

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

Contents

	Page Nos.
1. Introduction	 4
2. Objective	 4
3. Strategies	 4
4. Functions	 5
5. Benefits	 5
6. <i>Composition of the IQAC</i>	 5
7. The role of coordinator	 6
8. Operational Features of the IQAC	 6
9. Monitoring Mechanism	 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	 8

Part – A

11. Details of the Institution	 9
12. IQAC Composition and Activities	 12

Part – B

13. Criterion – I: Curricular Aspects	 14
14. Criterion – II: Teaching, Learning and Evaluation	 15
15. Criterion – III: Research, Consultancy and Extension	 17
16. Criterion – IV: Infrastructure and Learning Resources	 20
17. Criterion – V: Student Support and Progression	 22
18. Criterion – VI: Governance, Leadership and Management	 24
19. Criterion – VII: Innovations and Best Practices	 27
20. Abbreviations	 29

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

A.J. INSTITUTE OF MANAGEMENT

1.2 Address Line 1

NEAR KOTTARA CHOWKI, OPP MAHINDRA SHOWROOM

Address Line 2

BYPASS ROAD, ASHOK NAGAR POST

City/Town

MANGALORE

State

KARNATAKA

Pin Code

575006

Institution e-mail address

ajimmangalore@rediffmail.com

Contact Nos.

0824-2455340

Name of the Head of the Institution:

Dr. T. JAYAPRAKASH RAO

Tel. No. with STD Code:

0824-2455340

Mobile:

9448812099

Name of the IQAC Co-ordinator:

Prof. Rashmitha R. Kotian

Mobile:

9740548095

IQAC e-mail address:

ajimmangalore@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

-

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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

1.5 Website address:

www.ajimmangalore.ac.in

Web-link of the AQAR:

-

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/05/2012

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

- i. AQAR 2012-13 submitted to NAAC on 23-11-2013 (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 06-11-2014 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☒

Affiliated College Yes ☒ No ☐

Constituent College Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

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

Mangalore University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	4
2.4 No. of Management representatives	3
2.5 No. of Alumni	4
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	2
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	2

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State
Institution Level

(ii) Themes

- “Placement Coordinators Empowering Programme”.
- “Corporate Expectation and Placement Preparation”
- “Re imagining and Reengineering of Personal Effectiveness”.
- ‘theory-demo-practical’ by the members of faculty.
- “Goal Setting and Individual Empowerment”.

2.14 Significant Activities and contributions made by IQAC

- Expert Lecture
- Club Activities
- Book Review
- Aptitude Test
- ICT enabled classes
- Mock Interview
- Workshops
- Pool Campus

