YEARLY STATUS REPORT - 2021-2022

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 its own campus?	Yes
• Phone no./Alternate phone no.	08242455340
• Mobile no	9448812099
• Registered e-mail	ajimmangalore@rediffmail.com
• Alternate e-mail	1986drao@gmail.com
• Address	AJ INSTITUTE OF MANAGMENT, OPP. MAHINDRA SHOWROOM, KOTTARA CHOWKI
• City/Town	MANGALORE
• State/UT	KARNATAKA
• Pin Code	575006
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Mangalore University**
• Name of the IQAC Coordinator	**K DEEPAK RAO**
• Phone No.	**7892521502**
• Alternate phone No.	**7892521502**
• Mobile	**8147618678**
• IQAC e-mail address	**1986drao@gmail.com**
• Alternate Email address	**deep_gdc@yahoo.co.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://ajimmangalore.ac.in/wp-content/uploads/2022/11/AQAR_REPORT-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://ajimmangalore.ac.in/academic-calendar-2/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.83**	**2012**	**15/09/2012**	**14/09/2017**
Cycle 2	**B+**	**2.67**	**2018**	**03/07/2018**	**02/07/2023**

6.Date of Establishment of IQAC	**18/05/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	`01`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`Quality enhancement initiatives such as Course File System, Student Progress Tracker and Application of Rubrics for Formative Assessment are introduced.`

`A mechanism is designed to identify the slow learners who got less marks in especially practical subjects and is advised to meet their respective Mentors. Likewise, Extra Lecture classes were engaged for the advantage of Non-Commerce Students.`

`Two Impulsive seminars were organized on the topic Expenditure Tax and Digital rupee on 03.02.2022 and 23.02.2022 respectively.`

`Institute has been selected under Flagship Programme of Government of India-Unnat Bharat Abhiyan (UBA) to conduct survey and other extention activities. Accordingly, Institute has adopted 5 villages of Mulki and have conducted surveys to identify challenges faced in these villages and have submitted the responses to UBA portal.`

`MOUs were signed with - Bajaj Finserv for Certificate Programme in Banking, Finance, Insurance and Communication skill. - Avashyak Corporate Services Bangalore for Internship and HR Industry Certificate Programme - Installation of Junior JCI at the Institute and also signed MOU with JCI Mangalore Impact for Internship and Outreach programmes.`

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

Plan of Action	Achievements/Outcomes
Resolved to introduce quality enhancement initiatives and to provide an orientation to faculty and students on the same Course File System, Student Progress Tracker and Application of Rubrics for Formative Assessment.	Quality enhancement initiatives such as Course File System, Student Progress Tracker and Application of Rubrics for Formative Assessment are introduced. To familiarise on such initiatives, a one-day orientation programme on the implementation was conducted for the benefit of all faculty. In the Mentor-Mentee interaction, mentors also highlighted the importance of student progress tracker to their respective students.
Resolved to add a few more extracurricular, mind relaxation and cultural activities so as to infuse confidence and sense of participation among students since pandemic.	A Pantomime competition was organized at the Institute and cultural club also organized many programmes to the students this year like Face painting, Essay, Rangoli, Pencil sketch, Cooking without fire and Debate on Azadi ka Amrit Mahotsav, Kargil Vijaya Diwas, short movie competition, Yashotsava, Intra and Inter-collegiate Management fests were organized.
Signing of MOU's	MOUs were signed with - Bajaj Finserv for Certificate Programme in Banking, Finance, Insurance and Communication skill. - Avashyak Corporate Services Bangalore for Internship and HR Industry Certificate Programme. - Installation of Junior JCI at the Institute and also signed MOU with JCI Mangalore Impact for Internship and Outreach programmes.
Resolved to organize Impulsive seminars as to get appraised	Two Impulsive seminars were organized on the topic

with latest developments in business and management	Expenditure Tax and Digital rupee on 03.02.2022 and 23.02.2022 respectively.
Resolved to organize Staff Development Programme	A One Day Staff Development Programme was organized on the theme 'Relationship Management Dynamics' for administrative staff of select Institutions under LMET on 10.11.2022.
Resolved to involve Alumni's in Expert Lecture and Events of the Institute	Resolved to involve Alumni's in Expert Lecture and Events of the Institute An Alumni of the Institute was invited to conduct Expert Lecture on the theme Study Abroad, Opportunities and IELTS on 25.08.2022. Alumni's were also involved as Guests and as Judges in A National Level Management Fest- ELIXIR 2022.
Strengthen Outreach Programme	Institute has been selected under Flagship Programme of Government of India-Unnat Bharat Abhiyan (UBA) to conduct survey and other extention activities. Accordingly, Institute has adopted 5 villages of Mulki and have conducted surveys to identify challenges faced in these villages and have submitted the responses to UBA portal. Organized a Workshop on Waste management and Terrace Gardening in association with Horticulture Department, Mangalore and Elixir for the benefit of General public on 12.03.2022. Institute have organized a Blood Donation camp in association with A.J Institute of Medical Science and Research, Mangalore on 30.07.2022. Institute have also signed a MOU with JCI for the conduct of Outreach programme.

	Institute organized an awareness programme on 'Better Environment-Better Tomorrow'- Save Marine Life on 10.10.2022.
Commemorative days Celebration	To inculcate moral values and to promote holistic development among students, Institute have organized - International Women's Day - Rajiv Gandhi's Birth Anniversary (Sadbhavana Diwas) - Kargil Vijay Diwas celebration - Constitution Day. - Planned to organize A National Conference in Association with Ministry of Culture, Government of India along with Ananya Institute for Development Research and Social Action, Lucknow, Uttar Pradesh to Commemorative 250th Birth Anniversary of Raja Ram Mohan Roy during January 2023.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	30/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

15.Multidisciplinary / interdisciplinary

Institute's mission is to impart value-based management education, designed to prepare young men and women as responsible citizens of India. To inculcate a Multidisciplinary and interdisciplinary education system, the Institute has incorporated the following measures.

- Apart from the regular course contents, to inculcate multidisciplinary and interdisciplinary education, the institute has added an essential subject titled Soft skills for Managers which gives an understanding of professional ethics, value systems, interpersonal skills, body language which is an important element in shaping the students as a responsible citizen.

- University has course contents in Hard core and Soft core to be incorporated in each semester by the Institutes. Out of many courses, Institute has selected courses like Business Analytics, Behavioral finance which is very apt and need of the hour.

- Institute has been selected under Flagship Programme of Government of India-Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute has adopted 5 villages of Mulki and have conducted surveys to identify challenges faced in these villages and have submitted the responses to UBA portal.

- Institute has signed MOU with Bajaj Fiserv for Certificate Programme in Banking, Finance, Insurance and Communication skill and have conducted offline classes of 96 hours' duration at the Institute and also signed MOU with Avashyak Corporate Services Bangalore for Internship and HR Industry Certificate Programme. Institute has also signed MOU with JCI Mangalore Impact for Internship and Outreach programmes and Installed Junior JCI at the Institute.

- The Institute organizes regular workshops and expert lectures on different themes like BSE- Capital Market Awareness Programme, Students Stock Market & Career, Corporate Expectation v/s Students Preparedness, Communication and Managerial Skills, Human Rights and Gender Equity, Employee Benefits and its Statutory Compliance- An Overview, Mental Health among students-Issues and Concern, Professionalism and Communication Skills, Corporate Outlook with special reference to IT Industry, Digital Marketing and SEO, Capital Market Awareness, Study Abroad opportunities and IELTS were organized.

- To inculcate an interdisciplinary education system, the Institute has organized two Impulsive seminars on the topic Expenditure Tax and the Digital rupee.

- Institute has been recognized by AICTE scheme- Scheme for Promoting Interests, Creativity and Ethics among

- Students (SPICES) with a financial assistance of Rs One Lakh.
- Institute organizes "PANTOMIME- An Art beyond words" competition wherein the students were given the themes on Human rights and Waste Management mainly focusing on sensitizing students to socio-centric issues. Institute also provides a platform for students to portray short movies on themes like environmental and socio-centric issues.
- The Institute inculcates multidisciplinary and interdisciplinary education, conducts social surveys on social-centric issues and prepares a report on the same.
- The Institute also maintains a Vermi-Composting Unit reflecting the environmental and sustainability concerns. Institute has a sewage water treatment plant which tries to protect the environment and public health from the pollutants. This practice of recycling of water has aided in reducing the consumption of water nearly by 30,000 litres per day in the campus.
- Outreach and Extension club of the Institute have organized a Workshop on Waste management and Terrace Gardening in association with Horticulture Department, Mangalore and Elixir club for the benefit of General public. Institute have organized a Blood Donation camp in association with A.J Institute of Medical Science and Research, Mangalore and also organized an awareness programme on 'Better Environment-Better Tomorrow'- Save Marine Life which sensitizes the students regarding human values.

16.Academic bank of credits (ABC):

- Teaching hours are allotted for individual course as prescribed by the Mangalore University and for Add-On Certificate Programme subjects as per the internal regulations of the Institute. After the allotment of the subjects, each faculty prepares lesson plans for each subject highlighting the course objectives and outcomes and likely hours allotted for the completion of course contents and units of the syllabus. In order to ensure its active, follow up, faculty maintains a Work Diary. In-additon, for each course, a separate course file is maintained by Course coordinator.
- The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two internal examinations, presentations, assignments, Viva-Voce and also Beyond Curriculum Contribution of students. Further, under Summative Assessment students are evaluated through Term End Examinations conducted by the University.
- Institute has many memorandum of understanding to help the

students in Internship and also in providing Industry certified Add-on programme to our students in addition to University provided specializations.

- Digilocker is a digital document storage platform launched by the Government of India. Digilocker allows students to store and access various academic documents, such as marksheets, degree certificates, transfer certificates, migration certificates, and more. Institute has enabled the students to register and retrieve all their earlier academic certificates and all other important documents through Digilocker.

17.Skill development:

- Institute has included Add-on programmes in its curriculum like Soft skills implemented in the First and Second semesters in addition to the course mandatory offered by University to inculcate skills and professional ethics among students. Institute also offers Industry certified add-on programmes in the third and fourth semesters to students in the areas of Marketing, Logistics, Hospital Administration, Finance and Human resource.
- In order to develop the skills, Institute encourages the students to register and complete MOOC and SWAYAM NPTEL courses as per their area of interest.
- Institute has 23 Clubs and Associations functioning in the Institute which facilitated the development of leadership qualities among the students.
- Expert Lectures/webinars on contemporary topics by eminent scholars enabled the students, to update their knowledge through participation in the proceedings.
- The Outreach and Extension Club of the Institute have organized a Workshop on Waste Management and Terrace Gardening in association with Horticulture Department, Mangalore and Elixir Club for the benefit of the General public. Institute has organized a Blood Donation camp in association with A.J Institute of Medical Science and Research, Mangalore and also organized an awareness programme on 'Better Environment-Better Tomorrow'- Save Marine Life which sensitizes the students regarding human values.
- Institute organizes a series of workshops, and expert lectures to inculcate and strengthen their professional skills and equip them to the corporate environment. The Events organized by the Institute are:

Programs Conducted	Date of Commencement
Expert Lecture on BSE- Capital Market Awareness Programme	12-Sep-2021
Expert Lecture on Students Stock Market & Career	23-12-2021
Workshop on Aptitude & Analytical Skills for Career Excellence	06 & 07-01-2022
Expert Lecture on Corporate Expectation v/s Students Preparedness	17.02.2022
Workshop on Self-Awareness for Personnel Effectiveness	21-02-2022
Expert Lecture on Communication and Managerial Skills	25.02.2022
Expert Lecture on Human Rights and Gender Equity	2-Mar-2022
Expert Lecture on Employee Benefits and its Statutory Compliance- An Overview	11-Mar-2022
Expert Lecture on Mental Health among students-Issues and Concern	23-Mar-2022
Expert Lecture on Professionalism and Communication Skills	5-Apr-2022
Expert Lecture on Corporate Outlook with special reference to IT Industry	23-Apr-2022
Expert Lecture on Digital Marketing and SEO	8-Jul-2022
Expert Lecture on Capital Market Awareness	16-Jul-2022
Workshop on Better the Best: An Extra Mile to Walk	18-07-2022
Expert Lecture on Study Abroad opportunities and IELTS	25-Aug-2022

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Institute has integrated Indian Culture in its co-curricular and extra-curricular activities by conducting various programmes like short films on socio-centric themes, Conduct of events like Onam celebration, Deepavali celebrations, Sharada Pooja and so on.

Institute organizes an Inter-collegiate Yakshagana Competition titled "Yakshakalatosava" to uphold and nurture Indian Culture among the students.

To inculcate Indian culture and tradition, Cultural club of the Institute organizes various cultural events such as Classical-Western Solo dance, Group dance, Face painting, Traditional day, Pantomime, Jashan-Sing and Dance competition, Vijay Diwas, Rangoli,

Cooking without fire, pencil sketching, Mehndi and so on were organized in the Institution.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Institute strives in providing outcome-based education by implementing various Plans of Action in its curricular endeavours. Institute has introduced various initiatives like insisting rubrics to various components like Presentations, Assignments, and preparation of questions in question papers based on Bloom's Taxonomy. Each course has a definite course objective and outcome prepared by the faculty members. Institute has implemented Teaching Learning Practices (TLP) to be incorporated by the faculty members and the preparation of course files. Institute has implemented Student Progress Tracker to facilitate mentoring programme and tracks the entire data of a student consisting curriculum and beyond curriculum activities during the period of two years.

To assess the outcome based education and to enhance the effectiveness of teaching and learning, Institute collects feedback from different stakeholders of Institute like Faculty, Students, Alumni, and from Employers.

20.Distance education/online education:

All the classrooms of the Institute are equipped with ICT tools and techniques which help the faculty and students to have blended learning. To enhance quality of online class and strengthen Internet connectivity in the COVID situation, Wi-Fi facility in the campus was enhanced from 32 Mbps to 50 Mbps. 3 XP Pen Deco Digital graphics drawing pen tablets were purchased to help in the conduct of online classes. The seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in the seminar hall using ICT facilities. The faculty members create Google classrooms of respective subjects to enable the students with enhanced learning. In order to develop the skills, Institute encourages the students to register and complete MOOC and SWAYAM NPTEL courses as per their area of interest.

A Certification Programme in Banking Finance and Insurance by Bajaj Finserv was also provided by the Institute to offer guidance for competitive examinations and career advancement.

Two of our faculty members were deputed for a one-week online workshop conducted by AICTE on "Upholding of Universal Human Values".

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	47

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	360

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	90

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	174

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	14

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	18

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	09
4.2 Total expenditure excluding salary during the year (INR in lakhs)	84,08,180
4.3 Total number of computers on campus for academic purposes	87

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Preparation of Calendar of Events

- **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.**

- **Likewise, the Student Council Advisor prepares the Calendar of Events for co-curricular activities, in the beginning of each semester.**

Teaching Plan:

- **Teaching hours are allotted for each course as prescribed by the Mangalore University and for Add-On Certificate Programme courses as per the internal regulations of the Institute.**
- **After the allotment of the subjects, each faculty prepares lesson plans for each subject, indicating the hours allotted for each unit of the syllabus. Each faculty member maintains a**

Work Diary for each course.

- Institute with the noble idea of making teaching and learning more aligned and effective in achieving the desired Programme Outcome, Teaching Learning Practices are prepared and implemented. It is a comprehensive document covering specific objectives and outcomes.

- The effectiveness of Internship experience is ensured through Viva and Internship Report.

Evaluation procedures and practices

- The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two internal examinations, presentations, assignments, Viva-Voce and also Beyond Curriculum Contribution of students.

- To ensure quality and timely completion of Project Work, a Project Work Diary system is implemented wherein, work completion entries made by the student in the Diary, are periodically monitored by the concerned Project Guide and the Director.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.1.1_Merged.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institute follows a structured system by adhering to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Dean (Academic Affairs), in the beginning of the semester allots the teaching hours to the faculty and prepares the Time-Table. After the allotment of the course, each faculty prepares lesson plans for each course along with course objectives and outcomes, 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 which is reviewed both by Academic dean and Director. The curriculum activities are conducted in adherence to

the calendar of events except unforeseen circumstances.

Student Council Advisor prepares the Calendar of Events for co-curricular activities, in the beginning of each semester.

The Institute has the practice of evaluating the students on 360-degree basis. The Formative assessment of 30 Marks is allotted on each course as per the parameters. To ensure quality and timely completion of Project Work, a Project Work Diary system is implemented wherein, work completion entries made by the student in the Diary, are periodically monitored by the Project Guide concerned and the Director.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.1.2 Merged .pdf](#)

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above**
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

07

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

180

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- **In the subjects titled, Modern Organization and Management, Organizational Behaviour and Communication, Stress Management and Legal Issues in Healthcare & Business Ethics key issues such as value based management, social responsibility, gender,**

corporate governance etc., are taught.
- A separate course 'Soft Skill for Business' is introduced by the Institute as add-on subject in the first and second semesters, which takes care of the issues of social concern and professional ethics.
- Institute has been selected under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute has adopted 5 villages of Mulki and have conducted surveys to identify challenges faced in these villages. Institute has also organized 'Plastic Free Abhiyan' at Aithikaribettu village of Mulki.
- Institute celebrated Women's Day and felicitated women entrepreneurs and achievers in various fields inculcate gender sensitivity.
- The Institute as well as students conduct social surveys on social-centric issues and prepare a report on the same.
- Anti-Women Harassment Cell, Human Right Cell, Grievance Redress Cell etc., are functioning at the Institute, taking care of gender issues and other human values.
- Institute has an Outreach and Extension club which organizes activities like Orphanage visits, Street play on the theme Voter-awareness, Terrace Gardening, Blood donation camps, COVID vaccination drives, and Special school visits which sensitizes the students regarding human values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

174

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.4.1_Feedback-on-Curriculum.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.4.2_Feedback-on-Curriculum.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

156

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Each student has a unique learning style and attitude. The teaching process must be modified such that slow learners elevate their

learning acumen and advanced students are prepared to take on higher challenges. A structured system ispracticed by the Institute to assess the knowledge and skill level of the students and to identify the advanced and slow learners as depicted below:

Strategies to facilitate the slow learners:

- Remedial Class are being conducted for the common quantitative courses.
- Supply of question banks are provided for students in the library and semester question papers are also made available on the college website.
- Additional Course-related study materials are provided to the students to enable them to learn better.
- Student Tracker is implemented for the current academic year to track all of the student's academic and extracurricular achievement as well as to document the interactions between the mentor and mentee.

Strategies to facilitate the Advanced learners:

- The Institute facilitates enhancing the intellectual level of advanced learners by involving them in research projects, presentations in seminars, quizzes, etc.
- Preference is given to the advanced learners while deputing to inter-collegiate competitions and national conferences.
- Further, advanced learners are nominated to various Clubs and Associations as office bearers.
- Merit scholarships are offered to such meritorious students and Government scholarships.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.2.1_Slowlearners_2021-22.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
360	16

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

- Internship of 30 days in the industry, imparted the practical work experience.
- Compulsory Project Work ensured not only the new learning experiences but also enhanced the problem-solving ability of students
- Field visit/Industry visit, organized by the Institute helped the students to gain practical knowledge by observing the live situation of work
- Workshops on different management themes provided an occasion to develop the organizational problem-solving ability, through experiential and participative learning experiences
- The task given to make a Short Film has provided an opportunity to learn different facets of group behaviour through participative as well as experiential learning
- Deputation of students in management fests, conferences and seminars enriched their competencies and proficiencies
- Under the Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) Institute conducted survey and other extension activities which gave them hands on experience.

Participative Learning:

- Pantomime- A Mime show encourages students to develop their acting skills in terms of body language (posture, movements, gestures, etc.) and helps them to gain a greater awareness of its importance as a form of communication.
- Clubs and Associations functioning in the Institute facilitated the development of leadership qualities among the students

Problem Solving:

- Case Study analysis improved analytical skills through hands-on experience.
- Impulsive seminars conducted at the Institute on the issues of national significance, prompted the rational thinking ability

of students
- **Expert Lectures/webinars on contemporary topics by eminent scholars enabled the students to update their knowledge through participation in the proceedings**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.3.1_SupportingDocument.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT Tools:

- **Classrooms- Equipped with multimedia facilities using ICT tools, CC Camera and Air conditioners.**
- **Projectors- Projectors are available in all classrooms, seminar hall and computer lab**
- **Desktop- Arranged at Computer Lab and Faculty staff room**
- **Printers- They are installed at computer lab, Director's cabins and all prominent places.**
- **Photocopier machines - Multifunction printer is available library**
- **Scanners- Multifunction printers are available at all prominent places.**

- **Seminar Hall- Equipped with multimedia facilities using ICT tools. Invited talks, Workshops and webinars are conducted in seminar hall using ICT facilities.**

- **Google Classroom & WhatsApp Groups- Study materials and Handouts, List of Presentation, Assignments are uploaded to these platforms.**
- **Digital Library resources- The electronic resource packages like DELNET, Easylib, and Digital Library are available.**

Use of ICT by Faculty:

- **PowerPoint presentations- Faculties are encouraged to use power-point presentations by using LCD projectors and video lectures, motivating the students for active learning. All students also present their presentations using ICT tools to**

enhance the effective presentation ability.

- **Google Forms- Students are empowered to use Google Forms to collect the research data.**
- **Video Conferencing- Students attend training programmes and placement interviews with the help of Zoom / Google meet.**
- **Short Movie- Students prepare a short movie on socio-centric issues with the help of ICT tools.**
- **Add-on Programme- Teachers and Trainers use various ICT tools in computer lab for conducting Excel Class.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

03

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

104.91

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute prepares a Comprehensive Calendar of Events enlisting all curricular and co-curricular activities to be implemented in the

academic year. Once approved in the faculty meeting, the Calendar is published in the Notice Boards for the attention of members of faculty and students.

The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two Internal Examinations, Presentations, Assignments, Viva-Voce and Beyond Curriculum activities of students. The dates of internal examinations and other activities are listed in the Institute Calendar of Events and posted on the noticeboard. As per the schedule, the Institute conducts two internal exams, each carrying 50 marks and then converts them into 15 marks. All course instructors must prepare a single set of question papers, which is then finalised by the academic dean in consultation with the director. The evaluated answer scripts are shown to the students, and the final internal marks are posted on the notice board for their reference. Institute has a Student Tracker System wherein the students have to update their Internal marks and discuss the same with their mentors.

The presentation and assignment topics along with evaluation rubrics prepared by the course instructor are posted on the student noticeboard and in Google Classroom, which will come up to 8 marks (4mark+4mark).

The VIVA-VOCE is performed at the end of each semester to students in all subjects which is allocated 5 marks and remaining 2 marks is assigned for beyond curriculum activities of the students to encourage active participation.

File Description	Documents
Any additional information	View File
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.1_Merged-1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Institute follows a mechanism for the redressal of grievances regarding evaluation. Details are as follows:

- If a student has any grievance about the valuation of the answer script, the same can be resolved through consultation with the concerned course instructor after viewing the answer script.

- **If a student has any grievance about the evaluation process, they may approach in the order of Class Advisor, Student Council Advisor, Dean (Academic Affairs), and the Director.**

- **If a student has any grievance about the marks allotted as per the criteria, such student may contact the Director of the Institute. The Director cross verifies the marks announced, with the Statement of Marks (criterion wise) submitted by the course instructor, in the student's presence. If there is any discrepancy, corrective entries are made in the Statement of Marks.**

- **The final Statement of Marks is displayed on the Notice Board. Further, typing errors, if any, in the Statement displayed, the same can be rectified by the office manager with the permission of the Director.**

- **Statement of Internal Assessment Marks is uploaded to UUCMS portal of the University and the same can be viewed by the students.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.2_Supporting-document.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Institute has clearly stated the MBA programme and Course outcomes in the Institute website and also the following mechanism is followed by the Institute to communicate the same to the faculties and students.

- **Before the commencement of the classes, Course Instructors develop the course objectives and outcomes and the same is been communicated to the students by the course instructors along with the syllabus.**
- **Director of the Institute communicates the Programme outcomes to the students and the parents during the orientation programme.**
- **The importance of the programme and course outcomes has been**

communicated to the faculties in the meetings before the commencement of the semesters.

Programme Outcome: The students enrolled under this professional programme are able to

- Acquire the ability to address business challenges using conceptual knowledge and tools drawn from multi-disciplinary areas.
- Identify corporate and business opportunities with an ability to design and implement innovations.
- Secure knowledge, skills and attitude to occupy successful leadership positions.
- Uphold ethical values in managerial decision making.
- Gain proficiency to enrich proactive thinking that enables effective socio-economic wellness.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.2_Supporting-document.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- MBA programme outcomes are measured by the HEI based on students getting placed in organisations upon the completion of MBA programme.
- They are also measured based on academic performance in the summative assessment conducted by the University, formative assessment conducted by the Institute, and also in different co-curricular activities, management competitions conducted by the institute. It is also measured based on students' performance in management fests conducted by other Institutions.
- Course outcomes are measured based on course specific activities like assignments, seminars, paper presentation, case analysis etc. in addition to students' performance in formative and summative assessment in the respective course.

Degree of attainment of programme outcomes and course outcomes are measured by:

- **Formative and summative assessment results which test the conceptual clarity, depth of knowledge, and analytical skills of the students.**
- **Presentations and group discussions test the communication and convincing skill, leadership skill and presentation skill.**
- **Case presentation tests the problem-solving skill and decision-making ability.**
- **Awards won in different events/management fests organised by other Institutes exhibit the degree of attainment of all the above outcomes.**
- **Organising various events at the Institute exhibits students' organising and leadership skills.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.6.2_Supporting-Document.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

173

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.6.3_Annual-Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://ajimmangalore.ac.in/wp-content/uploads/2023/06/Feedback_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

60000

File Description	Documents
Any additional information	<u>View File</u>
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

03

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.1.3_Merged.pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovation and initiatives for creation of research and transfer of knowledge through various initiatives.

Teaching Learning Practices (TLP)

Teaching Learning Practices is a framework to create and implement inclusive teaching to improve learner's expectations and academic performance. These are achieved through maintaining course file, students progress tracker and evaluation rubrics.

ICT Enabled Teaching

ICT Enabled Teaching is practiced in the Institute, wherein all the classrooms are enabled with projectors, LAN and Wi-Fi connectivity

Internship

Institute also a practice of 30 days' internship to the students after their second semester which helps the students to gain first hand corporate exposure.

MOU

Institute have Memorandum of Understanding with different organizations like Simplus Financial Consultancy Private Limited, Mangalore, A. J. Hospital and Research Centre, Mangalore, Bajaj Finserv, Sri Ganesh Shipping Agency, Turmerind Online Enterprises for Add-on certificate programme and transfer of knowledge.

Vermicomposting Unit

The Institute has developed its own practice to ensure greenery around and also to contribute to ecological balance by setting up of a Vermicomposting unit.

Institute-funded Social Survey

Institute also helps to create a research culture among students by involving them to collect the primary data on socio-centric issues through social surveys conducted periodically which is later documented and used for publications.

Biannual Research Journal Anveshana

Today, higher education is considered as a trinity to perform threefold functions: teaching learning, research publication and extension development. The Journal is published as bi-annual for the last seven years.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

02

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Institute has an Outreach and Extension club which organizes and participates in various extension activities to promote College-Neighborhood-Community network and to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

Institute has been selected under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute adopted 5 villages of Mulki- Athikaribettu, Shimanthur, Kavathar, Karnire and Kollur. Institute conducted survey and collected data through structured questionnaire provided by UBA to identify challenges faced in these villages and have submitted the responses to the UBA portal.

Institute organized Blood Donation Camp under the banner of Hospital Administration Club in association with A. J. Hospital and Research Centre Mangalore wherein 80 students participated and have donated 42 units.

Institute organizes "PANTOMIME- An Art beyond words" competition wherein the students were given the themes on Human rights and Waste Management mainly focusing on sensitizing students to socio-centric issues. Short Movie competition organized by the Institute were also focused on Environmental themes.

Community Development Cell and Vermi Culture Club of the Institute organized a workshop on Waste Management and Terrace Gardening for the general public and students on 12/03/2022 in the conference hall which emphasized on how to grow pesticide-free, healthy, green, and fresh vegetables at home and increase oxygen production in the air and reduce pollution.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

03

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

170

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

7

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has a state-of-art facility for teaching-learning in the form of classrooms, library, computing facilities etc. The following explanation highlights the infrastructural facilities at the Institute.

- **Class Rooms:The Institute has 10 classrooms and majority of them have the facilities such as cushion chairs with two-seater desks, white board, Air conditioners, CC cameras, LCD projectors with Audio visual systems supported by cordless mikes, collar mikes, computer and internet facilities.**

- **Conference/ Seminar Halls:The academic and co-curricular activities of the Institute are facilitated by an Air Conditioned Conference hall with inbuilt facilities of LCD, CC cameras, Audio Visual Systems, Internet connection and with a seating capacity of 380.**

- **Computing Equipments:The Institution has a 'State-of-art', air-conditioned computer lab with a carpet area of 250 square meters.**

- **Library: The Library has Wi-Fi connectivity, Ten multimedia PCs, Lease-line internet connection, licensed system/ application software, CC Cameras and Reprographic facilities such as scanner/ printer/photocopying.**

- **Digital display board: Institute has installed a Digital Display Board in the ground floor to display the details of upcoming events, announce educational programmes etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ajimmangalore.ac.in/facilities/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institute supports the students with adequate facilities for cultural activities, sports, games and yoga which are given below.

Cultural activities

A.J Institute of Management has a cultural club which is responsible for all the cultural events in the Institute around the year. Club strives to bring out the hidden talent of the students and is the place where students can showcase what they have got. In this connection, students are allowed to use the Conference Hall as well as classrooms as per their requirement. The Conference Hall is equipped with cushion chairs and support facilities such as Air conditioners, LCD facilities, CC Cameras, Internet, Audio System, Green Room etc. Various cultural events such as Inter-collegiate Yakshagana competition Titled Yakshotasava, Solo dance, Group dance, Face painting, Pantomime, Sing and Dance, Vijay Diwas, Rangoli, Cooking without fire, pencil sketching, Mehndi and so on were organized in the Institution.

Sports activities

The Institute provides facilities for indoor games such as Carrom, Table Tennis, Chess and outdoor games like Shuttle and Volleyball. These in-campus sports facilities are made available to the students from 4.30 p.m. - 6 p.m. All track events and games are facilitated in the common playground maintained by our Trust, near A.J. Medical College.

Yoga Sessions

Yoga classes for the students are arranged on demand in the Institute campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/otherevents/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ajimmangalore.ac.in/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

45,18,148

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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. Easylib provides extensive features that a library requires and desires. Basic features include: Acquisition, Cataloguing, Membership management, circulation, periodical and OPAC

Main menu

- **Cataloguing and Accessioning**
- **Circulation**
- **OPAC**
- **Setup and Securities**

- **Members**
- **Periodicals**
- **Registration**
- **Digital 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. 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).

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional Information	http://bhadra.easylib.net/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,52,580

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

23.76

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities provided at the Institute are upgraded and updated according to the requirements. The following Table provides a bird's eye view of updating details, of IT facilities at the Institute

Updated details of IT facilities

Facilities

2018-19

2019-20

2020-21

2021-22

2022-23

No. of Systems

110

90

99

99

99

No. of System Software's

90

90

99

99

99

No. of Application Software

12

42

51

51

51

No. of Printers

10

08

04

04

04

No. of Anti-virus

39

38

51

51

51

Internet Strength

2 MBPS

4 MBPS

50 MBPS

50 MBPS

100 MBPS

Server

01

01

01

01

01

LAN Connection

129

129

135

135

135

Firewall Security

01

01

01

01

01

UPS Strength(big)

03

03

03

03

03

UPS Strength(small)

-

-

05

05

05

No. of Scanners

02

02

02

02

02

No. of LCD

06

06

09

09

09

Wi-Fi Access Point

04

04

05

05

05

LCD Screen

02

03

06

06

06

Source:Office Records

* Reduction in the number of systems is because of a change in computer -student ratio from 1:2 to 1:6, as directed by AICTE, New Delhi. Accordingly, the required number of computers is 60, as such the current ratio works out at 1:4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/4.3.1Merged.pdf

4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

60,21,982

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

- **Classrooms: Institute encompasses sufficient number of well-furnished, well ventilated, spacious classrooms. Classrooms are air-conditioned and ICT enabled with Multi-media facilities. Entire Institute campus is under CCTV surveillance ensures the safety and the security of all students, teachers and equipment.**
- **Computer Lab: Institute has fully air conditioned computer lab equipped with 74 systems with LAN connectivity. Institute has a Language and Business Lab equipped with web cam connectivity which helps the students in their interview process. Lab is used for conduct of Online Aptitude test and other placement related activities.**
- **Library: Institute has a Library Advisory Committee comprises of Director, Dean Academics, One faculty and Library staffs along with two student's coordinators for smooth and efficient functioning of the library. Library is equipped with 10 computers to enable students to access E-resources.**
- **Institute has Wi-Fi connectivity of 100 Mbps which helps faculty and students with faster and un-interrupted internet connectivity.**
- **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 equipment'sare serviced through break-down calls.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

119

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

08

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://ajimmangalore.ac.in/Expertlecture/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

81

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

00

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

35

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council at the Institute is extremely efficient and effective, with a team of about 70 students. It comprises a Student Chief Executive, Deputy Executive, Secretary-General, Joint Secretary, Class Representatives from all classes, and the Office Bearers of Clubs and Associations. Along with them is an advisor - a senior faculty member who mentors and coordinates the Council's activities. With the Dean and Director's consultation, student council advisor plans out all co-curricular/extracurricular events for each semester.

The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and social service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student. They share student ideas, interests and concerns with the college community.

There are 23 Clubs and Associations that provide various functional activities. A faculty member and two student coordinators from each class oversee each Club/Association. These clubs have organized various events like expert lectures, short movie productions, inspirational movie review sessions, open discussions on current issues, open assemblies, Intrafest events as well as representation in fests held by other institutions, and E-Symposiums.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/5.3.2Merged.pdf
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institute's Alumni Association has made a substantial contribution to the Institute's success and development. The Alumni Association enrolls all of the students who have graduated and Institute has charged a membership fee of Rs.200 per student. The Institute has an 'Alumni Meet' every year during Annual Day Celebrations.

The Institute recognizes alumni contributions in cash and is kind to the Institute's advancement as well. We invite our alumni to share their extensive industry experience with our students on various occasions including being the judges for the Management fest event. They also assist us with summer internship programs and finding job opportunities for our students. We've created an Institute

Professional Network page on LinkedIn and we ask our alumni to join it. For the internship program, we've already signed an MOU with alumni such as Mr. Deepak Rao from SIMPLUS Financial Consultancy Pvt Ltd in Bangalore, Mr. Shafeeque from Nalapad Furniture in Kasaragod and Mr. Nithin from Ocean Line Shipping Company Pvt Ltd in Mangalore. We're also pleased to have Mr. Bharath G Kumar, Mr. Venkatesh Bayari and Mr. Deepak Rao actively involved in the Institute's Internal Quality Assessment Cell, while Mr. Nidheesh K offered his support as an Alumni Guest and Mr. Shijomon gave an expert lecture on overseas education.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/5.4.1_Merged.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

The 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.

Mission

Our mission is to 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.

The Institute is functioning under two supervisory bodies-

A. Governing Council:

The Governing Council (GC), headed by Dr A. J. Shetty, President of (LMET), lays down the guidelines for the administrative policies, practices and procedures related to all activities of the Institute. Vice President- Sri Prashanth Shetty and Director of the Trust- Mrs Ashritha Shetty guide the activities, and Directorof the Institute executes these activities.

B. IQAC

IQAC of the Institute consists of members from Management, Academic External experts, Members from Industry, Alumni, PTA, Academic Dean, Student council, Faculty representatives and Student representatives are the members of the cell. This cell conducts meeting once in a year and receive suggestions from the members regarding quality enhancements programme at the Institute.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.1.1_Supporting-Document.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institute believes in segregating work among all members and delegating powers to them so that they can perform their duties in a well formed manner. The Institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic values. The Director, Dean Academic and Faculty members are responsible for academic and administrative leadership of the institute. Director conducts meetings of various committees to discuss and review academic and administrative issues.

- Director The Director is the head of the Institute who looks after all the administrative and academic activities. He is responsible for academic planning, its implementation, monitoring and stream lining of the academic processes. The

Director ensures that regular day-to-day operations are properly conducted through various monitoring mechanisms.
- Academic Dean: is the highest ranking academic official in the institution, next to the Director. The Dean provides strategic direction, academic planning, leadership and administrative oversight to achieve the highest standards in the Management studies.

There are 23 different committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of Management, Director and faculty members is responsible for holistic development.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.1.2_Merged-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute always adopted a bottom-up approach with a strategic direction given from the top management members. To accomplish the desired goal of the Institution, Management, Internal Quality Assurance Cell, Director and Faculty, Non-teaching staff members and various committees works on execution of the perspective plan. To implement the strategic and perspective plan, the Institution conducts meetings of the concern committees and perspective plan is put on the floor for the open discussion. After the discussion and feedback from various stakeholders the perspective plan is approved by the Management, Director and IQAC.

Strategic Plan

- Planned to introduce job oriented courses like Business Analytics, SAP, Excel etc.
- Offering Industry certificate courses for students coming years
- Introduce skill development and value oriented courses by signing MOU with corporates

Prospective Plans of the Institute (2023- 2028)

- **Applying for the Autonomous status for the Institute**
- **Encouraging Faculty Members to involve more in publishing the research articles.**
- **Encouraging the faculty to submit proposals for research grants from UGC.**
- **Planning to Introduce ERP in Administration and Students Admission process**
- **Upgrade the professional standard of non-teaching staff through training in office automation.**
- **Encouraging faculty to enroll for Ph. D and other research related activities**
- **Up-gradation of Research centre of the Institute**
- **Introduce job oriented/ vocational programmes and new courses in emerging areas (Business Analytics)**
- **Organize national and international seminars on regular basis for boosting the academic outlook of faculty and students in various aspects**
- **Planning to shift the campus to spaces area in the Engineering Campus.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2022/05/6.2.1.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure of the Institution is given below:

GOVERNING BODY

- **Review academic and other related activities of the College**
- **Consider new programs of study for approval of AICTE**
- **Pass Annual Budget of the College**

VICE PRESIDENT/ DIRECTOR - TRUST

- Looks after the Administration, development of education, growth & expansion of the institution.
- Coordinates between the Trust and the Institute

DIRECTOR

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To ensure to prepare the budgets in the prescribed form for every calendar year & for the next academic year.

ACADEMICS DEAN

- Allotment of subjects to faculty members based on experience
- Conduct internal and in charge of semester examination
- Review teacher's methodology and giving guidelines in area where required
- Preparing time table and checking and monitor faculty work dairy weekly basis

IQAC

- Coordinate various quality-related activities of the Institution
- Arranging for the nomination to the IQAC committee and its meeting
- Coordinate the timely and efficient execution of the decisions of IQAC committee and uploading the same to NAAC

VARIOUS COMMITTEES

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.2.2.pdf
Link to Organogram of the institution webpage	http://ajimmangalore.ac.in/wp-content/uploads/2022/04/Mandatory_Disclosure_2022.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff

Teaching

- **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 every year**
- **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**

Non-teaching

- **Transport facility for teaching and non-teaching staff**
- **Earned Leave**
- **EPF**
- **Maternity Leave are provided**
- **The Institute provides college uniform to non-teaching staff**

Students

- **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.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.3.1-with-Service-Rule-PDF.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

07

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **Teacher performance evaluation by students:At the end of each semester, Institute collects the feedback from students on curriculum and syllabus completion through a structured questionnaire, administered among the students at the computer lab/through google form and made to record their opinion on different dimensions.**
- **Student Satisfaction Survey: Every year Institute conducts a student satisfaction survey (SSS) from final year students through a questionnaire.**
- **Feedback session:Director of the Institute conducts face-to-face interview with the students whenever possible and the feedback is being used to future improvements of the Institute.**
- **Performance assessment through Suggestion Box:Feedback received from the students through Suggestion Box, kept at the entrance of the Institute. Workable suggestions are implemented at right time.**

- **Programme feedback appraisal: After completion of each programme, The Institute collects the feedback from the participants and based on the results, apt suggestions are offered with regard to their planning and organizing.**
- **For Non-teaching staff, Director of the Institute interacts with them and provide suggestions for improvements.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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. The report of external auditor for last five years along with audited Balance Sheet and Income & Expenditure account is enclosed

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.4.1_Merged.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

50000

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process. Our Institute is a self-financed private institution under the control of LMET. Tuition Fee is the main source of income of the Institute. Along with tuition fee, annual Institute Journal: Anveshana- Subscription fees, Student Xerox and Printing Expenses, Funding from alumni, income from Vermicomposting Unit and Stationary Collections are other resources for mobilization off funds. These funds are utilized for all recurring and non-recurring expenditure. The institution has a well-defined mechanism to monitor effective utilization of available financial resources for the development of the infrastructure to augment academic needs.

Optimum utilization of funds is ensured through: -

- **Adequate funds are allocated for effective teaching-learning practices that include induction and orientation Programs, workshops, inter-disciplinary activities, training programs, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.**
- **Every Year budget are prepared by the Director of the Institute keeping in view of development and updating of computing facilities, library, teaching-learning process, training, extension activities, purchase of software and Hardware for computer lab and Library etc. according to the budget, annual financial resources will be sanctioned by the Management and Director for the various activities of the institute.**
- **Some funds are allocated for social service activities as part of social responsibilities through Orphanage Visit and providing scholarship for poor students.**
- **Funds are utilised for renovation of classrooms, Labs and faculty rooms whenever required.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Proceedings of the meeting

- **Director appraised on the academic quality initiatives such as Introduction of Course File System, Student Progress Tracker and Application of Rubrics for Formative Assessment as a Plan of action for the next academic year. The members suggested to provide an orientation on the implementation of student tracker and rubrics system to the students.**
- **The members suggested to add a few more extracurricular, mind relaxation and cultural activities so as to infuse confidence and sense of participation among students since pandemic.**
- **Some of the members felt that it is important to have few more Memorandum of Understanding with companies**
- **A few members suggested to also focus on Non-commerce students as well as to identify slow learners and Advanced learners**
- **Members suggested to have Impulsive seminars as to get appraised with latest developments in business and management**
- **The member also opined that it is important to organize Faculty Development and Staff Development Programmes**
- **The meeting also suggested to involve Alumni's in Expert Lecture and Events of the Institute.**
- **In the meeting members also recommended to strengthen outreach programme of the Institute.**
- **Members suggested to organize programmes as Commemorative days including conference/seminar in the Institute to promote holistic developmentand promote moral values among the students.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.1-IQAC.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC being the central body within the Institute continuously reviews and takes steps to improve the quality of the teaching-learning process regularly.

- **Academic Calendar- Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like Expert lectures, Workshops, Club activities and many more.**

- **Course Instructor Work Diary- After the allotment of the subjects, each faculty prepares lesson plans for each course highlighting the course objectives and outcomes and likely hours allotted for the completion of course contents and units of the syllabus.**
- **Student Progress Tracker- Institute has implemented Student Progress Tracker to facilitate mentoring programme and tracks the entire data of a student consisting curriculum and beyond curriculum activities during the period of two years.**
- **Effective Internal examination and evaluation systems- The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two internal examinations, presentations, assignments, Viva-Voce and also Beyond Curriculum Contribution of students.**
- **Slow and Advanced Learners are identified in each semester based on the performances in their internal assessments and they are facilitated with additional classes and mentoring programmes.**
- **Feedback- To assess the outcome based education and to enhance the effectiveness of teaching and learning, Institute collects feedback from different stakeholders of Institute like Faculty, Students, Alumni, and from Employers.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.3_Merged.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender Sensitization Action Plan of the Institution

- **Women's Day Celebration and Felicitation of womenachievers**
- **Conduct of sessions on Human Rights and Gender Equity, Mental Healthetc.**
- **Awareness programme and campaign on Women rights and Gender equality.**
- **Conduct meetings regularly with the representatives of anti-harassment women cell on the gender issues.**

- Conduct activities like Blood donation camp in order to contribute to the society
- Promoting activities related to health, nutrition, self-defence and entrepreneurship among the female students.
- Mentorship in Institution to be provided where faculty and students can approach in matters of gender-related issues.
- Career enhancement programs for female students.
- Balanced gender quota in faculty and staff recruitment.

Safety and Social Security:

- To ensure the safety of girls, 36Closed Circuit Cameras are installed covering class rooms, lounge, corridor, canteen etc., with display in the Director's chamber.
- Anti-Ragging Committee functioning in the Institute, visits the hostel, if necessary, to ensure safety of the students.
- Ambulance service is provided by our sister Institute A.J. Hospital and Research Center, situated in 0.5 kilometer from Campus

Counseling:

- Separate counseling sessions for girl students are organized on safety, health and hygiene issues, under the guidance of Women Cell of the Institute.
- Further, periodic meetings of Women Cell are held to discuss problems, if any.

Common Room:

A common room facilityis provided in the Institute with basic infrastructural facilities such as First Aid Kit, good ventilation for fresh air, good lighting and a bed facility.

File Description	Documents
Annual gender sensitization action plan	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.1.1_Annual-gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ajimmangalore.ac.in/facilities/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

The Institute has a campus of 2.5 acres of land with greenery around, accommodating a canteen and one hostel with 500 girl inmates. Institute has Vermi-composting unit, to make an effective use of dry leaves, paper waste and vegetable waste generated in the canteen, hostel and in the campus.

Liquid Waste Management

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. Recycling of water helps in reducing the consumption of water in the campus. Excess water discharged to the underground drainage is free from hazardous chemicals and bad odor, which helps to protect the environment.

E-Waste Management

E-Waste Management is done by disposing through buyback/sale practices.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

With the novel idea of enhancing of knowledge and skills as well as

for imparting values among the students, the Institute organizes a large number of activities through different Clubs and Associations. These varied activities provide hands on experience to the students and taught them how to plan, organize, coordinate, supervise, control, articulate, communicate, work in a team, motivate (self and others), develop sense of responsibility, reasoning and so on.

Issues of social concern such as gender equality, environmental sustainability, human values, professional ethics, human rights etc., are taught to the students, through organizing workshops expert lectures, short movies, cultural events, interactive sessions, socio-centric social surveys and festival celebrations on the above mentioned themes.

Activities conducted are as follows

BSE- Capital Market Awareness Programme

12-09-2021

Students Stock Market & Career

23-12-2021

Corporate Expectation v/s Students Preparedness

17.02.2022

Communication and Managerial Skills

25.02.2022

Human Rights and Gender Equity

2-03-2022

Employee Benefits and its Statutory Compliance- An Overview

11-03-2022

Mental Health among students-Issues and Concern

23-03-2022

Professionalism and Communication Skills

5-04-2022

Corporate Outlook with special reference to IT Industry

23-04-2022

Digital Marketing and SEO

8-07-2022

Capital Market Awareness

16-07-2022

Study Abroad opportunities and IELTS

25-08-2022

Workshop on Aptitude & Analytical Skills for Career Excellence

06 & 07.01.2022

Workshop on "Better the Best: An Extra Mile to Walk"

18.07.2022

Workshop on Self-Awareness for Personnel Effectiveness

21.02.2022 to 23.02.2022

Certification Programme in Banking Finance and Insurance by Bajaj Finserv

20.06.2022

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from the regular course contents, Institute has added an essential subject titled Soft skills for Managers which gives an understanding of professional ethics, value systems, interpersonal skills, body language which is an important element in shaping the students as a responsible citizen.

Code of Conduct of the Institute for students to be signed during admission which gives the students the information on the dress code, attendance, discipline, how students should use public properties and so on which guides the students towards making a responsible citizen of India.

Institute has an Outreach and Extension club which organizes and participates in various extension activities to promote College-Neighbourhood-Community network and to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

Institute is recognized under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute adopted 5 villages of Mulki- Athikaribettu, Shimanthur, Kavathar, Karnire and Kollur.

Institute organized Blood Donation Camp under the banner of Hospital Administration Club in association with A. J. Hospital and Research Centre Mangalore wherein 80 students participated and have donated 42 units.

Institute organizes "PANTOMIME- An Art beyond words" competition wherein the students were given the themes on Human rights and Waste Management mainly focusing on sensitizing students to socio-centric issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts　　B. Any 3 of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sadbhavana Divasor Harmony Day is celebrated to commemorate the birth anniversary of the former Prime Minister of India late Rajiv Gandhi on 20th August every year, with a mission to show good feeling to others. On the said day, students are administered with an oath, pledging to work together regardless of caste, religion or language and resolve all differences through dialogue without resorting to violence.

International Women's Day isan occasionto celebrate the progress made towards achieving gender equality and women's empowerment. Institute celebrated Women's day and felicitated women achievers.

Institute celebrated 'Vijay Diwas' on 26th July, 2022 and honoured Ex-servicemen of Indian Army, Mr. Appu Shetty and organized Inter-collegiate undergraduate sing and dance (patriotic) competition, titled 'JASHAN'.

With an intention of creating oneness among the students forgetting all differences in respect to caste, creed, colour etc., the Institute celebrates various cultural programmes like Onam, Sharada Pooja every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

First Best Practice

Title of the Practice: Introduction of Teaching Learning Practice (TLP)

Objectives of the Practice:

- **To impart conceptual and contemporary knowledge through a multidisciplinary approach to meet the professional requirements**

The Context: Curriculum Practices

Curriculum-based activities comprise a simple set of standardised procedures to impart the programme content and to evaluate its effectiveness.

The Practices and Uniqueness:

Teaching is a practice that draws on teachers' beliefs about learning, their content knowledge, prior experiences and their commitment.

Evidence of Success:

- **TLP has successfully developed a uniform criterion for evaluation of curriculum and beyond curriculum activities.**

Problems Encountered and Resources Required:

To design rubrics for qualitative assessment, Institute has spent many hours of discussion to develop objectives, likely outcomes, and

various criterion for evaluation.

Second Best Practice:

Title of the Best Practice: 'Yakshakalothsava': Yakshagana Competition

Objectives of the Practice:

- **Preserve the folklore art form of the region live through younger generation.**

The Context:

With soul aim of serving culturally and academically from social perspective, the Institute organizes 'Yakshakalothsava' Yakshagana competition for the UG students

The Practice:

Institute started Yakshakalothsava- Yakshagana competition from February 2020.

Evidence of Success:

- **Yakshakalothsava- Yakshagana competition has completed three years successfully.**

Problems Encountered and Resources Required

The problems encountered consists of requirement for alternate source of power, time management in makeup and necessity of infrastructure, apt judges for judging yakshagana event were few of the problems.

File Description	Documents
Best practices in the Institutional website	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.2.1_BEST-PRACTICES-2022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within

200 words

According to our Vision, business education is the process of providing necessary knowledge, applicable skills, and foundational values. Furthermore, business education must teach two types of information: 'how to think' (knowledge component) and 'how to live' (skill component). The Institute's distinguishing perspective is that a student's success at our Institute is determined not only by CGPA, but also by the extent to which they are transformed over the four semesters by imbibing the skills and values.

As a result of the Institutional Distinctiveness, Institute has witnessed total result of 99.42% which consists of 97 students securing first class with distinction, 69 students with first class and 7 students securing second class in the academic year 2021-2022. During the year, Ms. Prathiksha Bhat secured 2nd rank in MBA and at present serving at London Stock Exchange, Bangalore.

Apart from University results, students have excelled at National Level Management Fests hosted by different Management Colleges. Our students have participated in 15 such management fests and won 69 prizes comprising 38 first prizes and 31 second prizes in different events and won 3 overall championships and 1 runner up championship.

During the year 30 companies including Reliance, ANZ Bank, Federal Bank, London Stock Exchange, ITC, Byjus, Rainbow Hospital, Ahalya Hospital, ICICI Bank, Global Data PLC, Star Union, ESAF Bank, Impact Guru, Intellipaat, Career Net etc., have extended their support through the on-campus drive, online drive, portal hiring and off-campus drives. 76 students are placed in different companies with 98 offers.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Preparation of Calendar of Events

- 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.

- Likewise, the Student Council Advisor prepares the Calendar of Events for co-curricular activities, in the beginning of each semester.

Teaching Plan:

- Teaching hours are allotted for each course as prescribed by the Mangalore University and for Add-On Certificate Programme courses as per the internal regulations of the Institute.
- After the allotment of the subjects, each faculty prepares lesson plans for each subject, indicating the hours allotted for each unit of the syllabus. Each faculty member maintains a Work Diary for each course.
- Institute with the noble idea of making teaching and learning more aligned and effective in achieving the desired Programme Outcome, Teaching Learning Practices are prepared and implemented. It is a comprehensive document covering specific objectives and outcomes.

- The effectiveness of Internship experience is ensured through Viva and Internship Report.

Evaluation procedures and practices

- The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two internal examinations, presentations, assignments, Viva-Voce and also Beyond Curriculum Contribution of students.

- To ensure quality and timely completion of Project Work, a Project Work Diary system is implemented wherein, work

completion entries made by the student in the Diary, are periodically monitored by the concerned Project Guide and the Director.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.1.1_Merged.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institute follows a structured system by adhering to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Dean (Academic Affairs), in the beginning of the semester allots the teaching hours to the faculty and prepares the Time-Table. After the allotment of the course, each faculty prepares lesson plans for each course along with course objectives and outcomes, 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 which is reviewed both by Academic dean and Director. The curriculum activities are conducted in adherence to the calendar of events except unforeseen circumstances.

Student Council Advisor prepares the Calendar of Events for co-curricular activities, in the beginning of each semester.

The Institute has the practice of evaluating the students on 360-degree basis. The Formative assessment of 30 Marks is allotted on each course as per the parameters. To ensure quality and timely completion of Project Work, a Project Work Diary system is implemented wherein, work completion entries made by the student in the Diary, are periodically monitored by the Project Guide concerned and the Director.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.1.2_Merged_.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

07

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

180

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- **In the subjects titled, Modern Organization and Management, Organizational Behaviour and Communication, Stress Management and Legal Issues in Healthcare & Business Ethics key issues such as value based management, social responsibility, gender, corporate governance etc., are taught.**
- **A separate course 'Soft Skill for Business' is introduced by the Institute as add-on subject in the first and second semesters, which takes care of the issues of social concern and professional ethics.**
- **Institute has been selected under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute has adopted 5 villages of Mulki and have conducted surveys to identify challenges faced in these villages. Institute has also organized 'Plastic Free**

- **Abhiyan' at Aithikaribettu village of Mulki.**
- **Institute celebrated Women's Day and felicitated women entrepreneurs and achievers in various fields inculcate gender sensitivity.**
- **The Institute as well as students conduct social surveys on social-centric issues and prepare a report on the same.**
- **Anti-Women Harassment Cell, Human Right Cell, Grievance Redress Cell etc., are functioning at the Institute, taking care of gender issues and other human values.**
- **Institute has an Outreach and Extension club which organizes activities like Orphanage visits, Street play on the theme Voter-awareness, Terrace Gardening, Blood donation camps, COVID vaccination drives, and Special school visits which sensitizes the students regarding human values.**

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

174

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.4.1_Feedback-on-Curriculum.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/1.4.2_Feedback-on-Curriculum.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

156

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Each student has a unique learning style and attitude. The teaching process must be modified such that slow learners elevate their learning acumen and advanced students are prepared to take on higher challenges. A structured system ispracticed by the Institute to assess the knowledge and skill level of the students and to identify the advanced and slow learners as depicted below:

Strategies to facilitate the slow learners:

- Remedial Class are being conducted for the common quantitative courses.
- Supply of question banks are provided for students in the library and semester question papers are also made available on the college website.
- Additional Course-related study materials are provided to

the students to enable them to learn better.

- Student Tracker is implemented for the current academic year to track all of the student's academic and extracurricular achievement as well as to document the interactions between the mentor and mentee.

Strategies to facilitate the Advanced learners:

- The Institute facilitates enhancing the intellectual level of advanced learners by involving them in research projects, presentations in seminars, quizzes, etc.
- Preference is given to the advanced learners while deputing to inter-collegiate competitions and national conferences.
- Further, advanced learners are nominated to various Clubs and Associations as office bearers.
- Merit scholarships are offered to such meritorious students and Government scholarships.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.2.1_Slowlearners_2021-22.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
360	16

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

- Internship of 30 days in the industry, imparted the practical work experience.
- Compulsory Project Work ensured not only the new learning experiences but also enhanced the problem-solving ability

of students
- Field visit/Industry visit, organized by the Institute helped the students to gain practical knowledge by observing the live situation of work
- Workshops on different management themes provided an occasion to develop the organizational problem-solving ability, through experiential and participative learning experiences
- The task given to make a Short Film has provided an opportunity to learn different facets of group behaviour through participative as well as experiential learning
- Deputation of students in management fests, conferences and seminars enriched their competencies and proficiencies
- Under the Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) Institute conducted survey and other extension activities which gave them hands on experience.

Participative Learning:

- Pantomime- A Mime show encourages students to develop their acting skills in terms of body language (posture, movements, gestures, etc.) and helps them to gain a greater awareness of its importance as a form of communication.
- Clubs and Associations functioning in the Institute facilitated the development of leadership qualities among the students

Problem Solving:

- Case Study analysis improved analytical skills through hands-on experience.
- Impulsive seminars conducted at the Institute on the issues of national significance, prompted the rational thinking ability of students
- Expert Lectures/webinars on contemporary topics by eminent scholars enabled the students to update their knowledge through participation in the proceedings

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.3.1_SupportingDocument.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT Tools:

- Classrooms- Equipped with multimedia facilities using ICT tools, CC Camera and Air conditioners.
- Projectors- Projectors are available in all classrooms, seminar hall and computer lab
- Desktop- Arranged at Computer Lab and Faculty staff room
- Printers- They are installed at computer lab, Director's cabins and all prominent places.
- Photocopier machines - Multifunction printer is available library
- Scanners- Multifunction printers are available at all prominent places.

- Seminar Hall- Equipped with multimedia facilities using ICT tools. Invited talks, Workshops and webinars are conducted in seminar hall using ICT facilities.

- Google Classroom & WhatsApp Groups- Study materials and Handouts, List of Presentation, Assignments are uploaded to these platforms.
- Digital Library resources- The electronic resource packages like DELNET, Easylib, and Digital Library are available.

Use of ICT by Faculty:

- PowerPoint presentations- Faculties are encouraged to use power-point presentations by using LCD projectors and video lectures, motivating the students for active learning. All students also present their presentations using ICT tools to enhance the effective presentation ability.

- Google Forms- Students are empowered to use Google Forms to collect the research data.
- Video Conferencing- Students attend training programmes and placement interviews with the help of Zoom / Google meet.
- Short Movie- Students prepare a short movie on socio-centric issues with the help of ICT tools.
- Add-on Programme- Teachers and Trainers use various ICT tools in computer lab for conducting Excel Class.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

03

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

104.91

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute prepares a Comprehensive Calendar of Events enlisting all curricular and co-curricular activities to be implemented in the academic year. Once approved in the faculty meeting, the Calendar is published in the Notice Boards for the attention of members of faculty and students.

The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two Internal Examinations, Presentations, Assignments, Viva-Voce and Beyond Curriculum activities of students. The dates of internal examinations and other activities are listed in the Institute Calendar of Events and posted on the noticeboard. As per the schedule, the Institute conducts two internal exams, each carrying 50 marks and then converts them into 15 marks. All course instructors must prepare a single set of question papers, which is then finalised by the academic dean in consultation with

the director. The evaluated answer scripts are shown to the students, and the final internal marks are posted on the notice board for their reference. Institute has a Student Tracker System wherein the students have to update their Internal marks and discuss the same with their mentors.

The presentation and assignment topics along with evaluation rubrics prepared by the course instructor are posted on the student noticeboard and in Google Classroom, which will come up to 8 marks (4mark+4mark).

The VIVA-VOCE is performed at the end of each semester to students in all subjects which is allocated 5 marks and remaining 2 marks is assigned for beyond curriculum activities of the students to encourage active participation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.1_Merged-1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Institute follows a mechanism for the redressal of grievances regarding evaluation. Details are as follows:

- If a student has any grievance about the valuation of the answer script, the same can be resolved through consultation with the concerned course instructor after viewing the answer script.

- If a student has any grievance about the evaluation process, they may approach in the order of Class Advisor, Student Council Advisor, Dean (Academic Affairs), and the Director.

- If a student has any grievance about the marks allotted as per the criteria, such student may contact the Director of the Institute. The Director cross verifies the marks announced, with the Statement of Marks (criterion wise) submitted by the course instructor, in the student's presence. If there is any discrepancy, corrective entries are made in the Statement of Marks.

- **The final Statement of Marks is displayed on the Notice Board. Further, typing errors, if any, in the Statement displayed, the same can be rectified by the office manager with the permission of the Director.**

- **Statement of Internal Assessment Marks is uploaded to UUCMS portal of the University and the same can be viewed by the students.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.2_Supporting-document.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Institute has clearly stated the MBA programme and Course outcomes in the Institute website and also the following mechanism is followed by the Institute to communicate the same to the faculties and students.

