major Radhakrishna

Action Report of Calendar Events

Date of Scheduled Plan	Event	Date of Action/Commencement	Resource Persons
30th Jan, 2017	Commencement of II & IV Semester Classes	-	
1st Feb, 2017	Expert Lecture I – II MBA	1st Feb, 2017	Dr. Sudhir Raj
8th Feb, 2017	Club Activity – II MBA	8th Feb, 2017	Internal faculties
9th Feb, 2017	Club Activity – I MBA	9th Feb, 2017	Internal Faculties
13th – 18th Feb, 2017	Placement Workshop – II MBA	13th – 18th Feb, 2017	Mr. Ajay Pinto & Mr. Pavan Bhaktha
16th Feb, 2017	Club Activity – I MBA	16th Feb, 2017	Internal Faculties
22nd & 23rd Feb, 2017	Workshop I MBA	22nd & 23rd Feb, 2017	Dr. Ganesh Bhat
25th Feb, 2017	One-day Industry Visit	25th Feb, 2017	Internal Faculties
25th Feb, 2017	Workshop for Non-Teaching Staff	28th Feb, 2017	Dr. Ganesh Bhat
1st March, 2017	Expert Lecture II – II MBA	15th March, 2017	Dr. Poornima
2nd March, 2017	Expert Lecture III – I MBA	3rd March, 2017	Mrs. Saroja Prakash
4th March, 2017	Social Survey – I MBA Batch A	6 th May 2017	Internal Faculties
7th, 8th 9th March, 2017	1st Internal Exams for I MBA & II MBA	8th 9 th , 10 th March, 2017	Internal Faculties
11th March, 2017	Social Survey – I MBA Batch B	11th March, 2017	Internal faculties
13th March, 2017	Intrafest	13th March, 2017	Internal faculties
15th March, 2017	Club Activity – II MBA	15th March, 2017	Internal faculties
16th March, 2017	Expert Lecture IV – I MBA	16th March, 2017	Sri. Vasudeva Rao
18th March, 2017	Social Survey – II MBA Batch A	18th March, 2017	Internal faculties
22nd March, 2017	Expert Lecture V – I MBA Expert Lecture VI – I MBA	30 th March 2017	Dr. Harish Joshy
23rd March, 2017			
25th March, 2017	Social Survey – II MBA Batch B	6 th April 2017	
28th March, 2017	Swacch Bharath Abhiyan	4 th April, 2017	Internal Faculties
30th March, 2017	Expert Lecture VII – I MBA	7 th April, 2017	Dr. Radhakrishna Sharma
31st March, 2017	Sports Day	1 st April, 2017	Sri. Shrikar Prabhu
3rd - 8th April, 2017	Cultural Week	5 th May, 2017	Dr. N. Damodar Shetty
10th April, 2017	Expert Lecture VIII – Intercollegiate	-	-
12th & 13th April, 2017	National Conference	12th & 13th April, 2017	-
19th, 20th, 21st April, 2017	2nd Internal Exams for I MBA & II MBA	26 th , 27 th , 28 th April, 2017	Internal Faculties
26th-27th April, 2017	Project Work Viva- II MBA	4 th May, 2017	Internal Faculties
26th-27th April, 2017	Workshop 2 - I MBA	17 th March, 2017	Prof. Venkatesh Amin
4th May, 2017	Viva – I MBA	8 th May, 2017	Internal Faculties

11th May, 2017	Annual Day	13th May, 2017	Mr. Ivan D'Souza
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Apart from the above workshops and Guest lectures, few other extra activities were also conducted in the Institute			
18.01.2017	A Demo on Digital Banking for faculty and non-teaching staff	18.01.2017	Indian Overseas Bank, Mangalore
08-02-2017	Open Seminar Session	08-02-2017	Internal Faculties
20.03.2017-24.03.2017	Yoga Week	20.03.2017- 24.03.2017	Mr. Yogish Shetty

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Introduction of project work diary to enhance research ability in socio-economic centric issues.
- Online Aptitude Test

