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

_____

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)*

| 2015-16 |

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	1st Cycle	B	2.83	2012	2017
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR _____ 2012-13 submitted to NAAC on 23-11-2013 (DD/MM/YYYY)
    ii. AQAR_____ 2013-14_ submitted to NAAC on 06-11-2014 (DD/MM/YYYY)
    iii. AQAR_____ 2014-15_ submitted to NAAC on 10-09-2015 (DD/MM/YYYY)
    iv. AQAR_____ (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 | 6 |

2.4 No. of Management representatives | 3 |

2.5 No. of Alumni | 3 |

2.6 No. of any other stakeholder and
     community representatives | 4 |

2.7 No. of Employers/ Industrialists | - |

2.8 No. of other External Experts | 3 |

2.9 Total No. of members | 25 |

2.10 No. of IQAC meetings held | 2 |

2.11 No. of meetings with various stakeholders: No. [2]   Faculty [13]

Non-Teaching Staff [1]   Students [5] Alumni [3] 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. [06]   International [-]   National [-]   State [-]

Institution Level [06]

(ii) Themes

- ➤ "Dynamics of Corporate Expectations and Career Preparations".
- ➤ "Two- day workshop on Empowering Students for Better Deliverables"
- ➤ "A Workshop on Aptitude Test and Mock Interviews".
- ➤ "Job Placements: Challenges and Opportunities".
- ➤ "Two- Day Workshop on Personal Empowerment & Achievement Experience"
- ➤ "Faculty Development Programme for the Teachers working in Post Graduate Colleges on the theme case writing"

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
- Village Adoption / Community Development Programme

2.15 Plan of Action by IQAC/Outcome

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

Calendar of Events

Term – I July 2015 to June 2016

Date	Day	Event	Status
3rd Aug, 2015	Mon	Commencement of III Semester Classes	Achieved
8th Aug, 2015	Sat	CBS - Orientation	Achieved
12th Aug,2015	Wed	Viva-Voce for II MBA (Internship)	Achieved
19th Aug,2015	Wed	Expert Lecture I (Human Rights Cell)	Achieved
20th Aug,2015	Thu	Club Activity II MBA	Achieved
2nd Sep, 2015	wed	Workshop for II MBA	Achieved
4th Sep, 2015	Fri	Induction Programme for I MBA and PTA Meeting	Achieved
			Achieved
16th Sep, 2015	Wed	Student Council Inauguration	Achieved
		Release of Anveshana Journal	Achieved
23rd Sep, 2015	Wed	Mock Interview (II MBA)	Achieved
28th Sep, 2015	Mon	I Internal Examination	Achieved
30th Sep, 2015	Wed	Interactive Video Session II MBA	Achieved
1st Oct, 2015	Thu	Preliminary Presentation – Project Work	Achieved
7th Oct, 2015	Wed	Expert Lecture III (Marketing Club)	Achieved
8th Oct, 2015	Thu	Club Activity I MBA	Achieved
16th Oct, 2015	Fri	Workshop for I MBA (Batch – A)	Achieved
17th Oct, 2015	Sat	Workshop for I MBA (Batch – B)	Achieved
28th Oct, 2015	Wed	Expert Lecture IV (HR Club)	Achieved
3rd Nov, 2015	Thu	Club Activity II MBA	Achieved
9th Nov, 2015	Mon	II Internal Examination	Achieved
18th Nov, 2015	Wed	Outreach Programme	Achieved
20th Nov, 2015	Fri	1st Presentation – Project Work	Achieved
25th Nov, 2015	Wed	Interactive Video Session I MBA (Batch B)	Achieved
3rd Dec, 2015	Thu	Club Activity I MBA	Achieved
5th Dec, 2015	Sat	End of III Semester classes	-
9th Dec, 2015	Wed	Viva – Voce for I MBA	Achieved
11th Dec, 2015	Fri	University Examination III Semester	Achieved
27th Jan 16	Mon	Commencement of II & IV Semester	Achieved
3rd Feb 16	Wed	Intrafest	Achieved
10th Feb 16	Wed	Expert Lecture – (Marketing Club) Release of Anveshana Journal	Achieved
17th Feb 16	Wed	Interactive Video Session – II MBA	Achieved
24th Feb 16	Wed	Workshop – II MBA	Achieved
27th Feb 16	Sat	Social Survey – II MBA	Achieved
2nd Mar 16	Wed	Expert Lecture	Achieved
10th – 12th Mar 16	T,F,S	I Internal Examination / Class (I & II MBA)	Achieved
14th Mar 16	Mon	Mock Interview	Achieved