- **Before the commencement of the classes, Course Instructors develop the course objectives and outcomes and the same is been communicated to the students by the course instructors along with the syllabus.**
- **Director of the Institute communicates the Programme outcomes to the students and the parents during the orientation programme.**
- **The importance of the programme and course outcomes has been communicated to the faculties in the meetings before the commencement of the semesters.**

Programme Outcome: The students enrolled under this professional programme are able to

- **Acquire the ability to address business challenges using conceptual knowledge and tools drawn from multi-disciplinary areas.**
- **Identify corporate and business opportunities with an ability to design and implement innovations.**
- **Secure knowledge, skills and attitude to occupy successful**

  * **leadership positions.**
  * **Uphold ethical values in managerial decision making.**
  * **Gain proficiency to enrich proactive thinking that enables effective socio-economic wellness.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.5.2_Supporting-document.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

  * **MBA programme outcomes are measured by the HEI based on students getting placed in organisations upon the completion of MBA programme.**
  * **They are also measured based on academic performance in the summative assessment conducted by the University, formative assessment conducted by the Institute, and also in different co-curricular activities, management competitions conducted by the institute. It is also measured based on students' performance in management fests conducted by other Institutions.**
  * **Course outcomes are measured based on course specific activities like assignments, seminars, paper presentation, case analysis etc. in addition to students' performance in formative and summative assessment in the respective course.**

Degree of attainment of programme outcomes and course outcomes are measured by:

  * **Formative and summative assessment results which test the conceptual clarity, depth of knowledge, and analytical skills of the students.**
  * **Presentations and group discussions test the communication and convincing skill, leadership skill and presentation skill.**
  * **Case presentation tests the problem-solving skill and decision-making ability.**
  * **Awards won in different events/management fests organised by other Institutes exhibit the degree of attainment of all**

> the above outcomes.
> - Organising various events at the Institute exhibits students' organising and leadership skills.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.6.2_Supporting-Document.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

173

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/2.6.3_Annual-Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://ajimmangalore.ac.in/wp-content/uploads/2023/06/Feedback_2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

`60000`

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

`0`

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

`03`

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.1.3_Merged.pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and

transfer of knowledge

The institution has created an ecosystem for innovation and initiatives for creation of research and transfer of knowledge through various initiatives.

Teaching Learning Practices (TLP)

Teaching Learning Practices is a framework to create and implement inclusive teaching to improve learner's expectations and academic performance. These are achieved through maintaining course file, students progress tracker and evaluation rubrics.

ICT Enabled Teaching

ICT Enabled Teaching is practiced in the Institute, wherein all the classrooms are enabled with projectors, LAN and Wi-Fi connectivity

Internship

Institute also a practice of 30 days' internship to the students after their second semester which helps the students to gain first hand corporate exposure.

MOU

Institute have Memorandum of Understanding with different organizations like Simplus Financial Consultancy Private Limited, Mangalore, A. J. Hospital and Research Centre, Mangalore, Bajaj Finserv, Sri Ganesh Shipping Agency, Turmerind Online Enterprises for Add-on certificate programme and transfer of knowledge.

Vermicomposting Unit

The Institute has developed its own practice to ensure greenery around and also to contribute to ecological balance by setting up of a Vermicomposting unit.

Institute-funded Social Survey

Institute also helps to create a research culture among students by involving them to collect the primary data on socio-centric issues through social surveys conducted periodically which is later documented and used for publications.

Biannual Research Journal Anveshana

Today, higher education is considered as a trinity to perform threefold functions: teaching learning, research publication and extension development. The Journal is published as bi-annual for the last seven years.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	<u>View File</u>
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

02

File Description	Documents
Any additional information	<u>View File</u>
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Institute has an Outreach and Extension club which organizes and participates in various extension activities to promote College-

Neighborhood-Community network and to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

Institute has been selected under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute adopted 5 villages of Mulki- Athikaribettu, Shimanthur, Kavathar, Karnire and Kollur. Institute conducted survey and collected data through structured questionnaire provided by UBA to identify challenges faced in these villages and have submitted the responses to the UBA portal.

Institute organized Blood Donation Camp under the banner of Hospital Administration Club in association with A. J. Hospital and Research Centre Mangalore wherein 80 students participated and have donated 42 units.

Institute organizes "PANTOMIME- An Art beyond words" competition wherein the students were given the themes on Human rights and Waste Management mainly focusing on sensitizing students to socio-centric issues. Short Movie competition organized by the Institute were also focused on Environmental themes.

Community Development Cell and Vermi Culture Club of the Institute organized a workshop on Waste Management and Terrace Gardening for the general public and students on 12/03/2022 in the conference hall which emphasized on how to grow pesticide-free, healthy, green, and fresh vegetables at home and increase oxygen production in the air and reduce pollution.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

```
0
```

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

```
03
```

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

```
170
```

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

7

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has a state-of-art facility for teaching-learning in the form of classrooms, library, computing facilities etc. The following explanation highlights the infrastructural facilities at the Institute.

- Class Rooms:The Institute has 10 classrooms and majority of them have the facilities such as cushion chairs with two-seater desks, white board, Air conditioners, CC cameras, LCD projectors with Audio visual systems supported by cordless mikes, collar mikes, computer and internet facilities.

- Conference/ Seminar Halls:The academic and co-curricular activities of the Institute are facilitated by an Air Conditioned Conference hall with inbuilt facilities of LCD, CC cameras, Audio Visual Systems, Internet connection and with a seating capacity of 380.

- Computing Equipments:The Institution has a 'State-of-art', air-conditioned computer lab with a carpet area of 250 square meters.

- Library: The Library has Wi-Fi connectivity, Ten multimedia PCs, Lease-line internet connection, licensed system/ application software, CC Cameras and Reprographic facilities such as scanner/ printer/photocopying.

- Digital display board: Institute has installed a Digital Display Board in the ground floor to display the details of upcoming events, announce educational programmes etc.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://ajimmangalore.ac.in/facilities/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institute supports the students with adequate facilities for cultural activities, sports, games and yoga which are given below.

Cultural activities

A.J Institute of Management has a cultural club which is responsible for all the cultural events in the Institute around the year. Club strives to bring out the hidden talent of the students and is the place where students can showcase what they have got. In this connection, students are allowed to use the Conference Hall as well as classrooms as per their requirement. The Conference Hall is equipped with cushion chairs and support facilities such as Air conditioners, LCD facilities, CC Cameras, Internet, Audio System, Green Room etc. Various cultural events such as Inter-collegiate Yakshagana competition Titled Yakshotasava, Solo dance, Group dance, Face painting, Pantomime, Sing and Dance, Vijay Diwas, Rangoli, Cooking without fire, pencil sketching, Mehndi and so on were organized in the Institution.

Sports activities

The Institute provides facilities for indoor games such as Carrom, Table Tennis, Chess and outdoor games like Shuttle and Volleyball. These in-campus sports facilities are made available to the students from 4.30 p.m. - 6 p.m. All track events and games are facilitated in the common playground maintained by our Trust, near A.J. Medical College.

Yoga Sessions

Yoga classes for the students are arranged on demand in the Institute campus.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://ajimmangalore.ac.in/otherevents/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ajimmangalore.ac.in/facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

45,18,148

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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. Easylib provides extensive features that a library requires and desires. Basic features include: Acquisition, Cataloguing, Membership management, circulation, periodical and OPAC

Main menu

- **Cataloguing and Accessioning**
- **Circulation**
- **OPAC**

- Setup and Securities
- Members
- Periodicals
- Registration
- Digital 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. 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).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://bhadra.easylib.net/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,52,580

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

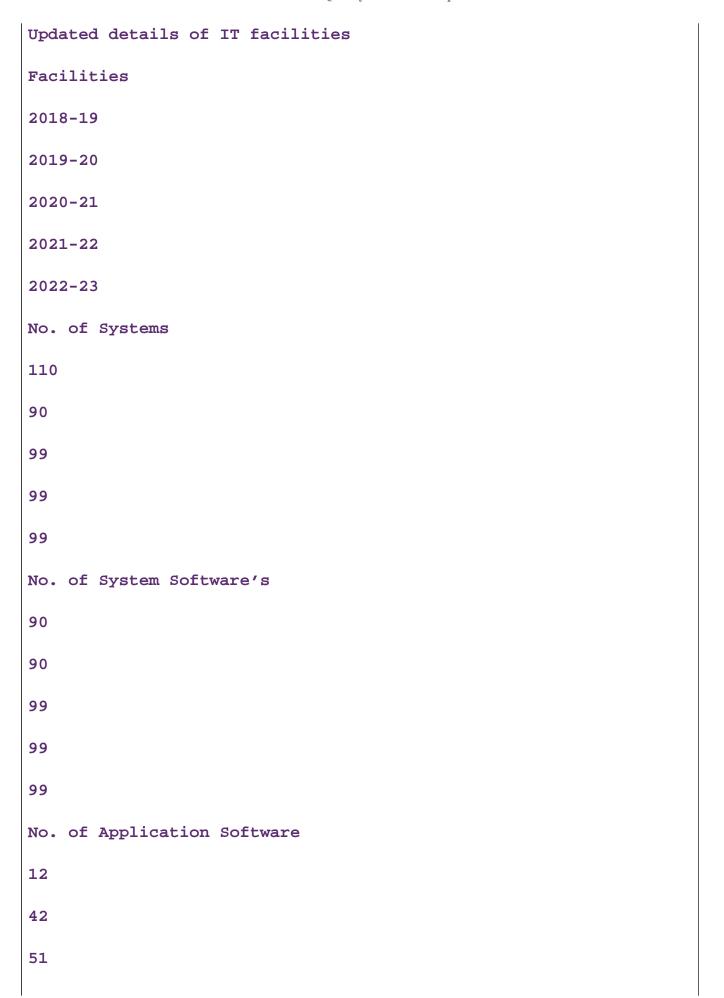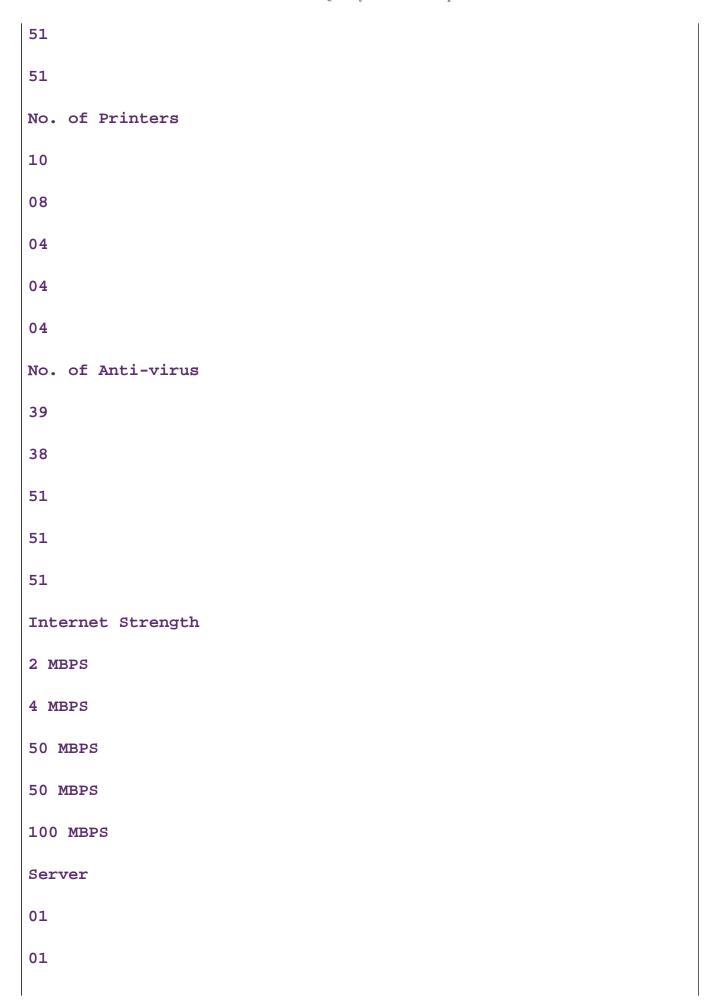**4.2.4.1 - Number of teachers and students using library per day over last one year**

23.76

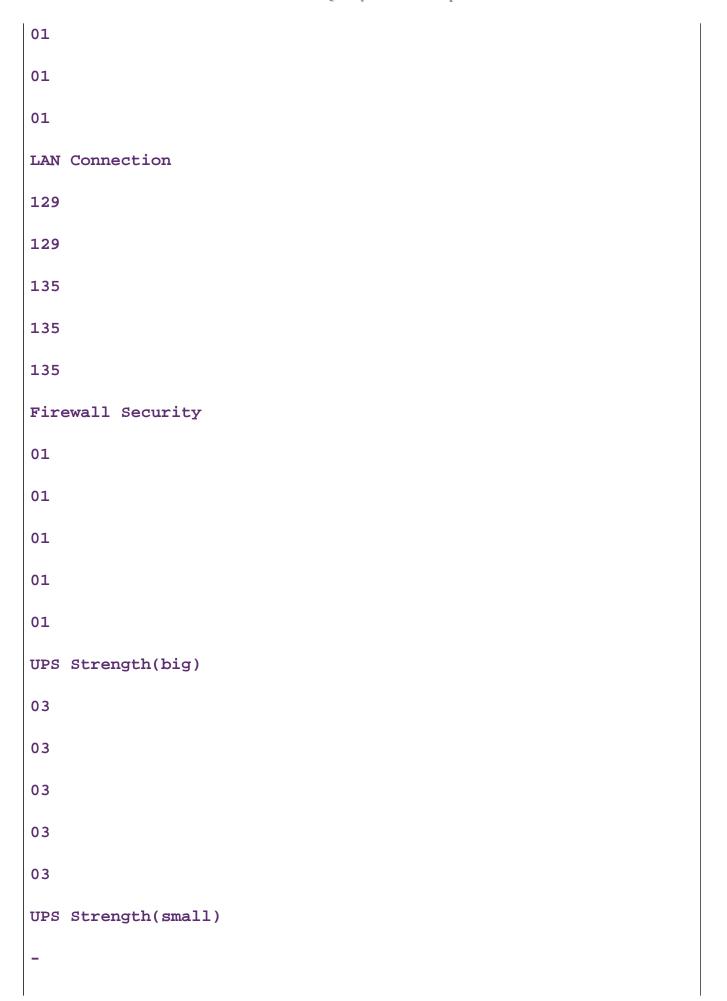| File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities provided at the Institute are upgraded and updated according to the requirements. The following Table provides a bird's eye view of updating details, of IT facilities at the Institute

Updated details of IT facilities

Facilities	2018-19	2019-20	2020-21	2021-22	2022-23
No. of Systems	110	90	99	99	99
No. of System Software's	90	90	99	99	99
No. of Application Software	12	42	51		

51

51

No. of Printers

10

08

04

04

04

No. of Anti-virus

39

38

51

51

51

Internet Strength

2 MBPS

4 MBPS

50 MBPS

50 MBPS

100 MBPS

Server

01

01

01

01

01

LAN Connection

129

129

135

135

135

Firewall Security

01

01

01

01

01

UPS Strength(big)

03

03

03

03

03

UPS Strength(small)

-

-

05

05

05

No. of Scanners

02

02

02

02

02

No. of LCD

06

06

09

09

09

Wi-Fi Access Point

04

04

05

05

05

LCD Screen

`02`

`03`

`06`

`06`

`06`

`Source:Office Records`

`* Reduction in the number of systems is because of a change in computer -student ratio from 1:2 to 1:6, as directed by AICTE, New Delhi. Accordingly, the required number of computers is 60, as such the current ratio works out at 1:4`

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/4.3.1Merged.pdf

4.3.2 - Number of Computers

`99`

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	`A. ? 50MBPS`

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

60,21,982

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

- **Classrooms: Institute encompasses sufficient number of well-furnished, well ventilated, spacious classrooms. Classrooms are air-conditioned and ICT enabled with Multi-media facilities. Entire Institute campus is under CCTV surveillance ensures the safety and the security of all students, teachers and equipment.**
- **Computer Lab: Institute has fully air conditioned computer lab equipped with 74 systems with LAN connectivity. Institute has a Language and Business Lab equipped with web cam connectivity which helps the students in their interview process. Lab is used for conduct of Online Aptitude test and other placement related activities.**
- **Library: Institute has a Library Advisory Committee comprises of Director, Dean Academics, One faculty and Library staffs along with two student's coordinators for smooth and efficient functioning of the library. Library is equipped with 10 computers to enable students to access E-resources.**
- **Institute has Wi-Fi connectivity of 100 Mbps which helps faculty and students with faster and un-interrupted internet connectivity.**

- **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 equipment'sare serviced through break-down calls.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

119

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

08

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://ajimmangalore.ac.in/Expertlecture/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

81

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

00

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

`00`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

`35`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council at the Institute is extremely efficient and effective, with a team of about 70 students. It comprises a Student Chief Executive, Deputy Executive, Secretary-General, Joint Secretary, Class Representatives from all classes, and the Office Bearers of Clubs and Associations. Along with them is an advisor - a senior faculty member who mentors and coordinates the Council's activities. With the Dean and Director's consultation, student council advisor plans out all co-curricular/extracurricular events for each semester.

The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and social service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the student. They share student ideas, interests and concerns with the college community.

There are 23 Clubs and Associations that provide various functional activities. A faculty member and two student coordinators from each class oversee each Club/Association. These clubs have organized various events like expert lectures, short movie productions, inspirational movie review sessions, open discussions on current issues, open assemblies, Intrafest events as well as representation in fests held by other institutions, and E-Symposiums.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/5.3.2Merged.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

20

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institute's Alumni Association has made a substantial contribution to the Institute's success and development. The Alumni Association enrolls all of the students who have graduated and Institute has charged a membership fee of Rs.200 per student. The Institute has an 'Alumni Meet' every year during Annual Day Celebrations.

The Institute recognizes alumni contributions in cash and is kind to the Institute's advancement as well. We invite our alumni to share their extensive industry experience with our students on various occasions including being the judges for the Management fest event. They also assist us with summer internship programs and finding job opportunities for our students. We've created an

Institute Professional Network page on LinkedIn and we ask our alumni to join it. For the internship program, we've already signed an MOU with alumni such as Mr. Deepak Rao from SIMPLUS Financial Consultancy Pvt Ltd in Bangalore, Mr. Shafeeque from Nalapad Furniture in Kasaragod and Mr. Nithin from Ocean Line Shipping Company Pvt Ltd in Mangalore. We're also pleased to have Mr. Bharath G Kumar, Mr. Venkatesh Bayari and Mr. Deepak Rao actively involved in the Institute's Internal Quality Assessment Cell, while Mr. Nidheesh K offered his support as an Alumni Guest and Mr. Shijomon gave an expert lecture on overseas education.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/5.4.1_Merged.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

The 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.

Mission

Our mission is to 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.

The Institute is functioning under two supervisory bodies-

A. Governing Council:

The Governing Council (GC), headed by Dr A. J. Shetty, President of (LMET), lays down the guidelines for the administrative policies, practices and procedures related to all activities of the Institute. Vice President- Sri Prashanth Shetty and Director of the Trust- Mrs Ashritha Shetty guide the activities, and Directorof the Institute executes these activities.

B. IQAC

IQAC of the Institute consists of members from Management, Academic External experts, Members from Industry, Alumni, PTA, Academic Dean, Student council, Faculty representatives and Student representatives are the members of the cell. This cell conducts meeting once in a year and receive suggestions from the members regarding quality enhancements programme at the Institute.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.1.1_Supporting-Document.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institute believes in segregating work among all members and delegating powers to them so that they can perform their duties in a well formed manner. The Institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic values. The Director, Dean Academic and Faculty members are responsible for academic and administrative leadership of the institute. Director conducts meetings of various committees to discuss and review academic and administrative issues.

- Director The Director is the head of the Institute who

looks after all the administrative and academic activities. He is responsible for academic planning, its implementation, monitoring and stream lining of the academic processes. The Director ensures that regular day-to-day operations are properly conducted through various monitoring mechanisms.

- **Academic Dean:** is the highest ranking academic official in the institution, next to the Director. The Dean provides strategic direction, academic planning, leadership and administrative oversight to achieve the highest standards in the Management studies.

There are 23 different committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of Management, Director and faculty members is responsible for holistic development.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.1.2_Merged-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institute always adopted a bottom-up approach with a strategic direction given from the top management members. To accomplish the desired goal of the Institution, Management, Internal Quality Assurance Cell, Director and Faculty, Non-teaching staff members and various committees works on execution of the perspective plan. To implement the strategic and perspective plan, the Institution conducts meetings of the concern committees and perspective plan is put on the floor for the open discussion. After the discussion and feedback from various stakeholders the perspective plan is approved by the Management, Director and IQAC.

Strategic Plan

- Planned to introduce job oriented courses like Business Analytics, SAP, Excel etc.
- Offering Industry certificate courses for students coming years

- **Introduce skill development and value oriented courses by signing MOU with corporates**

Prospective Plans of the Institute (2023- 2028)

- **Applying for the Autonomous status for the Institute**
- **Encouraging Faculty Members to involve more in publishing the research articles.**
- **Encouraging the faculty to submit proposals for research grants from UGC.**
- **Planning to Introduce ERP in Administration and Students Admission process**
- **Upgrade the professional standard of non-teaching staff through training in office automation.**
- **Encouraging faculty to enroll for Ph. D and other research related activities**
- **Up-gradation of Research centre of the Institute**
- **Introduce job oriented/ vocational programmes and new courses in emerging areas (Business Analytics)**
- **Organize national and international seminars on regular basis for boosting the academic outlook of faculty and students in various aspects**
- **Planning to shift the campus to spaces area in the Engineering Campus.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2022/05/6.2.1.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure of the Institution is given below:

GOVERNING BODY

- **Review academic and other related activities of the College**
- **Consider new programs of study for approval of AICTE**

- Pass Annual Budget of the College

VICE PRESIDENT/ DIRECTOR - TRUST

- Looks after the Administration, development of education, growth & expansion of the institution.
- Coordinates between the Trust and the Institute

DIRECTOR

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To ensure to prepare the budgets in the prescribed form for every calendar year & for the next academic year.

ACADEMICS DEAN

- Allotment of subjects to faculty members based on experience
- Conduct internal and in charge of semester examination
- Review teacher's methodology and giving guidelines in area where required
- Preparing time table and checking and monitor faculty work dairy weekly basis

IQAC

- Coordinate various quality-related activities of the Institution
- Arranging for the nomination to the IQAC committee and its meeting
- Coordinate the timely and efficient execution of the decisions of IQAC committee and uploading the same to NAAC

VARIOUS COMMITTEES

- Every committee constituted at college level and department

level have the faculty member as an In-charge with two or more faculty members as committee members.

- **Committee In charge will look after the committees program and operation.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.2.2.pdf
Link to Organogram of the institution webpage	http://ajimmangalore.ac.in/wp-content/uploads/2022/04/Mandatory_Disclosure_2022.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non- teaching staff

Teaching

- 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 every year
- 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

Non-teaching

- Transport facility for teaching and non-teaching staff
- Earned Leave
- EPF
- Maternity Leave are provided
- The Institute provides college uniform to non-teaching staff

Students

- 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.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.3.1-with-Service-Rule-PDF.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

07

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **Teacher performance evaluation by students:At the end of each semester, Institute collects the feedback from students on curriculum and syllabus completion through a structured questionnaire, administered among the students**

at the computer lab/through google form and made to record their opinion on different dimensions.

- **Student Satisfaction Survey: Every year Institute conducts a student satisfaction survey (SSS) from final year students through a questionnaire.**
- **Feedback session:Director of the Institute conducts face-to-face interview with the students whenever possible and the feedback is being used to future improvements of the Institute.**
- **Performance assessment through Suggestion Box:Feedback received from the students through Suggestion Box, kept at the entrance of the Institute. Workable suggestions are implemented at right time.**

- **Programme feedback appraisal: After completion of each programme, The Institute collects the feedback from the participants and based on the results, apt suggestions are offered with regard to their planning and organizing.**
- **For Non-teaching staff, Director of the Institute interacts with them and provide suggestions for improvements.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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. The report of external auditor for last five years along with audited Balance Sheet and Income & Expenditure account is enclosed

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.4.1_Merged.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

50000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process. Our Institute is a self-financed private institution under the control of LMET. Tuition Fee is the main source of income of the Institute. Along with tuition fee, annual Institute Journal: Anveshana-Subscription fees, Student Xerox and Printing Expenses, Funding from alumni, income from Vermicomposting Unit and Stationary Collections are other resources for mobilization off funds. These funds are utilized for all recurring and non-recurring expenditure. The institution has a well-defined mechanism to monitor effective utilization of available financial resources for the development of the infrastructure to augment academic needs.