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Term – I July 2014 to June 2015			
Date	Day	Event	Faculty In charge
09 th Aug, 2014	Sat	CBS - Orientation	Achieved
11 th Aug, 2014	Mon	Commencement of III Semester Classes	Achieved
15 th Aug, 2014	Fri	Independence day	Achieved
18 th Aug, 2014	Mon	Induction Programme for I MBA and PTA Meeting	Achieved
20 th Aug, 2014	Wed	Expert Lecture I (Finance Club) and Release of Anveshana Journal	Achieved
25 th Aug, 2014	Mon	Viva-Voce for II MBA	Achieved
27 th Aug, 2014	Wed	Workshop for I MBA	Achieved
29 th Aug, 2014	Fri	Vinayaka Chathurthi	Achieved
03 rd Sept, 2014	Wed	Student Council Inauguration	Achieved
06 th Sep, 2014	Sat	Thiru Onam	Achieved
10 th Sep, 2014	Wed	Workshop for II MBA	Achieved
17 th Sep, 2014	Wed	Expert Lecture II (HR Club)	Achieved
24 th Sep, 2014	Wed	Mahalaya Amavasye	Achieved
25 th Sep – 27 th Sep, 2014	Thu - Sat	I Internal Examination	Achieved
1 st Oct, 2014	Wed	Expert Lecture III (Marketing Club)	Achieved
02 nd – 4 th Oct, 2014	Thu - Sat	Gandhi Jayanthi, Ayudha Pooja, Vijaya Dashami	Achieved
8 th Oct, 2014	Wed	Workshop for I MBA	Achieved
10 th Oct, 2014	Fri	Social survey II MBA	Achieved
15 th Oct, 2014	Wed	Intrafest	Achieved
22 nd Oct, 2014	Wed	Naraka Chathurthi	Achieved
24 th Oct, 2014	Fri	Balipadya Deepavali	Achieved
29 th Oct, 2014	Wed	Workshop for II MBA	Achieved
01 st Nov, 2014	Sat	Karnataka Rajothsava	Achieved
5 th Nov, 2014	Wed	Expert Lecture IV (Entrepreneurship Club)	Achieved
13 th – 15 th Nov, 2014	Thu	II Internal Examination	Achieved
17 th Nov, 2014	Mon	Viva – Voce for I MBA	Achieved
19 th Nov, 2014	Wed	Expert Lecture V (Human Rights Cell)	Achieved
02 nd Dec, 2014	Tue	End of I and III Semester classes	Achieved
08 th Dec, 2014	Mon	Mangalore University Examination I & III Semester	Achieved
25 th Dec, 2014	Thu	Christmas	Achieved
12 th Jan 15	Mon	Commencement of II & IV Semester Placement Orientation II MBA	Achieved

14th Jan	Wed	Makara Sankramana	Achieved
23 rd Jan 15	Fri	Expert Lecture VI (Entrepreneurship Club) Release of Anveshana Journal and AJIM Expression	Achieved
26th Jan 15	Mon	Republic day	Achieved
30 th Jan 15	Fri	Expert Lecture – VII (Marketing Club)	Achieved
31 st Jan 15	Sat	Social Survey - I MBA	Achieved
4 th Feb 15	Wed	Mock Interview – II MBA	Achieved
6 th Feb 15	Fri	Expert Lecture – VIII	Achieved
11 th Feb 15	Wed	Intrafest	Achieved
13 th Feb 15	Fri	Expert Lecture – IX (Human Rights Cell)	Achieved
17th Feb 15	Tue	Mahashivarathri	Achieved
20 th Feb15	Fri	Workshop II MBA	Achieved
25 th Feb15	Wed	Interactive Video Presentation – I MBA	Achieved
28 th Feb15	Sat	Sports Day	Achieved
2 nd – 4 th Mar 15	Mon	I Internal Examination (I & II MBA)	Achieved
11 th Mar 15	Wed	Interactive Video Presentation – II MBA	Achieved
13 th Mar 15	Fri	Cultural day	Achieved
18 th Mar 15	Wed	Workshop I MBA Project Presentation - II MBA	Achieved
21st Mar 15	Sat	Chandramaana Ugadi	Achieved
25th Mar 15	Wed	Expert Lecture – X (HR Club)	Achieved
27th Mar 15	Fri	Mock Interview – II MBA	Achieved
01st Apr 15	Wed	Project Viva – II MBA	Achieved
3rd Apr 15	Fri	Good Friday	Achieved
09 th – 11 th Apr 15	Thr	II Internal Examination (I & II MBA)	Achieved
14th Apr 15	Tue	Ambedkar jayanthi	Achieved
17 th April 15	Fri	Expert Lecture – XI (Finance Club)	Achieved
20 th April 15	Mon	Viva-Voce I MBA	Achieved
28 th Apr 15	Tue	Annual day Celebration, Alumni Meet and PTA Meeting	Achieved
1st May 15	Fri	May day	Achieved
06 th May 15	Wed	End of II & IV Semester	Achieved
20 th May 15	Wed	Commencement of Mangalore University examination – II & IV Semester	Achieved

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The IQAC report is placed before the governing council meeting which was held on 11th September, 2014 and an in-depth discussion was made on the subject including sanction of schedule, budget for programmes and other outreach programmes.

Criterion – I**1. Curricular Aspects****1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	1	-
UG	-	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	3	-	4	1
Total	4	-	5	1

Interdisciplinary	1	-	-	-
Innovative	-	-	-	-

✓

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

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

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

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

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

New syllabus was introduced from 2014-15 batch onwards with Credit Based System

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

It is proposed to introduced MBA in Logistics and Supply Chain Management

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	9	1	2	1

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	-	-	-	-	-	-	-	1	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

1

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	3	1
Presented	1	3	-
Resource Persons	-	-	3

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

- Mock Interview session from academic and industrial experts
- Book review session
- Club Activities
- Aptitude Test Series
- Interactive video sessions
- Intra Fest
- Preparations of short movies on social centric themes
- Soft skills Training
- Dual Specialisation in Hospital Administration
- Social Survey

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

195

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

-

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

02	-	1
----	---	---

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I semester	43	16.3%	27.9%	44.2%	2.3%	90.7%
II semester	43	16.28%	37.21%	27.91%	-	81.39%
III semester	63	15.19%	68.2%	14.3%	-	98.4%
IV semester	63	20.63%	71.43%	7.94%	-	100%

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

Contribution

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

Monitor

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

Evaluation

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	01
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
Others	12

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

IQAC is functioning along with research centre of the Institute in organising the social surveys and publication of Institute journal as well as News Bulletin.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0.3	-	-	-
Outlay in Rs. Lakhs	0.3	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	01	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	01	Institution	0.3	0.3
Students research	-	-	-	-

projects (other than compulsory by the University)				
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of
conferences
organized by the
Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	-	From Management of University/College	3,97,000/-
Total	3,97,000/-		

3.16 No. of patents received this year

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

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

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

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

1

1

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

-

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	3	
NCC	-	NSS	-	Any other -

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

- Institution conducted one day workshop for the dealers of HPCL
- Conducted pool campus drive for PG students of neighbouring institutes
- One day outreach programme was organized in support of Clean India Campaign of our Prime Minister.
- As a part of collaborative activity the Institution partnered with Karnataka Private Post Graduate College's Association, Bangalore, Azim Premji University, NEST, Indian Institute of Banking and Finance, CMAT, Sikkim Manipal University, Vellur Institute of Technology, Indian Institute of Insurance for the conduct of their online as well as offline examination.
- Students, Faculty and Non-teaching staff extended a charity of Rs. 12,000/- for the treatment of Ms. Shruthi, student of I M.Com., Milagrese College, Kalyanpur, Udupi.

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8,616.3	-	Own	8,616.3 sq ft.
Class rooms	4,306.00	-	Own	4,306.00 sq. Ft.
Laboratories	2,206.43	-	Own	2,206.43 sq. Ft.
Seminar Halls	930.6	-	Own	930.6 sq. Ft.
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	2 LCD, 4 CC Camera	Own	-
Value of the equipment purchased during the year (Rs. in Lakhs)	6,96,958.89	38,125	Own	6,24,821.31
Others (Furniture's and Fixtures)	11,85,334.09	3,935	Own	10,10,878.73

4.2 Computerization of administration and library

Library Software Easy lib, was continued with uploading all the new details of books and journals.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,815	34,13,332	940	4,79,623	11,755	38,92,955
Reference Books	2,226		20		2,246	
e-Books	-	-	-	-	-	-
Journals	70	1,20,000	-	-	70	1,20,000
e-Journals	02	1,87,416	-	-	02	1,87,416
Digital Database	01	60,000	-	-	01	60,000
CD & Video	400	-	20	-	420	-
Others (specify)	08	3,98,701	-	-	08	3,98,701

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (System up gradation)	Office	Departments	Others
Existing	120	1	2 MBPS	-	95	06	05	-
Added	-	-	-	-	-	-	-	-
Total	120	1	2 MBPS	-	95	06	05	-

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

- Training on E-Journal Software, EBSCO and J-Gate to faculty and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	87,382/-
ii) Campus Infrastructure and facilities	33,167/-
iii) Equipments	19,402/-
iv) Others	34,212/-
Total :	1,74,163/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC initiates following programmes and activities in enhancing awareness about student support services