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

- A Workshop was organized on the theme “Terrace Gardening” for General
- A Mime program of 30 minutes was conducted on the theme Swatch Bharath Abhiyan at Gandhi Nagar Primary School and Govt. First Grade College, Car Street.
- Provided ‘Swatch Bharat’ theme to the students for preparing short movie.
- A expert lecture was organized on the theme Environmental Justice Issues and Challenges
- A Vermi Composting Unit is constructed at the Institute campus to manage the waste of the canteen and the hostel.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Efforts were made to conduct extra-curricular and co-curricular programs by focusing on student quality enhancement including soft skill development. This is made possible introducing a special subject in Ist and IInd semester and conducting on-line aptitude test.

8. Plans of institution for next year

- Planning to organize a Inter-collegiate Management Fest.
- Proposed to sign understanding with Ramakrishna Mission for Swatch Bharath Abhiyan
- Proposed to sign an understanding with a recognized training institute to prepare our students for right placements.
- Planning to take up special campaign in Kerala and neighbouring districts including north eastern states to promote our MBA programme and facilitate the student admissions.
- Planned to enlist our bi-annual research journal-Anveshana in the UGC-Approved list of journal.

A.J. Institute of Management**Exit Interview – 2017**

1. Your opinion about the Institutional Library	Good. Sufficient amount of books are available.
2. Your opinion about the Computer Lab	Good.
3. Your opinion about Project Work Diary	Good thing to have as it gives us time and systematic guidance.
4. Over all opinion about the Faculty	Excellent knowledge and teaching.
5. Opinion about the facilities available in the Institute	Good enough. The infrastructure can be a bit more improved.
6. Opinion about the activities conducted in the Institute.	Good.
7. Your opinion about the office of the Institute	Good.
8. What is the implication of the programmes organized in the institute on your carrier?	Improving communication and organising skills, leadership skills, and real experience.
9. Your opinion about the Director of the Institute.	A true leader by all means, and supportive in every event conducted and a role model for everyone.
10. What is your contribution to the Institution?	As a member of the student council, I was an active part of all the program conducted in the institution in all means.
11. Over all opinion about the institution.	Good. Infrastructure can be bit more improved.
12. Any other comments / Suggestions.	Everything is good enough. A convocation ceremony can be conducted for the students. Placements can be increased.

**A. J. INSTITUTE OF MANAGEMENT
KOTTARA CHOWKI, MANGALORE**

Teacher Evaluation – Fourth Semester May -2017

Name: **Dr. Govind Bhat**

Subject: **Entrepreneurship Development**

Parameters	N	Minimum	Maximum	Mean	Std. Deviation	Mean Percentage
Lesson plan and objectives	58	4	5	4.84	.365	96.80
Topics covered provided new knowledge	58	4	5	4.78	.421	95.60
In terms of organization, clarity and presentation of fundamental concepts, the lectures were	58	4	5	4.78	.421	95.60
Instructor's blackboard or PPT presentation was	58	3	5	4.79	.450	95.80
Encouragement given by the instructor to think logically and objectively was	58	3	5	4.71	.496	94.20
Instructor's responses to questions asked in the class were	58	3	5	4.74	.480	94.80
Instructor's attitude towards teaching of this course was	58	3	5	4.78	.460	95.60
The overall quality of teaching	58	3	5	4.81	.438	96.20
Regularity of conducting lectures, Tests, presentation, assignment was	58	4	5	4.83	.381	96.60
Question papers were of appropriate length, level and content	58	4	5	4.79	.409	95.80
Answer scripts were promptly evaluated, returned and discussed	58	3	5	4.78	.460	95.60
Evaluation was fair and transparent	58	4	5	4.81	.395	96.20
Faculty encouraged the use of knowledge software available in the Institute	58	4	5	4.84	.365	96.80
Faculty is regular in conducting GD and CS classes	58	2	5	4.69	.568	93.80
Overall rating of the teacher	58	4	5	4.90	.307	98.00