16th Mar 16	Wed	Expert Lecture (Finance Club)	Achieved
18th Mar 16	Fri	Project Presentation - II MBA	Achieved
22nd Mar 16	Tue	Cultural Day	Achieved
23rd Mar 16	Wed	Expert Lecture	Achieved
26th Mar 16	Sat	Social Survey – I MBA (Batch - A)	Not achieved
30th & 31st Mar 16	W,T	Workshop I MBA – B & A Batch	Achieved
6th Apr 16	Wed	PTA Meeting	Achieved
13th Apr 16	Wed	Project Viva – II MBA	Achieved
18th Apr 16	Mon	Short Movie – I MBA	Achieved
20th Apr 16	Wed	Sports Day	Achieved
23rd Apr 16	Sat	Social Survey – I MBA (Batch - B)	Not Achieved
28th – 30th Apr 16	T,F,S	II Internal Examination (I & II MBA)	Achieved
2nd May 16	Mon	Expert Lecture (Entrepreneurship)	Not Achieved
4th May 16	Wed	Viva-Voce I MBA	Achieved
10th May 16	Tue	Annual day Celebration, Alumni Meet	Achieved
14th May 16	Sat	End of II & IV Semester	-
25th May 16		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 4th August, 2016 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
* Annexure – I: Overall opinion of student was very positive about library, computer lab, faculty quality and other facilities available at the Institution. Academic and Co-curricular activities organised, office of the college, as these issues made an positive implication on the career of the students. In a nutshell the overall opinion of the institution as pursued through exit interview was good.
* Annexure – II Likewise the service quality of faculty was also evaluated by the students. The overall quality of service as reported by students (subject wise / faculty wise) was excellent falling above 85%.

* Annexure – III Further the Institute also reported to have a positive feedback from the students about the quality and usefulness of workshops conducted as reflected in the feedback form.

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

-

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

Initiative has been taken to introduce certificate program and to open PhD centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	10	02	02	00

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	-	-	-	-	-	-	-	2	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2		-		-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	02	01
Presented papers	02	05	-
Resource Persons	-	-	-

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

- Project Work Dairy
- 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

243

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

13	-	-

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

89.67%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
III semester	42	11.90%	64.29%	23.81%	-	100%
IV semester	42	23.81%	66.67%	7.14%	2.38	100%
I semester	116	17.24%	53.44%	25.86%	-	96.55%
II semester	116	18.10%	61.21%	11.21%	-	4.31%

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	15
Others	09

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	-	-	-
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	01	02	-	-
Outlay in Rs. Lakhs	0.3	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	04	-
Non-Peer Review Journals	-	-	-
e-Journals	-	01	-
Conference proceedings	01	04	-

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 | 4,81,243 |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	3
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 05 |

3.13 No. of collaborations   International | - | National | 16 | Any other | - |

3.14 No. of linkages created during this year | 16 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | 4,40,000/- |

Total | 4,40,000/- |

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   1
   and students registered under them   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 | 4 |

NCC | - | NSS | - | Any other | 2 |

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

- Institution conducted one day workshop on E-Stat with SPSS in collaboration with Laxmi Memorial College of Nursing.
- Institution conducted FDP on the theme "Case Writing".
- As a part of Outreach programme and Community Development Initiatives of the Institute the following programme was conducted
  - Village by the name Thokur in Dakshina Kannada District of Karnataka was adopted by the Institute for Social Welfare Activities.
  - Blood Donation Camp was conducted with student volunteers in the adopted village.
  - Medical Camp was conducted for the benefit of villagers of thokur in Collaboration with A.J. Hospital, Mangalore.
  - As part of Community Development Programme Desk cum chair were donated to the Govt Higher Primary Hindusthani School, Thokur.
- As a part of collaborative activity the institution partnered with Karnataka Private Post Graduate Colleges Association, Bangalore, SMU, VITEE, IIBF, III, ICFAI, Delivery, HPCL, MeritTrac, Perfect IT Solutions, Laxmi Memorial College of Nursing, A.J Hospital, Subrahmanya Mahaganapathi Sports Club(R)., Thokur.
- One Day Workshop was organised on theme "Health Care Innovations through Advanced Health Research and Practices" in association with Laxmi Memorial College of Nursing.