- Job Fair
- Pan Card
- Scholarship Support from Management as well as Government
- Air conditions class rooms
- 7 Expert Lecture
- 10 Special Lecture
- 5 One day workshops
- Club Activities
- Book Review Sessions
- Soft skills
- Students are provided with business standard news paper at a concessional rate
- Additional Books assistance for distinction students
- Bus facility for Hostel students
- CC Camera for Girls Hostel
- CC Camera in college Library
- Deputation
- Placement Training through Aptitude Test and Mock Interview
- Interactive Movie Session
- Transportation Facility from Institution to boys hostel
- Pool Campus Drive
- CC Camera in College Office

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	110		

(b) No. of students outside the state

(c) No. of international students

No	%
78	71.17%

Men

No	%
32	28.82%

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
28	02	-	33	-	63	02	01		44		47

Demand ratio

Dropout %

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

- Job placement support activities like workshop and job fair in association with TIME, Tricities and other placement and development trainers.
- 16 Aptitude Test and 3 Mock Interviews were conducted.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

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

5.6 Details of student counselling and career guidance

- Under mentorship programme each faculty is assigned 5 to 10 students every year, whom the faculty will counsel atleast twice a year.
- Under placement and career guidance cell the institution has organised 5 workshop with the different theme like resume writing, aptitude test, role of communication for corporate placement
- SWOT Analysis.
- Aptitude Test and Mock Interview series

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	63	43	20

5.8 Details of gender sensitization programmes

- Anti women harassment cell of the college takes initiative organising programme specially for women students and also takes care of the problems faced by women students.
- A demo on the Marshall Art was organised by Anti-Women Harassment Cell of the Institute, to provide an overview of self defense for women, on 29th October, 2014 and Mr. Rohit Kateel was the master trainer.
- As a part of women empowerment, a women was allowed to manage the canteen, without rent and with free furniture electricity and water.

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports / Management Fest : State/ University level National level

International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	52	7,65,500/-
Financial support from government	13	1,30,680/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____.

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

- Add on course – “Soft Skill for Managers” for First and Second Semester Students.
- Book Review Session for third semester students for 25 marks.

6.3.2 Teaching and Learning

- Short Movie Presentation with Outdoor Shooting.
- Social Survey Research Programme
- Introduced First Time Online Aptitude Test For Second Year Students
- Financial support for Faculty and students for Research and Paper Presentation.
- Sending students to various colleges for participating in inter-collegiate management competitions.
- Interactive movie sessions.

6.3.3 Examination and Evaluation

- 25 Marks For Book Review Session Introduced
- Pre Project Presentation For Fourth Semester Students
- 360⁰ evaluation.

6.3.4 Research and Development

- Encouraging Faculty and Students to take Social Survey
- Preparation of Project Report On The Basis Of Survey Findings.
- Deputed faculty members to participate in research oriented workshops and conferences.
- Enlisting Institution under the provision of 2(f) under the UGC Act.
- Upgrading the Research Center of the Institution with new addition journals books and knowledge software.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Subscription of EBSCO and J gate Knowledge Software
- Research Oriented Books Subscribed.
- Procurement of reference books.

6.3.6 Human Resource Management

- For students – Innovative teaching, learning, evaluating system was introduced as mentioned above.
- For faculty – Teacher evaluation programme was computerized with analysis through software.
- For Non teaching staff - Meeting were conducted to appraise them on the issue of quality

6.3.7 Faculty and Staff recruitment

- Teaching – 01
- Non Teaching - 0

6.3.8 Industry Interaction / Collaboration

- Organised One Day Industry Visit Programme To MRPL For Second Year Students.
- Corporate Person From Various Companies Conducted Mock Interview For Second Year Students.
- Industrialist and academician conducted guest lecture for our students.
- As a part of collaborative activity the Institution partnered with Karnataka Private Post Graduate College's Association, Bangalore, Azim Premji University, NEST, Indian Institute of Banking and Finance, CMAT, Sikkim Manipal University, Vellur Institute of Technology, Indian Institute of Insurance for the conduct of their online as well as offline examination

6.3.9 Admission of Students

- Deputed Faculty Members To Education Fair.
- Distributed Admission Brochures And Posters To Various Under Graduate Colleges
- Admission Advertisements published in various newspapers and in college website.