Director

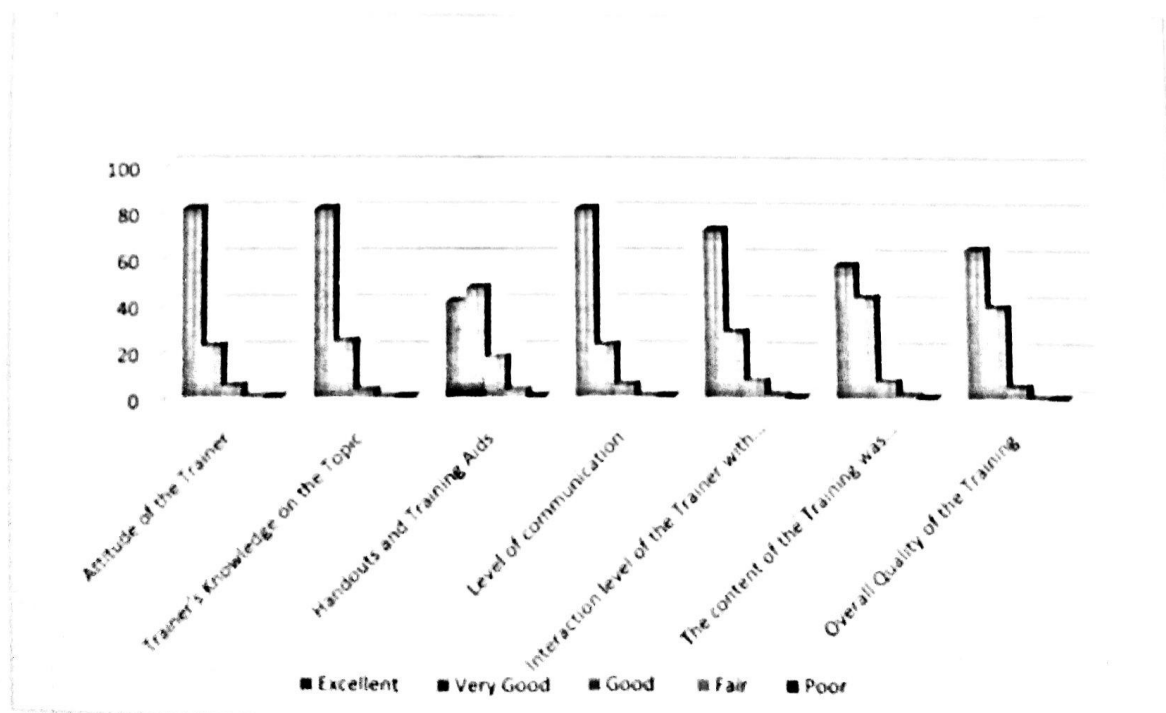
Feedback Report

Methodology:

The Analysis of Feedback data was computed with help of SPSS package. From the population size of students, a sample size of 108 were randomly drawn from the analysis. The impact of the workshop has been evaluated with the help of a detailed student feedback on various dimensions of the programme.

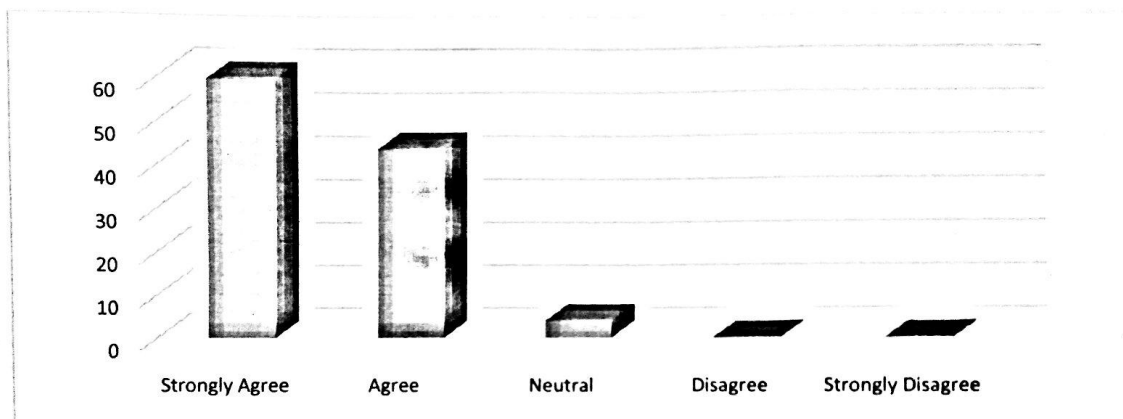
Respondents opinion about the trainer and training