Optimum utilization of funds is ensured through: -

- **Adequate funds are allocated for effective teaching-**

learning practices that include induction and orientation Programs, workshops, inter-disciplinary activities, training programs, Refresher Courses, Faculty Development Programs, Conferences, Industry Academia interactions that ensure quality education.

- Every Year budget are prepared by the Director of the Institute keeping in view of development and updating of computing facilities, library, teaching-learning process, training, extension activities, purchase of software and Hardware for computer lab and Library etc. according to the budget, annual financial resources will be sanctioned by the Management and Director for the various activities of the institute.
- Some funds are allocated for social service activities as part of social responsibilities through Orphanage Visit and providing scholarship for poor students.
- Funds are utilised for renovation of classrooms, Labs and faculty rooms whenever required.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Proceedings of the meeting

- Director appraised on the academic quality initiatives such as Introduction of Course File System, Student Progress Tracker and Application of Rubrics for Formative Assessment as a Plan of action for the next academic year. The members suggested to provide an orientation on the implementation of student tracker and rubrics system to the students.
- The members suggested to add a few more extracurricular, mind relaxation and cultural activities so as to infuse confidence and sense of participation among students since pandemic.
- Some of the members felt that it is important to have few more Memorandum of Understanding with companies
- A few members suggested to also focus on Non-commerce

- **students as well as to identify slow learners and Advanced learners**
- **Members suggested to have Impulsive seminars as to get appraised with latest developments in business and management**
- **The member also opined that it is important to organize Faculty Development and Staff Development Programmes**
- **The meeting also suggested to involve Alumni's in Expert Lecture and Events of the Institute.**
- **In the meeting members also recommended to strengthen outreach programme of the Institute.**
- **Members suggested to organize programmes as Commemorative days including conference/seminar in the Institute to promote holistic developmentand promote moral values among the students.**

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.1-IQAC.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC being the central body within the Institute continuously reviews and takes steps to improve the quality of the teaching-learning process regularly.

- **Academic Calendar- Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like Expert lectures, Workshops, Club activities and many more.**

- **Course Instructor Work Diary- After the allotment of the subjects, each faculty prepares lesson plans for each course highlighting the course objectives and outcomes and likely hours allotted for the completion of course contents and units of the syllabus.**
- **Student Progress Tracker- Institute has implemented Student Progress Tracker to facilitate mentoring programme and**

- tracks the entire data of a student consisting curriculum and beyond curriculum activities during the period of two years.
- **Effective Internal examination and evaluation systems-** The Institute has Formative assessment of 30 Marks for each course. Formative assessment comprises of two internal examinations, presentations, assignments, Viva-Voce and also Beyond Curriculum Contribution of students.
- **Slow and Advanced Learners** are identified in each semester based on the performances in their internal assessments and they are facilitated with additional classes and mentoring programmes.
- **Feedback-** To assess the outcome based education and to enhance the effectiveness of teaching and learning, Institute collects feedback from different stakeholders of Institute like Faculty, Students, Alumni, and from Employers.

File Description	Documents
Paste link for additional information	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/6.5.3_Merged.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender Sensitization Action Plan of the Institution

- **Women's Day Celebration and Felicitation of womenachievers**
- **Conduct of sessions on Human Rights and Gender Equity, Mental Healthetc.**
- **Awareness programme and campaign on Women rights and Gender equality.**
- **Conduct meetings regularly with the representatives of anti-harassment women cell on the gender issues.**
- **Conduct activities like Blood donation camp in order to contribute to the society**
- **Promoting activities related to health, nutrition, self-defence and entrepreneurship among the female students.**
- **Mentorship in Institution to be provided where faculty and students can approach in matters of gender-related issues.**
- **Career enhancement programs for female students.**
- **Balanced gender quota in faculty and staff recruitment.**

Safety and Social Security:

- **To ensure the safety of girls, 36Closed Circuit Cameras are installed covering class rooms, lounge, corridor, canteen etc., with display in the Director's chamber.**
- **Anti-Ragging Committee functioning in the Institute, visits the hostel, if necessary, to ensure safety of the students.**
- **Ambulance service is provided by our sister Institute A.J. Hospital and Research Center, situated in 0.5 kilometer**

from Campus

Counseling:

- **Separate counseling sessions for girl students are organized on safety, health and hygiene issues, under the guidance of Women Cell of the Institute.**
- **Further, periodic meetings of Women Cell are held to discuss problems, if any.**

Common Room:

A common room facilityis provided in the Institute with basic infrastructural facilities such as First Aid Kit, good ventilation for fresh air, good lighting and a bed facility.

File Description	Documents
Annual gender sensitization action plan	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.1.1_Annual-gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ajimmangalore.ac.in/facilities/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

The Institute has a campus of 2.5 acres of land with greenery around, accommodating a canteen and one hostel with 500 girl inmates. Institute has Vermi-composting unit, to make an effective use of dry leaves, paper waste and vegetable waste generated in the canteen, hostel and in the campus.

Liquid Waste Management

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. Recycling of water helps in reducing the consumption of water in the campus. Excess water discharged to the underground drainage is free from hazardous chemicals and bad odor, which helps to protect the environment.

E-Waste Management

E-Waste Management is done by disposing through buyback/sale practices.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**D. Any 1of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

With the novel idea of enhancing of knowledge and skills as well as for imparting values among the students, the Institute organizes a large number of activities through different Clubs and Associations. These varied activities provide hands on experience to the students and taught them how to plan, organize,

coordinate, supervise, control, articulate, communicate, work in a team, motivate (self and others), develop sense of responsibility, reasoning and so on.

Issues of social concern such as gender equality, environmental sustainability, human values, professional ethics, human rights etc., are taught to the students, through organizing workshops expert lectures, short movies, cultural events, interactive sessions, socio-centric social surveys and festival celebrations on the above mentioned themes.

Activities conducted are as follows

BSE- Capital Market Awareness Programme

12-09-2021

Students Stock Market & Career

23-12-2021

Corporate Expectation v/s Students Preparedness

17.02.2022

Communication and Managerial Skills

25.02.2022

Human Rights and Gender Equity

2-03-2022

Employee Benefits and its Statutory Compliance- An Overview

11-03-2022

Mental Health among students-Issues and Concern

23-03-2022

Professionalism and Communication Skills

5-04-2022

Corporate Outlook with special reference to IT Industry

23-04-2022

Digital Marketing and SEO

8-07-2022

Capital Market Awareness

16-07-2022

Study Abroad opportunities and IELTS

25-08-2022

Workshop on Aptitude & Analytical Skills for Career Excellence

06 & 07.01.2022

Workshop on "Better the Best: An Extra Mile to Walk"

18.07.2022

Workshop on Self-Awareness for Personnel Effectiveness

21.02.2022 to 23.02.2022

Certification Programme in Banking Finance and Insurance by Bajaj Finserv

20.06.2022

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from the regular course contents, Institute has added an essential subject titled Soft skills for Managers which gives an understanding of professional ethics, value systems, interpersonal skills, body language which is an important element

in shaping the students as a responsible citizen.

Code of Conduct of the Institute for students to be signed during admission which gives the students the information on the dress code, attendance, discipline, how students should use public properties and so on which guides the students towards making a responsible citizen of India.

Institute has an Outreach and Extension club which organizes and participates in various extension activities to promote College-Neighbourhood-Community network and to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

Institute is recognized under Flagship Programme of Government of India, Unnat Bharat Abhiyan (UBA) to conduct survey and other extension activities. Accordingly, Institute adopted 5 villages of Mulki- Athikaribettu, Shimanthur, Kavathar, Karnire and Kollur.

Institute organized Blood Donation Camp under the banner of Hospital Administration Club in association with A. J. Hospital and Research Centre Mangalore wherein 80 students participated and have donated 42 units.

Institute organizes "PANTOMIME- An Art beyond words" competition wherein the students were given the themes on Human rights and Waste Management mainly focusing on sensitizing students to socio-centric issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence	B. Any 3 of the above

to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sadbhavana Divasor Harmony Day is celebrated to commemorate the birth anniversary of the former Prime Minister of India late Rajiv Gandhi on 20th August every year, with a mission to show good feeling to others. On the said day, students are administered with an oath, pledging to work together regardless of caste, religion or language and resolve all differences through dialogue without resorting to violence.

International Women's Day isan occasionto celebrate the progress made towards achieving gender equality and women's empowerment. Institute celebrated Women's day and felicitated women achievers.

Institute celebrated 'Vijay Diwas' on 26th July, 2022 and honoured Ex-servicemen of Indian Army, Mr. Appu Shetty and organized Inter-collegiate undergraduate sing and dance (patriotic) competition, titled 'JASHAN'.

With an intention of creating oneness among the students forgetting all differences in respect to caste, creed, colour etc., the Institute celebrates various cultural programmes like Onam, Sharada Pooja every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

First Best Practice

Title of the Practice: Introduction of Teaching Learning Practice (TLP)

Objectives of the Practice:

- **To impart conceptual and contemporary knowledge through a multidisciplinary approach to meet the professional requirements**

The Context: Curriculum Practices

Curriculum-based activities comprise a simple set of standardised procedures to impart the programme content and to evaluate its effectiveness.

The Practices and Uniqueness:

Teaching is a practice that draws on teachers' beliefs about learning, their content knowledge, prior experiences and their commitment.

Evidence of Success:

- **TLP has successfully developed a uniform criterion for evaluation of curriculum and beyond curriculum activities.**

Problems Encountered and Resources Required:

To design rubrics for qualitative assessment, Institute has spent

many hours of discussion to develop objectives, likely outcomes, and various criterion for evaluation.

Second Best Practice:

Title of the Best Practice: 'Yakshakalothsava': Yakshagana Competition

Objectives of the Practice:

- Preserve the folklore art form of the region live through younger generation.

The Context:

With soul aim of serving culturally and academically from social perspective, the Institute organizes 'Yakshakalothsava' Yakshagana competition for the UG students

The Practice:

Institute started Yakshakalothsava- Yakshagana competition from February 2020.

Evidence of Success:

- Yakshakalothsava- Yakshagana competition has completed three years successfully.

Problems Encountered and Resources Required

The problems encountered consists of requirement for alternate source of power, time management in makeup and necessity of infrastructure, apt judges for judging yakshagana event were few of the problems.

File Description	Documents
Best practices in the Institutional website	http://ajimmangalore.ac.in/wp-content/uploads/2023/07/7.2.1_BEST-PRACTICES-2022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

According to our Vision, business education is the process of providing necessary knowledge, applicable skills, and foundational values. Furthermore, business education must teach two types of information: 'how to think' (knowledge component) and 'how to live' (skill component). The Institute's distinguishing perspective is that a student's success at our Institute is determined not only by CGPA, but also by the extent to which they are transformed over the four semesters by imbibing the skills and values.

As a result of the Institutional Distinctiveness, Institute has witnessed total result of 99.42% which consists of 97 students securing first class with distinction, 69 students with first class and 7 students securing second class in the academic year 2021-2022. During the year, Ms. Prathiksha Bhat secured 2nd rank in MBA and at present serving at London Stock Exchange, Bangalore.

Apart from University results, students have excelled at National Level Management Fests hosted by different Management Colleges. Our students have participated in 15 such management fests and won 69 prizes comprising 38 first prizes and 31 second prizes in different events and won 3 overall championships and 1 runner up championship.

During the year 30 companies including Reliance, ANZ Bank, Federal Bank, London Stock Exchange, ITC, Byjus, Rainbow Hospital, Ahalya Hospital, ICICI Bank, Global Data PLC, Star Union, ESAF Bank, Impact Guru, Intellipaat, Career Net etc., have extended their support through the on-campus drive, online drive, portal hiring and off-campus drives. 76 students are placed in different companies with 98 offers.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for next academic year

- Introduce ERP in Administration and Students Admission process
- Introduce job oriented/ vocational programmes and new courses in emerging areas (Business Analytics)
- Up-gradation of Research centre of the Institute
- Organize national and international seminars on regular basis for boosting the academic outlook of faculty and students in various aspects