6.4 Welfare schemes for

Teaching	YES
Non teaching	YES
Students	YES

6.5 Total corpus fund generated

3,06,76,124.65

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Academic Advisory Board, Mangalore University	YES	Governing Council, Head of the Institute
Administrative	YES	Mangalore University	YES	Governing Council, Head of the Institute

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

For UG Programmes

Yes

No

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Bar Code System For Semester Exam
- Online Submission of Student's Internal Marks.

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

- Provision of Internal assessment
- Provision of add on subject or programmes in addition to University mandated subjects.
- Provision of organising academic Co-curricular and Extra – Curricular activities such as book review, interactive movie sessions, Summer Internship programmes, Viva-Voce, Dual Subjects, Short movies etc.

6.11 Activities and support from the Alumni Association

- Conducted alumni day at institute
- Regularly providing information about job openings and job market through face book and whatsapp applications to placement coordinator.
- Actively participating in various college activities.
- Assistance in Summer Internship Project Work and Placement.

6.12 Activities and support from the Parent – Teacher Association

- Induction programme for the I year students in the presence of parents.
- Annual Parents Teacher meeting held at institute
- Informing parents and inviting them for all the college activities

6.13 Development programmes for support staff

- Conduct of Sports activities for non teaching staff.
- Conduct of meetings in the Institute.
- Deputation to workshops.

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

- Swachh Bharath Abhiyan Programme Held at Institute.
- Maintained Good Garden Front Of The Institute And Planted Trees Around College Campus.
- Providing eco friendly theme for ice breaker and short movie session

Criterion – VII

7. Innovations and Best Practices

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

- Softskills for Business - add on subject for Ist and IInd year students, in the name of soft skill for business to make students competitive towards job market. Various dimensions like group discussion, mock interview sessions, interview facing skills, email writing, etiquettes were added in the curricular.
- Dual specialisation – IIIrd and IVth semester students can take an additional specialisation with their normal specialisation. This was added mainly to give students diversified knowledge which will enhance their job proficiencies.
- Book review session was introduced in the third semester for 25 marks, wherein every student is expected to read, understand, internalise, analyse, review a book and present in the form of open presentation within allotted 30 minutes.
- In the first semester students are put into three groups and each group is asked to prepare short movies with out-door shooting on any social-centric themes. On a definite date such short movies are presented followed with in-depth open discussion.
- Three Inspirational movies and CDs containing incidents of social relevance were viewed in open sessions along with the faculty followed by a thread-bare discussion on its social implications.
- Celebration of major festivals like Onam, Deepavali, Christmas, Ayudha Pooja etc.
- Students, Faculty and Non teaching staff extended a charity of Rs. 12,000/- for the treatment of Ms. Shruthi, Post Graduate student of Milagres College, Kalyanpura, Udupi.
- National Level Pool Campus Interview was conducted

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

It was decided in Governing council, academic and staff meeting to conduct 5 workshops and 15 guest lecturer and student oriented programmes for the academic year 2014-15, according to that ATR based on plan of action are as follows -

- Expert lecture was given by Prof. B V Raghunandhan on the theme “**Impact of Union budget: 2014 - 15**”, on 20th August, 2014.
- A joint Expert Lecture session was conducted in association with **Indian Institute of Materials Management** for its members and our students, on 26th August 2014, on the theme “**Individual Work Culture and Society**” and Dr. T Jayaprakash Rao, Director, AJIM was the Resource Person. Our students and members of IIMM from MCF, BASF, MRPL, ONGC, Mangalore Port, SEZ etc, participated.
- A special lecture was organized in association with **Indian Institute of Materials Management** on 16th September, 2014 on the theme “**Challenges in Public Procurement**” and S. Ramachandran CEO, OMPL, Mangalore was the Resource Person. Our students and about 50 members of IIMM participated in the same.

- Expert Lecture was organised in association with **Indian Institute of Materials Management** on the theme “**Inventory Management**” on 14th October, 2014 and Prof. Mallikarjunappa, Chairman, Department of Business Administration, Mangalore University, was the Guest Speaker. Our students and members of IIMM from MCF, BASF, MRPL, ONGC, Mangalore Port, SEZ etc, participated.
- Special Lecture was given by Sri. Elroy Monis, Karnataka Bank on the theme “**Job Opportunities in the Banking Industry**”, on 20th October, 2014.
- An Expert Lecture was conducted in association with **Indian Institute of Materials Management** on “**Supply Chain Management**” on 15th November, 2014 and Mr. Srinivasan, Head, Flextronics Tec India Private Limited, Chennai was a Resource Person. Our students and about 50 members of IIMM participated in the same.
- A special Lecture was arranged in association with **National Stock Exchange** on 21st November, 2014 on the theme “**Capital Market of India – An Overview**” and Prof. Raghunandhan was the guest speaker.
- A joint expert lecture was conducted in association with **Indian Institute of Materials Management for their members and our students** on 29th January, 2015 on the theme “**Letter of Credit**” and Mr. Prakash Kamath, General Manager, Karnataka Bank, was the Resource Person.
- A special Lecture was given by Mrs Anila Andrade, Producer, 99 GAMES, Robosoft Campus, Udupi, on the theme “**Job Interviews: Techniques and Preparations**”, on 7th Feb, 2015.
- A special Lecture by Dr Selvaraj, Deputy Manager, Bankers’ Training Institute, Mangalore on the theme “**Financial Inclusion and Entrepreneurship**”, on 9th Feb, 2015.
- An Expert Lecture by Sri. Lawrence Sahayadass, Sr. Manager, Distribution Retail (West), Chairman CTCC, Bharat Petroleum Corporation Ltd, Mumbai, on the theme “**Supply Chain Management**”, on 10th Feb, 2015.
- A special Lecture on “**Changing Trends on Capital Market**” by Mr. Deepak Rao, Founder Director, Simplus Financial Consultancy Pvt. Ltd., Bangalore, our alumni, on 23rd February, 2015.
- Special Lecture by Sri Nanda Gopal Shenoy, Chartered Accountant on the theme “**Family Business in India: An Overview**”, on 24th February, 2015.
- An Expert Lecture by Prof. B.V. Raghunandan, on the theme, “**Union budget 2015- 16: Thrust and Concerns**” on 7th April, 2015.
- A special lecture of Sri. Rajkumar Mehtha, Manipal Global Education Services and Mr. Rudresh, Aptech India, on the theme “**New Trends in Higher Education**” was organized on 16th April, 2015
- A Lecture by Mrs. Sribali Shetty, CEO, Tricies Consultancy, Udupi and Mangalore on the theme, “**Successful Transition from College to Career**” on 20th April, 2015.
- A special lecture is given by Mr. M.J. Salian, President, District Consumer Information Center, Mangalore on the theme “**Awareness on Consumer Rights**” on 25th April, 2015.

Workshop and other student empowerment activities:

- A one day workshop for placement officers of different colleges was organised on 26th July, 2014 in association with BNKY Management Consultancy, Mangalore on the theme “**Placement Coordinators Empowering Programme**”.
- One day workshop was organised on 28th October, 2014 on the theme “**Corporate Expectation and Placement Preparation**” and Mrs. Reena, Senior HR Consultant, Envoy Mortgage, was the guest of honour and Mrs. Shalini Sharma of NMAMIT, Nitte, was the resource person.
- A one day workshop was conducted on 7th November, 2014 on the theme “**Re imagining and Reengineering of Personal Effectiveness**”. Mr. Shashank Shekar of Shell India limited was the guest of honour and Major Radhakrishna was the Resource Person.
- A one day workshop was conducted on the placement for the II year MBA students on 12th January, 2015 by incorporating the procedure of ‘theory-demo-practical’ by the members of faculty.
- One day workshop for I MBA students was conducted on 27th February, 2015, on the theme “**Goal Setting and Individual Empowerment**” and Prof. Shobhana Narayan, Roshni Nilaya, Mangalore was the Resource Person.
- Mock Interview for the II MBA students was conducted on 27th February, 2015 and Mr. Krishna, Head, 9to6 Consultancy, Bangalore, Mr. Kiran Motero, Dominas Pvt. Ltd., Bangalore and Mr. Chandan, 9to6 Consultancy, Bangalore were the members of the interview panel.
- A pool campus drive on 27th April, 2015 is organized and the organizations such as Airtel, regional office, Chennai, Exide Life Insurance and TriCies Consultancy have participate and job are offered in Airtel, Exide life Insurance, Idea, State bank of India. About 250 students from different MBA institutions have participated. Further, in addition, during the year, the companies such as Alembic Pharmaceuticals, CareerNet Consultancy, Bangalore, Accenture etc, have also offered placements to our students.

Student Activities during the current year:

- Orientation programme for CBS Students, for II MBA students and also for I year students along with the parents were conducted on 9th, 11th and 18th of August 2014, respectively.
- Teachers’ day and Onam celebrations were observed along with a cultural programme on 5th September, 2014.
- Student Council was inaugurated by Dr. Devan P. P., Prof. and Dean, A J Institute of Medical Sciences on 23rd September, 2014.
- A programme was organized on 25th September, 2014 to congratulate ISRO on the successful conduct of Mars Orbital Mission.
- A talent hunt programme was organized at the Institute on 15th October, 2014 in association with Radio Mirchi, Vodafone and wonder la, Mysore.
- Navarathri celebrations on 1st Oct, 2014 and Deepavali celebration on 21st October, 2014 at the Institute along with the cultural events.

- A video presentation followed by thread-bare discussion on the inspirational movie Mary Kom was done on 21st January, 2015.
- SWOT analysis exercise was administered to I year students followed with discussion on 23rd January, 2015.
- 3 short movies with outdoor shooting, titled Go Green, Miss call, and Kumbasaram prepared by I MBA students were screened on 25th February, 2015 followed with in-depth discussion.
- Our students and faculty visited MRPL plant on 7th March, 2015 and had an interaction with the officials.
- A half-a day musical concert by Kushi Melodies was arranged on 11th March, 2015 and also the posters and CD's of the 3 short movies were also released on the day. Dr. Narasimha Murthy and Shri Sunil Dutt Pai were the guests of honour.
- A premier movie Thare Zameen Per, directed and enacted by Ameer Khan, was viewed jointly by the faculty and students, followed with an in-depth discussion on its social and marketing relevance.
- Cultural day was observed with series of events and competitions such as music, dance, pencil sketch, rangoli, tattoo, traditional dressing, collage etc.
- Sports day was celebrated on 10th April, 2015 at the A.J. Hospital Grounds and Sri. Naveen Chandra B, Naveen Builders and Developers was the guest of honour.

Student Counseling, Demo and Training:

- A demo on the usage of EBSCO, the Knowledge software for the first year MBA students was conducted on 19th August, 2014 by Sri D T Edwin, EBSCO Information Services Private Limited, Bangalore.
- An orientation porogramme was conducted by TIME on 10th Sep, 2014 for the first year MBA students and on 27th Sep for the second year students on the theme “**Tips for Writing Aptitude Test in banks and PSU's**”.
- A demo on the Marshall Art was organised by Anti-Women Harassment Cell of the Institute, to provide an overview of self defense for women, on 29th October, 2014 and Mr. Rohit Kateel was the master trainer.
- Internship orientation programme for first year students by Birla Sunlife on 17th April 2015.

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

- Women empowerment initiative
- Charity programme

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

7.4 Contribution to environmental awareness / protection

- One day outreach programme was organized on 8th September, 2014, in support of Clean India Campaign of our Prime Minister and in this endeavour; our students, faculty and staff have joined the hands together to clean the campus and also the surrounding areas.
- Garden maintenance was entrusted to one of the nurseries of Mangalore.
- In order to create environmental awareness among students go green theme was given for the ice breaker event of intra-fest and Swaccha Bharath Abhiyan theme was given for collage competition.

7.5 Whether environmental audit was conducted?

Yes ☒

No ☐

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

It is the vision of the institute to implement all the student centric activities religiously as per the schedule prepared in the beginning of each semester to empower them as per the lines of social expectations.

8. Plans of institution for next year

- It is decided to continue the concept of aptitude test and Mock Interviews to fine tune our students to face interview.
- Decided to hold the Job fair as an annual feature.
- Decided to take up social service activities including blood donation along with one of our sister concerns.
- Decided to apply to Mangalore University for the permanent affiliation.
- Decided to forward to Mangalore University for recognising our Institute as a research centre to pursue doctoral programme.
- Planning to take up special campaign in Kerala and neighbouring districts including north eastern states to promote our MBA programme and facilitate the student admissions.
- Planning to introduce a specialized programme of MBA in Logistics Management considering its significance in the society

Name Roshmiha R. Koliou

Name Dr T. JAYAPRASAATHI

Roshmi

Signature of the Coordinator, IQAC

J Jayaprasathi

Signature of the Chairperson, IQAC

Format for Presentation of best Practice

1. Title of the Practice: Women Empowerment Initiative
2. Goal: To empower and encourage socially and economically backward section, a women is allowed to manage the canteen, without rent and with free furniture electricity and water.
3. The Context: The college canteen is run by an women entrepreneur who is daily breadwinner of her family, she has also made available employment opportunity to few women of neighbouring locality.
4. The Practice: For past 4 years the institution has allowed a women to run canteen by allowing them to run canteen without rent, with free furniture, electricity and water.

This is done with the intention of empowering and encouraging socially and economically backward section of the society.
5. Evidence of Success: The canteen has been successfully run by the women for past 4 years.
6. Problems Encountered and Resources Required
7. Notes (Optional)
8. Contact Details

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

Format for Presentation of best Practice

1. Title of the Practice: Charity programme
2. Goal: To imbibe charity among students.
3. The Context: Mangala Seva Samithi Trust, Managed by a team of dedicated, service oriented honorary, Trustees and Committee members has launched orphanage called Bala Samrakshana Kendra at Kuttar Padavu. Consequently with a pious vision and humble mission the trust has stepped into the spectrum of child service in 1980. This Institute is blossoming in the land measuring 1.5 acres with beautiful building, spacious play ground, lush green garden, go shala, ponds of colour fish etc. The three storied building, contains of prayer hall, dining room, reading room, library, computer laboratory, meeting hall, store room etc. The trust takes responsibility of providing children with completely free food, clothing, education, medical care, cultural training, amenities for dance, music etc. The orphanage has rendered sincere and free service to the needy children bereft of any distinction based on cast, creed, religion or sex.
4. The Practice: As the part of outreach programme the institution visits the orphanage every year. In order to imbibe the quality of charity among the students, the interested students are encouraged to donate money for the social cause. The amount collected will be used to buy stationary items, food and gifts for the orphanage children. The remaining amount will be donated to the orphanage. The students of the Institute conduct survey, games and give cultural programmes to the orphanage children.

This year as a part of charity programme Students, Faculty and Non teaching staff extended a charity of Rs. 12,000/- for the treatment of Ms. Shruthi, Post Graduate student of Milagres College, Kalyanpura, Udupi.

5. Evidence of Success: For the past 4 years the Institution has been involved itself in charity programme.
6. Problems Encountered and Resources Required: -
7. Notes (Optional): -
8. Contact Details:

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

Abbreviations:

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