Opinion	Excellent	Very Good	Good	Fair	Poor	Total
Attitude of the Trainer	81	22	5	-	-	108
Trainer's Knowledge on the Topic	81	24	3	-	-	108
Handouts and Training Aids	41	47	17	3	-	108
Level of communication	81	22	5	-	-	108
Interaction level of the Trainer with Participants	72	28	7	1	-	108
The content of the Training was appropriate for my objectives	57	43	7	1	-	108
Overall Quality of the Training	64	39	5	-	-	108



Respondent's opinion about effectiveness in training in bringing changes in them

Opinion	Frequency	Percent
Strongly Agree	60	55.6
Agree	44	40.7
Neutral	4	3.7
Disagree	-	-
Strongly Disagree	-	-
Total	108	100



Variables	Mean	Std. Deviation
Attitude of the Trainer	4.7037	0.55128
Trainer's Knowledge on the Topic	4.7222	0.50849
Handouts and Training Aids	4.1667	0.79131
Level of communication	4.7037	0.55128
Interaction level of the Trainer with Participants	4.5833	0.65745
The content of the Training was appropriate for my objectives	4.4444	0.66041
Overall Quality of the Training	4.5463	0.58620
Effective Changes	4.5185	0.57163

Interpretation:

From the above table we can infer that the attitudes of the trainer, trainer's knowledge on topic and level of communication was excellent followed by the interaction level of trainer. It is understood that the content of the Training was appropriate for student's objectives 57 of them said it was excellent and remaining 43 rated it as good. 88 of students said that the Handouts and Training Aids provided by the training was excellent or very good, remaining 20 students rated it good and fair. Overall experience of training was good and it has helped the students in enhancing their employability skills.

Format for Presentation of best Practice

1. Title of the Practice: Project Work Dairy
2. Goal: To ensure the quality research on social economic issues by students and there by empowering them with hands on experience.
3. The Context: The Institution has made this intuitive so as to develop the students to understand different aspects of project and to help them in successful completion of quality project.
4. The Practice: This practice is initiated in the institution from current year were entire components of different chapters to be completed in a project work is traced and hence them in better understanding and completion of the project work.
5. Evidence of Success: Project Work dairy ensures the completion of entire project including the survey and reporting through seven modules to be completed within the time frame as mentioned in the work dairy.
6. Problems Encountered and Resources Required
7. Notes (Optional)
8. Contact Details

Name of the Principal	: Dr. T. Jayaprakash Rao
Name of the Institution	: A.J. Institute of Management
City	: Mangalore
Pincode	: 575 006
Accredited Status	: B
Work Phone	: 0824-2455340
Website	: www.ajimmangalore.ac.in
Mobile	: 9448812099
Fax	: 0824-2455340
Email	: ajimmangalore@rediffmail.com

Format for Presentation of best Practice

1. Title of the Practice: Online Aptitude Tests
2. Goal: To enhance their analytical ability and confidence level for placements.
3. The Context: A.J. Institute of Management has initiated Online aptitude tests to enhance the success rate in placements
4. The Practice: Under this arrangement a batch of students are taken to the computer lab and are asked to write the online aptitude tests which also provides the results and feedback. As a result of this every student will undergo at least 8 tests in different dimension in 3rd Semester and also undergoes 8 aptitude tests in 4th Semester.
5. Evidence of Success: Enhancement in the placements rate of students.
6. Problems Encountered and Resources Required: -
7. Notes (Optional): -
8. Contact Details:

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Name K. Deepak Rao

Name Dr. T. Jayaprakash Rao.

[Signature]

Signature of the Coordinator, IQAC

[Signature]

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission