



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	A.J. INSTITUTE OF MANAGEMENT
Name of the head of the Institution	T. Jayaprakash Rao
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0824-4283581
Mobile no.	9448812099
Registered Email	ajimmangalore@rediffmail.com
Alternate Email	deep_gdc@yahoo.co.in
Address	OPP. MAHINDRA SHOWROOM, KOTTARA CHOWKI
City/Town	Mangalore
State/UT	Karnataka
Pincode	575006
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	K DEEPAK RAO
Phone no/Alternate Phone no.	08242455340
Mobile no.	7892521502
Registered Email	ajimmangalore@rediffmail.com
Alternate Email	deep_gdc@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	_https://ajimmangalore.ac.in/aqar-report/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://ajimmangalore.ac.in/academic-calendar-2/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.83	2012	15-Sep-2012	14-Sep-2017
2	B+	2.67	2018	03-Jul-2018	02-Jul-2023

6. Date of Establishment of IQAC	18-May-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
WORKSHOP ON BEING THE BEST- BUILT ON BEST OF	22-Oct-2019 3	166

THE BEST- LIFE SKILLS		
ORIENTATION ON CAREER IN BANKING	18-Oct-2019 1	60
SPECIAL EXPERT LECTURE ON SELF EMPOWERMENT FOR PROFESSIONAL EXCELLENCE: A REVISIT	16-Oct-2019 1	45
CAREER GUIDANCE PROGRAMME ON CMA - CERTIFIED MANAGEMENT ACCOUNTANTS(USA)	26-Sep-2019 1	95
EXPERT LECTURE ON EMPLOYABILITY SKILLS FOR MANAGEMENT GRADUATES	25-Sep-2019 1	116
SPECIAL EXPERT LECTURE ON LEADERSHIP SKILLS	24-Sep-2019 1	30
CLUB ACTIVITY ON PRODUCT RELAUNCH	23-Sep-2019 1	116
CLUB ACTIVITY ON PRODUCT RELAUNCH	18-Sep-2019 1	55
EXPERT LECTURE ON WOMEN EMPOWERMENT	09-Sep-2019 1	120
EXPERT LECTURE ON KAIZEN	03-Aug-2019 1	110
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

15 systems were exclusively purchased for the business lab Conducted expert lectures by small firm enterprises Multi purpose hall of 35x35 sq feet was newly developed which can be used for focused workshops and other activities Conduct of Intercollegiate competition Yakshakalautsava 2020 to encourage local art form.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Club Activity - BMT Event (I MBA Batch - A)	Achieved
Social Survey (II MBA - A & B Batch)	Achieved
Expert Lecture III (II MBA)	Achieved
Interactive Video Session (II MBA Batch - B)	Achieved
Club Activity - Marketing Event (II MBA Batch - A)	Achieved
Workshop (II MBA Batch - A & B)	Achieved
Expert Lecture II (II MBA)	Achieved
Mock Interview (II MBA)	Achieved
Internship Viva	Achieved
Expert Lecture I (MBA)	Achieved
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Council	26-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	17-May-2018
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16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p> MIS in Library: The library activities of the Institute are automated by using Software called Easy Lib. It is a data source, residing on a server and serves as a Centre to our entire network, having the ability to build and manage our library. Easy Lib enables the library users to Perform extensive search from various terminals through our LAN Perform various library related activities such as procurement, classification, coding, issuing etc. Functions as software for security and log on mechanisms. Connect our library to other digital information centers, on demand. Use as a multilingual data entry facility. Easy lib also offers bar coding compatibility of the entire library stack. Bar coding work is in progress. The multimedia and PC/s with internet provided at the library, enables the use of Easy Lib. The students and faculty are given ID and password for the use of online journal portals. Likewise, our research journal - Anveshana has a separate website (www.anveshana.in) and can be viewed online portal through JGate, DELNET and i scholar. MIS in Office All expenses of the Institute are budgeted and approved in the Governing Council meeting, every year. Director forwards the proposals of procurement and conduct of programmes to the Trust, for approval. All the procurements are done through inviting quotations and the lowest quotation is recommended to the Management for approval. After the procurement, bills are settled through payments by Cheque. Salary payments are made through Account Transfers. Student fees are collected through DD, Account Transfer or Cash, against the receipts. All financial transactions are recorded with the help of software Tally. </p>

Quarterly audit of all financial transactions also add to the transparency.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Dean (Academic Affairs), in the beginning of the semester, designs the curricular calendar, allots the teaching hours to the faculty and prepares the Time-Table. The Curricular Calendar includes details regarding commencement of lecturing classes, Internal Examinations, Viva-Voce, Group Discussion/Case Analysis, Presentation/Seminar Hours, Summer Internship, Project Work, Add-on Certificate Programmes related activities, Semester-end dates, etc. Likewise, the Student Council Advisor prepares the Calendar of Events for co-curricular activities, in the beginning of each semester. It contains the details of Expert Lectures, Workshops, Demos, Training Programmes, Field Surveys, Industrial Visits/Tours, Management Fests, various Club Activities, Activities in connection with Memorandum of Understanding, Conferences, Faculty Development Programmes, Competitions on Extracurricular Events, Alumnae Meeting and other Celebrative Programmes like Annual Day, Teachers' Day, Cultural Day, Sports Day etc., to be coordinated through Clubs and Associations. Once the Calendars are prepared, they are placed before the Director and are published on the Notice Boards after discussing the same in the faculty meeting. Teaching Plan: Teaching hours are allotted for individual subjects as prescribed by the Mangalore University and for Add-On Certificate Programme subjects as per the internal regulations of the Institute. After the finalization of allocation of teaching hours and subjects to the individual faculty, the same is communicated to the members of faculty. After the allotment of the subjects, each faculty prepares lesson plans for each subject, indicating the hours allotted for each unit of the syllabus. In order to ensure its active follow up, faculty maintains a Work Diary, passing entries on daily basis. In the mandatory subjects prescribed by the University, the teaching pedagogy such as role-play, subject quiz, presentation, business model etc., are implemented along with ICT enabled support. With regard to add-on courses such as Soft Skill for Business, 50 percent weightage is given to theoretical component and 50 percent to practical input. The effectiveness of Internship experience is ensured through Viva and Internship Report. Evaluation procedures and practices The Institute has the practice of 'round-the-year evaluation' of students on 360-degree basis. The internal assessment of 30 Marks are allotted on each subject as per the parameters shown in the Table attached. To ensure quality and timely completion of Project Work, a Project Work Diary system is introduced in 2014-15. Work completion entries made by the student in the Diary, are periodically monitored by the concerned Project Guide and the Director. Faculty meetings are held periodically to review the academic work performed by each faculty/students. To keep the faculty members abreast of latest knowledge, they are deputed to various workshops and conferences organized by the University and other Institutions. Further, effective curriculum delivery is supported by a flexible multi-level communication structure comprising the Director, Dean and Faculty members. Due to COVID 19 pandemic and Lock down from the month of March 2020 mid, to ensure quality education to the students, regular online sessions were conducted to students through the help of Google Meet , Zoom and Google classroom apps. Even the Internal Examinations were also conducted through online mode.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
BUSINESS EXCEL AND ANALYTICS	BUSINESS EXCEL AND ANALYTICS	03/09/2019	2	EMPLOYABILITY	EMPLOYABILITY

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	68	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
1S1 - Soft Skill for Business	10/03/2019	168
2S2 - Corporate Communication and Etiquette	02/04/2020	168
Industry Certified Programme in Marketing	20/08/2019	23
Industry Certified Programme in Human Resource Management	21/08/2019	55
Industry Certified Programme in Hospital Administration	22/08/2019	13
Industry Certified Programme in Logistics	23/08/2019	29
Business Excel and Analytics	03/09/2019	68
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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MBA	MBA	240
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Institute views feedback from its stakeholders as a means of introspection for further improvement in the delivery of academics. The following presentation reflects how the feedback obtained from students, teachers, employers have influenced in overall development of the institution. Collection of Feedback: A feedback on course content is collected through a structured questionnaire administered among the students and teachers. Feedback is collected also from employers, alumni, parents, experts from industries etc., through informal/informal meetings and one-to-one discussion. Impact and Implementation: The outcome of the feedback collected is analyzed at Faculty, Parents and Management as well as Internal Quality Assurance Cell (IQAC) meetings. The workable suggestions of the feedback are implemented suitably. Further, based on the inputs received through feedback syllabus of the Add-on programmes are also revised. The Certificate Programme in Logistics, conversion of Dual Subject programmes into Industry Certified Courses, provision of Add-on Programme on Soft Skills for Business in first semester and Corporate Communication And Etiquette in second semester has been introduced by the Institute. As per the feedback, Institute has made arrangement to provide Business Excel and Analytics and SAP practical trainings to the students at the Institute campus. Based on the job potentiality for Logistics, Institute has suggested to Mangalore University to Introduce Logistics Management as one of the specializations from the Next academic year which is approved by the University body. The Management of the Institute provides financial resources if any, for the implementation of the suggestion through its annual budgets.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	180	252	169
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2019	Nil	289	Nil	13	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	10	9	6	5

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Under the guidance of the Director, the Dean (Academic Affairs) monitors academic activities and gets the work done through Mentors, Academic Advisors and Faculty. A batch of students is put under the care of mentors to carry out one to one interaction regularly. Mentorship programme has facilitated the Faculty to mentor a group of students to assess and understand their learning aptitude. Efforts are made under mentorship programme to help the slow learners. Girl students are encouraged to meet their mentors and academic advisors to discuss their personal, academic and any other issues.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
289	13	1:22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	17	1	4	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA	201920	15/09/2020	28/11/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institution has continued its innovative and reformatory evaluation techniques ensuring all round, continuous, transparent and effective student evaluation system (360 degree), throughout the two-year programme. Under structured system of evaluation, the students are evaluated from different dimensions such as internal examinations, assignments, viva voce, seminar/presentations, and attendance. Total of 30 marks are allotted to the above said dimensions. The weight age of marks is based on the importance of the criteria. Internal examination carries 20 marks (for all 4 semester) , for presentation , assignment and Viva voce 3 marks are allotted for 1st and 2nd semester, presentation and assignment carries 2 marks in 3rd and 4th semester , viva-voce carries 5 marks in 3rd and 4th semester and 1 mark is allocated to attendance for all the 4 semester. While the above evaluation process was applied for 1st and 3rd semester, due to the pandemic covid 19, the evaluation process was modified. Due to lock-down, online classes are conducted, and further evaluation are also performed using online method. Out of the 30 internal assessment marks, two internal examinations are conducted, and 25 marks weight age was given for the same and 5 marks was allotted for assignment submission.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institute prepares a Comprehensive Calendar of Events enlisting all curricular and co-curricular, also encompassing the components of CIE. Once approved in the faculty meetings, Dean (Academic Affairs) and Student Council Advisor takes due care to adhere to the Calendar of Events in its implementation, as explained here under. The academic activities of the Institution are planned as per the schedule received from Mangalore University. The Dean (Academic Affairs) prepares Academic Calendar in the beginning of each semester containing the issues related to CIE such as dates of internal and term examinations, viva-voce, hours for group discussion and case study analysis, presentation/seminar hours, summer internship, project work, industry certified subject related activities, semester end dates, etc. in addition to curriculum details. Likewise, Student Council Advisor prepares the calendar of events for schedule on semester basis for other co-curricular activities, which form a part of CIE. The schedule contains the details of expert lectures, workshops, demos, training programmes, field surveys, industrial visits/tours, and management fests, various club activities, conferences, competitions on extracurricular events etc. Further, once it is approved in the faculty meeting, the Director brings the Academic Calendar to the notice of the Governing Council. Finally, the Calendar is published in the Notice Boards for the attention of members of the faculty and students. It is also to be noted that each programme is put under the supervision of separate club or association, under the charge of faculty. The concerned faculties conduct the programme as per the schedule by involving and allotting the responsibilities to the students. Further, while designing the program schedule, the students covering the cross sections are nominated to different clubs and associations and it is published on the Notice Board. Once the work is allotted to students, the programme is coordinated, organized by such group of students, which also provides an opportunity to evaluate continuously their skill and learning aptitude. To ensure the implementation of the Academic Calendar religiously, the performance is reviewed in faculty meetings, meetings of Student Council and Executive Council, which has representatives of faculty, library, lab, office, and students. The degree of involvement of majority of students in numerous curricular and cocurricular activities organized as per the Calendar of Events in the Institute during the entire semester makes the continuous internal evaluation more effective and successful. During covid-19, the

academic calendar was not adhered completely due to lockdown as the classes were suspended. Nevertheless, classes were conducted using Zoom / Google meet app, subject notes and videos were uploaded in the google classroom and in the class Whatsapp group. Two internal examination comprising for 25 marks each was conducted, for which a separate examination timetable was also prepared. Students were given an hour each to answer the questions and, on the completion, students had to scan the answer script and mail it to the respective subject faculty. Along with online classes, online expert lecture and webinar were conducted to hone the skills of students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://ajimmangalore.ac.in/programme-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MBA	FINANCE, MARKETING, HOSPITAL ADM INISTRATION, HUMAN RESOURCE	119	119	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://ajimmangalore.ac.in/wp-content/uploads/2021/01/Feedback-2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	03	Laxmi Memorial Educational Trust	5000	5000
Any Other (Specify)	03	Laxmi Memorial Educational Trust	5000	5000

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
WORKSHOP ON THE THEME CAMPUS TO CORPORATE TRAINING	Management	22/11/2019
MOTIVATION TO ACHIEVE YOUR DREAMS	Management	16/08/2019
EXPERT LECTURE ON KAIZEN	Management	30/08/2019
EXPERT LECTURE ON WOMEN EMPOWERMENT	Management	09/09/2019
PLACEMENT WORKSHOP ON DYNAMICS OF CORPORATE EXPECTATIONS AND CAREER PREPARATIONS	Management	23/09/2019
SPECIAL EXPERT LECTURE ON LEADERSHIP SKILLS	Management	24/09/2019
EXPERT LECTURE ON EMPLOYABILITY SKILLS FOR MANAGEMENT GRADUATES	Management	25/09/2019
CAREER GUIDANCE PROGRAMME ON CMA - CERTIFIED MANAGEMENT ACCOUNTANTS(USA)	Management	26/09/2019
ORIENTATION ON CAREER IN BANKING	Management	18/10/2019
WORKSHOP ON BEING THE BEST- BUILT ON BEST OF THE BEST- LIFE SKILLS	Management	22/10/2019
EXPERT LECTURE ON CAREER GUIDANCE	Management	02/11/2019
EXPERT LECTURE ON INTERVIEW HANDLING AND HIRING METHODOLOGY BY CORPORATES	Management	06/11/2019
EXPERT LECTURE ON INVESTOR AWARENESS PROGRAMME	Management	10/12/2019
GUEST LECTURE ON ART OF MANAGEMENT	Management	11/12/2019
WORKSHOP ON APTITUDE AND ANALYTICAL SKILLS FOR CAREER EXCELLENCE	Management	24/02/2020
WORKSHOP ON INVESTOR AWARENESS PROGRAMME	Management	26/02/2020
REGIONAL SEMINAR ON COMMODITY DERIVATIVES	Management	13/03/2020
EXPERT LECTURE ON EMBRACING RISK IN LENDING- IN BANKING DOMIAN	Management	12/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	2	7.12
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	9
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2020	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2020	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	17	12	2	Nil
Presented papers	7	7	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
OUTREACH PROGRAMME	AJIM AND LIONS SPECIAL SCHOOL, SURATHKAL	2	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
EXPERT LECTURE ON WOMEN EMPOWERMENT	A J Institute of Management	Expert Lecture	2	120
OUTREACH PROGRAMME	AJIM AND LIONS SPECIAL SCHOOL, SURATHKAL	OUTREACH PROGRAMME	2	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship and On job Training	MOU	Simplus Financial Consultancy Private Limited, Mangalore	02/06/2019	02/06/2020	Students
Internship and On job Training	MOU	A. J. Hospital and Research Centre, Mangalore	03/06/2019	03/06/2020	Students
Internship and On job Training	MOU	Seventh Sense Talent Solutions	03/06/2019	03/06/2020	Students
Internship and On job Training	MOU	Oceanliner Services Pvt Limited	03/06/2019	03/06/2020	Students
Internship and On job Training	MOU	Indian Institute of Materials Management (IIMM)	03/06/2019	03/06/2020	Faculty and Students
Internship and On job Training	MOU	Nalapad Group	03/06/2019	03/06/2020	Students
Field Trip	SPECIAL SCHOOL VISIT	LIONS SPECIAL SCHOOL, SURATHKAL	07/12/2019	07/12/2019	Faculty and Students

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
A. J. Hospital and Research Centre, Mangalore	01/06/2019	Industry Certificate Programme in Hospital Administration	2
First Step, Mangalore	01/06/2019	Industry Certificate Programme in Human Resource	Nil

Simplus Financial Consultancy Private Limited, Bangalore and Mangalore Branch	01/06/2019	Industry Certificate Programme in Finance	Nil
Oceanliner Services Private Limited	01/06/2019	Industry Certificate Programme in Logistics and Summer Internship	Nil
Nalapad Furniture, Kasargod	01/06/2019	Industry Certificate Programme in Marketing	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6462000	6484227

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
EASY LIB	Partially	4.4.2	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15051	4384979	530	135199	15581	4520178
Reference Books	2256	Nil	Nil	Nil	2256	Nil

e-Books	4500	Nil	50	Nil	4550	Nil
Journals	45	81546	44	83517	89	165063
e-Journals	2	190900	2	84370	4	275270
CD & Video	652	Nil	3	Nil	655	Nil
Library Automation	1	116706	Nil	Nil	1	116706
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	79	61	0	0	4	1	13	0	0
Added	21	15	0	0	3	1	2	0	0
Total	100	76	0	0	7	2	15	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

32 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9937000	9127239	3416000	3775612

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Planning for the optimal use of infrastructure: In order to make the optimal use of available infrastructure, in the beginning of every semester, Dean
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(Academic Affairs) and Students Council Advisor prepare the Calendar of Events in connection with academic, co curricular and extracurricular activities. At the beginning of every semester, the Dean (Academic Affairs) in consultation with the faculty members allocates the lecture halls for regular subjects, specialization subjects and dual subjects, depending upon the number of students. Planning in connection with use of library resources such as extension of working hours during examinations, issue of additional books, library procurement, to enhance the usage of e resources are undertaken in library committee/ faculty meetings. Strategies for the optimal use of the available infrastructure effectively: The Institute and library are kept open between, 8.30 a.m. to 5.30 p.m. with a provision to extend beyond, if necessary. Meritorious Students are allowed to borrow unlimited number of books. During the period of examination, the time restriction on the return of books is relaxed Computer lab is kept open between 9 a.m. and 6 p.m. Research Centre is kept open between 9 .00 a.m. and 5.00 p.m. Definite hours are allotted in the Time Table to facilitate the club activities in the Conference Hall. Students to use laptops/ systems in a classroom, which ensures the optimum use of WiFi facility. Presentation and assignment topics are based on the DELNET and JGate, to ensure optimum use of journal portals. The Institute houses a canteen and a stationery store, used by the students of sister Institutions also staying in the in-campus hostel. The Institute allows the organizations such as Sikkim Manipal University, Vellore Institute of Technology, CMAT, KMAT, IIBF, Indian Insurance Institute, Ajim Premji University, KPTCL etc., to use the computer lab for the conduct of their examinations. Research Centre, Library and Computer Lab are also made available for outside research scholars, faculty of sister concerns and neighbouring institutions. Office space is provided to Indian Institute of Materials Management for conducting its activities. The Trust makes arrangements for the Maintenance of land and building of the Institute and the Institute makes arrangement for the maintenance of furniture, equipment and computers through annual budget allocations. LCD and UPS are maintained through AMC. Computers and other equipments are serviced through breakdown calls. Repairs are arranged on 'estimation and approval' basis. Hardware and software purchases are made through a system of inviting quotations. Campus and hostel waste such as paper, vegetable wastes and dry leaves are managed through Vermicompost Unit of the Institute.

<http://ajimmangalore.ac.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Support	3	25000
Financial Support from Other Sources			
a) National	Department of Backward Classes	95	2340270
b) International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Investor Awareness Programme	26/02/2020	120	Mr. Leo Amala, BM, Franklin Tempelton Asset Management, India Pvt Limited
Two Day workshop on Aptitude Analytical skills for career excellence	24/02/2020	120	Mrs. Vijalakshmi S Suvarna, Assistant Manager, HR, Diya Systems, Mangalore
Two Day workshop on "Campus to Corporate Training"	22/11/2019	75	Mr. Sunil George, Director, Astha Academy, Mangalore
Two day internal workshop on Placement Orientation	16/08/2019	120	Prof. (Major) Radhakrishna, Master Facilitator Trainer: HRD TQM, Udupi
Mock Interview	28/08/2019	120	Internal Faculty
Two day placement workshop on Dynamics of Corporate Expectation and Career Preparation	23/10/2019	118	Mr. Abhilash Ms. Flona, Abhijnya Education Pvt Ltd, Mangalore.
Three day workshop on "Being the Best -built on best of the best Life skills"	22/10/2019	161	Prof. (Major) Radhakrishna, Master Facilitator Trainer: HRD TQM, Udupi
Two Day workshop on "Campus to Corporate Training"	22/11/2019	75	Two Day workshop on "Campus to Corporate Training"
Kaizen	30/08/2019	110	Sri. A.K. Aiyya, Former Senior Manager, Asian Paints.
Women Empowerment	09/09/2019	113	Ms. Avni Bhatia, Trainer, Josh Talks
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Aptitude Test	120	120	120	Nil

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Oracle Financial Services	21	1	Nil	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	0	0	0	0
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Product launch on Eco-friendly product	Institutional Level	52
Pick-Enact-Speak	Institutional Level	94
Turncoat	Institutional Level	50
Apparel Portray	Institutional Level	45
Art Mart Mad Ad	Institutional Level	110
Product Relaunch	Institutional Level	56
Intra Management Fest	Institutional Level	288
National Level Management Elixir and Cultural Fest Yakshakalotsava	National	500
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council of the Institute has a very efficient, effective system of functioning to give due representation to students in various bodies and coordinate all co curricular and extracurricular activities of the Institute. The Student Council comprises a strong contingent of about 156 students. It consists of Student Chief Executive, Student Deputy Executive, Secretary General, Joint Secretary, Class Representatives of all the classes and the Office Bearers of Clubs and Associations, functioning at the Institute. The senior faculty is designated as the Student Council Advisor who performs the role of guide and coordinator. Student Council Advisor prepares in consultation with the Dean and the Director. Schedule the events of co curricular and extracurricular events in the beginning of every semester. There are 30 Clubs and Associations, performing different functional responsibilities. Each Club/Association is headed by a faculty member and two student coordinators, from each class. The concerned Clubs and Associations plan, organize and conduct the programmes as per the Schedule. Frequent reviews are made in the meetings of Faculty and Executive Council to assess and confirm that the conduct of the programmes is as per the Schedule. The Student Council has been very active by organizing a number of academic, co curricular, extracurricular and socio-cultural programmes such as Expert Lectures, Preparation of Short Movies, Inspirational Movie Review Sessions, Open Discussions on the current issues and conduct of Open Assembly, Intrafest , Representation of Institute in various fests organized by other institutions and E-Symposium. The Institute has provided for 30 clubs/associations to see that maximum as well as even representation is offered to the students. The nomination of 156 students out of student strength of 288 indicates the effective representation given to students in the various academic, administrative bodies and committees. The effective percentage of student representation given being nearly 68. Further, the Institute ensures that all students get a chance of participation in one or the other event, in one way or the other. Hence, the Student Council functions actively by organizing various events successfully under the guidance of faculty and IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

120

5.4.3 – Alumni contribution during the year (in Rupees) :

18000

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting organized

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Case One: The institution forms various academic and non-academic Committees with specific assigned purposes. Regular meetings are convened amongst Committee members like Director, Faculties and the student representatives through which matters of strategic importance are discussed with equal opportunities to share and express their positive comments and constructive suggestions. Each and every programmes of the Institution is designed through the various clubs functioning and the entire programme is planned, organized and controlled by the student coordinators of the respective clubs under the guidance respective faculty in charge. Likewise, two days' management fest Elixir for PG students and one-day Cultural Fest "Yakshakalostava-2020 for UG students on 19-20 Feb 2020. Management forum and Cultural Club student representatives of second year appointed as Main student coordinators under faculty in charge. After several meetings and discussion with director, Faculty Coordinators of the management event decided to conduct 5 events for post graduate college's students and decided to dedicate first day for Yakshagana events for undergraduate colleges. Under the supervision of fest coordinators, many committees are formed and for each committee one teaching staff as well as student representatives are assigned with their duty and responsibilities. Students has given responsibility of getting sponsorship for fest, administrative and logistical part of the fest, but all powers of approval lie with the director of the institute and committee faculty in charge. Practice II: The another event which has reflected in decentralization and participative management involving the faculty and students is- An occasion wherein faculty and students have joined hands together planned for the things and successfully implemented is a visit paid to Lions Special School situated in Surathkal near Mangalore. In this connection, the office bearers of the student council, formed a committee along with the members of Outreach committee under the guidance of the student council advisor and collected a sum of rupees. The said amount was utilized for the procurement of items as per the priority list sent by the special school. On the identified day, the faculty members and 60 students being selected on first come basis in the bus arranged by the Institute. During the visit the students offered the cultural programmes, interacted and collected the feedback with the inmates. The entire sequence of events were planned and organized by the students which stands as an example of how the youth power can be utilized for supporting the ultimate people of the society with social concern.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p style="text-align: center;">Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>A. J. Institute of Management is endowed with the resources such as: Excellent digitalized library with about 15,604 books, 47 journals, two knowledge software- J-Gate and Dellnet, four multi-media PC's with internet connection supported by Wi-Fi and LAN. Air conditioned computer lab, equipped with licensed hardware and license software, high speed and secured internet access, Dell Sonic wall, branded Desktop PCs supported by DELL server tower. Spacious Air-conditioned classrooms with internet connected full range of audio-visual systems and air conditioned conference hall, round the clock security for the campus supported by CC Camera. Institute also downloaded and purchased nearly 4550 eBooks from dell net portal and from other sources for the institute library.</p>
<p style="text-align: center;">Research and Development</p>	<p>For promoting research A J Institute has purchased subscription for various online research journals and libraries to provide latest resources for the faculty members. Almost all faculty members are provided with personal computer which helps them carry out their research work. The institute has Wi-Fi enabled internet facilities for the fast access to online resources. The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. The Institute encourages the research scholars by providing on-duty leave to focus on their research. The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences etc. The Institute encourages faculty members to pursue Ph. D programmes in reputed universities. The institute supports the researchers by providing high end computing facility with necessary software and with modern equipments. We feel proud and happy to inform that we are the only stand alone institute in MBA in our region who got 2(f) and under 12(B) from UGC. Institute encouraged all the faculty members to upload research proposal for UGC granted minor research programme.</p>
<p style="text-align: center;">Examination and Evaluation</p>	<p>As per University rules, there is Two</p>

Internal examinations to be conducted in a semester by the institution and university Examination is conducted by University, which is a centralized process managed by University. For internal examination each subject in charge faculty member prepares separate question papers and Director of the institute will be deciding the final question paper for the internal examination. Every semester end internal marks of the students will be display in the notice board and signature of the students will be taken before uploading the same in the university website.

Teaching and Learning

A J Institute of Management Institute we follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, hands on activities, Festival Celebrations , Clubs and Associations, Day-long workshops , Social Survey conducted , Spot seminars conducted, Provision of learning experiences, Deputation of students in management fests, Add on programmes, Student participation in series of On-line- Aptitude Tests, Demos on the use of knowledge software's and case studies etc. Also Institute made it compulsory for students for summer internship after second semester in the company to get practical experience about corporate world. We also depute students for social survey for other university research programme to gain the knowledge of understanding social environment in around the Mangalore.

Curriculum Development

Curriculum plays an important role in higher education. Since our college is affiliated to Mangalore University, follows the curriculum and syllabus prescribed by the University. Affiliated Institutions are not allowed to design their own curriculum. Last year University decided to revise their syllabus and senior faculty members from our college have been a part of the curriculum development committee formulated by university and all the faculty members of our institute have contributed to curriculum development. Though the curriculum has been designed by the University, each faculty member's work towards the delivery of

the curriculum in the best possible manner that would give the students a theoretical as well as a practical knowledge of subjects prescribed. Further, on the recommendations made by the Institute, University has agreed to add Logistics Management as on the streams of specializations and the entire syllabus was designed by the faculty of the Institute which was dully implemented by the University. Further, the syllabus of subjects like Business Analytics was also prepared by the faculty of our Institute in consultation with the Industry Practitioners, which was also accepted and implemented by the University.

Human Resource Management

We strictly believe in the motto of team building and collective decision making. The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology. AJIM provide Special Leave for pursuing higher studies, attending enrichment courses /seminars /conferences /workshops and exam duties. Institute has Biometric, CCTV facility which is used for human resource management.

Industry Interaction / Collaboration

Efforts are made to build and maintain excellent rapport with the Management of various Organizations and Industries and forge collaborative Industry, Academia alliances. This provides a unique and rare opportunity provided to students to learn the theoretical concepts practically. Institute has signed Memoranda of Understanding with a few organizations to provide industry certified add-on programmes. Institute deputes students for seminars, management development programmes and conferences organized by the industry and corporate. MOU organizations also help our students do their summer Internship in their organizations and help in placement activity of the Institute. Further the syllabus of subjects like Business Analytics was also prepared by the faculty of our Institute in consultation with the Industry Practitioners, which was also accepted and implemented by the University.

Admission of Students

The scores/grades secured by the students in their Bachelor degree level

and MAT, KMAT, PG CET etc., enable the Institute to evaluate the competency of the student at the base level.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Emdees Computers, S-6-7, Ramnik Arcade, Bejai Kapikad Road, Mangalore - 575004
Administration	Emdees Computers, S-6-7, Ramnik Arcade, Bejai Kapikad Road, Mangalore - 575004
Finance and Accounts	Emdees Computers, S-6-7, Ramnik Arcade, Bejai Kapikad Road, Mangalore - 575004
Student Admission and Support	Mangalore University, Mangalagangothri, Konaje, Mangalore - 574199
Examination	Mangalore University, Mangalagangothri, Konaje, Mangalore - 574199

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	Nill	Nill	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Fundamental of Data Analysis	1	22/07/2019	27/07/2019	06

Reporting for Research and publication - Module 2				
Fundamental of Data Analysis Reporting for Research and publication - Module 1	1	10/06/2019	15/06/2019	06
3 days National Level Workshop on Research Methodology, Statistical Techniques Data Analysis (Deeksh)	1	18/05/2020	20/05/2020	03
Faculty Development Programme (FDP) on Schema of Writing and Publishing Research Papers	2	25/07/2020	27/07/2020	03
Online Faculty Development Programme on Basics of Research	2	23/05/2020	23/05/2020	01
One Day Workshop On "Role of Digital Libraries in Academic Research"	2	30/05/2020	30/05/2020	01
"Legal Issues in Business"	1	09/01/2020	10/01/2020	02
"Introduction to Canvas - LMS"	2	12/07/2019	12/07/2019	01
"A Workshop on Research Methodology"	1	28/07/2019	28/07/2019	01
"Publishing Research articles in Quality Journals"	1	23/05/2020	24/05/2020	02

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Handsome salary for the faculty, Provident Fund, Facility for all Medical assistance through A. J. Hospital and Research Centre, Provision of holidays as per the University calendar and CL/SL/EL facility as per the Trust rules, Leave facility along with reimbursement of all incidental expenses incurred in connection with attending conferences, Organizing Faculty Development Programmes at the Institute, Financial assistance for research and publication activities Research facility through Research Centre for individual growth. Assistance to the Faculty in procuring research grants from the Government and other organizations</p>	<p>Transport facility for teaching and non teaching staff, Earned Leave, EPF, Maternity Leave are provided, The Institute provides college uniform to non teaching staff</p>	<p>Cash prizes are awarded to rank holders of university examination. Industrial trips are organized and several workshops, training sessions are conducted for their overall improvement. In campus girls hostel facility with quality housing facility.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts of the Institute are audited regularly as per the Government rules. An internal auditor, audits our accounts every quarter. He checks cash receipts with fee receipts and payments with vouchers and necessary supporting documents. He also ensures that all payments are duly authorized. But the external auditor conducts Statutory Audit at the end of the financial year.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Canara Bank	40000	Elixir Yakshakalostava
View File		

6.4.3 – Total corpus fund generated

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6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Nil	Yes	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. On the day of re-opening of College, an orientation was given to both parents and students of first year about the college and its functioning with rules and regulations. 2. Invite PTA members to all the college activities and function's 3. Help the students to collect donation for management fest Elixir-2020.

6.5.3 – Development programmes for support staff (at least three)

- Annually salary increments and two sets of uniform provided by the trust. • Organized E-Symposium on Friday, 4 Sep 2020 on the theme Covid 19 Disaster: Rejuvenation of Socio-economic and Educational Spheres.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Waste Water recycling Reuse project plant at campus 2. New Indore badminton court for students 3. Fire and safety measures installed in the campus

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Nil	Nil	Nil	Nil	Nil
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
EXPERT LECTURE ON WOMEN EMPOWERMENT	09/10/2019	09/10/2019	68	52
SHORT MOVIE ON GENDER	03/03/2020	10/03/2020	93	75

EQUITY, GREEN
PLANET AND
JUSTICE FOR ALL

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Percentage of power requirement of the College met by the renewable energy sources by Installation of 150 KVA Solar panel for solar energy is under progress.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
EXPERT LECTURE ON MOTIVATION TO ACHIEVE YOUR DREAMS	16/08/2019	16/08/2019	111
EXPERT LECTURE ON KAIZEN	30/08/2019	30/08/2019	110
EXPERT LECTURE ON WOMEN EMPOWERMENT	09/09/2019	09/09/2019	113
SPECIAL EXPERT LECTURE ON LEADERSHIP SKILLS	24/09/2019	24/09/2019	30
EXPERT LECTURE ON EMPLOYABILITY SKILLS FOR MANAGEMENT GRADUATES	25/09/2019	25/09/2019	108
CAREER GUIDANCE PROGRAMME ON CMA -	26/09/2019	26/09/2019	57

CERTIFIED MANAGEMENT ACCOUNTANTS (USA)			
SPECIAL EXPERT LECTURE ON SELF EMPOWERMENT FOR PROFESSIONAL EXCELLENCE: A REVISIT	16/10/2019	16/10/2019	45
WORKSHOP ON BEING THE BEST- BUILT ON BEST OF THE BEST- LIFE SKILLS	22/10/2019	22/10/2019	161
PLACEMENT WORKSHOP ON DYNAMICS OF CORPORATE EXPECTATIONS AND CAREER PREPARATIONS	23/10/2019	23/10/2019	118
GUEST LECTURE ON CAREER DEVELOPMENT	31/10/2019	31/10/2019	144
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Institute has developed its own practices to ensure greenery around and also to contribute to ecological balance, by implementing a few humble unstructured systems, which are mentioned here below: • Vermicompost unit is functioning in the Institute using the Hostel and Canteen wastes, paper waste and dry leaves of the campus. • Dustbins are provided in the classrooms and in some strategic points to collect the paper waste. However, the use of plastic carry bags by students and canteen personnel are highly discouraged. • Club activity on Best out of waste is organized to inculcate students on awareness and importance of clean and green environment. • All internal communications are carried out to the students and faculty members through email and Whatsapp groups. • During COVID-19 pandemic situation, all the necessary sessions and communications between the Institute and students were conducted through Learning Management System (LMS) like Google Meet, Zoom apps and Google Classroom. • In a similar way, after conducting programmes, the faculty in charge prepares a detailed report with photographs and stores the same in the form of e content and made accessible through Institute website. • Sewage treatment plant is set up in the Institute premises • Installation of Water purifier plant purifying bore well water at the source, being supplied to the entire campus including hostel. • Efforts are also made to keep the campus clean and green, through planting trees and regular maintenance of garden.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

First Best Practice: Title of the Practice: Sewage water treatment plant
Objectives of the Practice: Water is the basic necessity of life used for many purposes, therefore recycling water is necessary. Treated wastewater (or treated effluent) that is safe enough for release into the environment. Considering this in our mind, we have established an Sewage treatment plant in our Institute. The objective of the practice is: • To protect the environment social economic and public health from the pollutants. The Context: With the long-term objective of 'Save Water, Save Life, the institute has established

Sewage Water Treatment Plant in the campus. The daily consumption of water in the campus is 58.500 Kilo Litre per Day (KLD) and is obtained from bore well and public water supply. After treatment of this sewage water, nearly 50.400 KLD water is available and is used for gardening and for flushing in the wash rooms of the institute. Excess water will be discharged to the underground drainage system. Recycling of water helped in reducing the consumption of water nearly 30000 litres per day in the campus. Excess water discharged to the underground drainage is free from hazardous chemicals and bad odour, which helps to protect the environment.

Second Best Practice: Title of the Best Practice: Publication of Biannual Research Journal Anveshana...

Search for Knowledge Objectives of the Practice: Today, higher education is considered as a trinity to perform threefold functions: teaching learning, research publication and extension development. With this background, the Institute is publishing this Research Journal with the specific objectives such as To carryout research and publication activities religiously To create a research bent of mind among the students and faculty To facilitate the publication activities of the faculty of the Institute and other scholars • To contribute to the existing bank of knowledge with new additions • To develop quality academic relations with other academicians and institutions • To strengthening the library of the Institute through getting other quality journals on exchange basis

The Context: With the novel idea of contributing further, our Journal embraces the domain of knowledge from Commerce, Management, Finance, Marketing, Banking, Insurance, Human Resource Management, Agriculture etc. As the need of the hour, it focused on research articles, case studies, empirical reports and conceptual papers on contemporary issues. The Institute has brought out the special issues of the Journal intermittently, on some special occasions like national conference etc. The Journal would contain invariability, a page for book review to enhance the reading practices among the people. The Institute also focused on the regional representation and cross sections of the society while selecting the scholarly articles for publication, to know around better. Most importantly, the Institute ventured to enter the area of publication when there was dearth of quality research articles as no other educational institution under Mangalore University, thought of bringing out a research journal.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://ajimmangalore.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

A.J. Institute of Management has not left a single stone unturned in developing the Institute as a Centre of Excellence in Management Education by continuously benchmarking itself against the best. It is our mission to impart value based management education, designed to prepare young men and women for leadership positions. The Institute also believed that 'teaching learning' is no longer restricted to the classroom, hence, moved beyond the boundaries and structured course content. As per our Vision, business education is the process of imparting knowledge that is essential, skills that are relevant and values that are foundational. Further, fact remains that business education has to provide two kinds of knowledge that is 'how to think' (knowledge component) and 'how to live' (skill component). The distinct thought of the Institute is that, success of a student at our Institute not only to be decided by the marks or CGPA he or she is scoring, but also to what extent he or she is transformed over the four semesters by imbibing the skills and values. Hence, the distinctiveness of our Vision, Mission, priority and thrust is reflected in our achievements -

academic and co-curricular. As a result our students have secured ranks in University Examination continuously from last 3 years. In the year 2017, one of our student secured 6th rank in University Examination, In the year 2018, our student secured two ranks i.e. 1st and 5th and in the year 2019, two students secured 1st and 5th rank in University Examinations held by Mangalore University. Our students have also won many honours in various deputations made by the Institute. To highlight a few, students won a total of 35 individual first prizes and 17 individual second prizes and also won 6 overall championships and 1 runners in management fest organized at various PG institutions.

Provide the weblink of the institution

<http://ajimmangalore.ac.in/institutedist/>

8.Future Plans of Actions for Next Academic Year

- Acquiring learning management system (LMS) and advancing the infrastructure facilities for online education.
- Installation of Automatic Full Body Sanitizer Machine with Thermal Scanner.
- Provision of new staff room for the faculty members
- Procurement of latest edition reference books
- Introducing most Industrial demand subjects such as Business Analytics and Logistics Management as sixth stream of specialization in MBA programme.
- Organizing Pool Campus drive at the Institute campus