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	1500	Own	5,806.00 sq. Ft.
Laboratories	2,206.43	400	Own	2,606.43 sq. Ft.
Seminar Halls	930.6	-	Own	930.6 sq. Ft.
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	2 A\C, 1 Mic, 1 LCD, 3 CC Camera	Own	-
Value of the equipment purchased during the year (Rs. in Lakhs)	6,63,072.35	1,89,291	Own	8,52,363.35
Others (Furniture's and Fixtures)	10,10,878.72	3,74,752/-	Own	13,85,630.75

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	11,755	38,92,955	251	34581	12006	44,27,729/
Reference Books	2,246		10		2,256	-
e-Books	-	-	-	-	-	-
Journals	70	1,20000	- 24*	- 64000*	46	56,000
e-Journals	02	1,87,416	-	-	02	1,87,416
Digital Database	01	60,000	-	-	01	60,000
CD & Video	420	-	20	-	440	-
Others (specify)						

* Number of journals is reduced as per the AICTE instruction, as the institution procure 2 journal portals

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres (System up gradation)	Office	Depart-ments	Others
Existing	120	1	**4 MBPS**	-	95	06	05	-
Added	-	-	**2 MBPS**	-	-	-	-	-
Total	120	1	**6 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 Proquest and J-Gate to faculty and students.
>
> - Aptitude Test
>
> - One Day Workshop on Health Care Innovations through Advanced Health Research and Practices in association with Laxmi Memorial College of Nursing

4.6 Amount spent on maintenance in lakhs :

i) ICT | 1,12,800/-

ii) Campus Infrastructure and facilities | 74,649/-

iii) Equipments | 10,708/-

iv) Others | 8,533/-

Total : | 2,06,690/-

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
> - Scholarship Support from Management as well as Government
> - Air conditions class rooms
> - 5 Expert Lecture
> - 6 Special Lecture
> - 5 One day workshops
> - Club Activities
> - PAN Card
> - Presentation Sessions
> - Soft skills
> - Students are provided with business standard news paper at a concessional rate
> - Additional Books assistance for distinction students
> - Installation of CC Cameras in the corridors
> - Deputation
> - Placement Training through Aptitude Test and Mock Interview
> - Interactive Movie Session
> - Transportation Facility from Institution to boys hostel
> - Mentorship programme
> - Inspirational Movie Presentation

5.2 Efforts made by the institution for tracking the progression

> - 360^0 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
	162		

(b) No. of students outside the state

101

(c) No. of international students   -

No	%
102	62.96%

Men

No	%
60	37.03%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
30	03		77	-	110	06	03	-	153	-	162

Demand ratio [ ]   Dropout % 1.85%

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 Tricies and other placement and development trainers.

- 16 Aptitude Test and 2 Mock Interviews were conducted.

No. of students beneficiaries   162

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 Mock Interview, Personal Empowerment.

- SWOT Analysis.

- Aptitude Test and Mock Interview series

No. of students benefitted   42

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
4	43	25	17

5.8 Details of gender sensitization programmes

> Anti women harassment cell of the college takes initiative organising programme specially for women students and also takes care of the problems faced by women students.
> As a part of women empowerment, a women was allowed to manage the canteen, without rent and with free furniture electricity and water.
> To enhance women empowerment as a part of intrafest competition a theme of Beti Bachao Beti Padao was given to the students.

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

State/ University level   25   National level   63   International level   -

No. of students participated in cultural events

State/ University level   -   National level   1   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   3

International level   -

Cultural: State/ University level   -   National level   01   International level   -

5.10 Scholarships and Financial Support

	Number of students	**Amount**
Financial support from institution	46	6,33,500/-
Financial support from government	14	4,38,820/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [01]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students [08]

5.13 Major grievances of students (if any) redressed: <u>Toilets and canteen have been renovated as per the suggestion of the students.</u>

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

- Contemporary topic presentation for 2nd year students.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Social survey for faculty members and preparation of project report
- Deputation of faculty members for research oriented work shops
- Enlisting institute under provision of 2(f) under UGC
- Upgrading research centre of the institute
- Publication on bi-annual research journal Anveshana
- Conduct of workshop on SPSS.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Subscription of Proquest and J-Gate Online journal portal
- Procurement of foreign edition books as well as reference books
- Procurement of new book stand

6.3.6 Human Resource Management

- For students- innovative teaching learning and evaluation system
- For faculty- teacher evaluation, encouragement to workshops and conferences.
- Non teaching – meeting were conducted to appraise them on the issue of quality, expansion of ESIC facility

6.3.7 Faculty and Staff recruitment

- Appointed one Assistant Professor

6.3.8 Industry Interaction / Collaboration

- 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

- Distributed admission posters and brochures to various under graduate colleges
- Advertisement of admission published in news papers 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 and Mangalore University**	**YES**	**Governing Council, Head of the Institute, Dean, Local Inspection Committee**
Administrative	**YES**	**Governing Council**	**YES**	**Trust and Director**

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?

- Online submission of student internals marks, online submission of application
- Bar code system
- New answer sheet format
- Online examination result announcement

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

- Provision of add on subject
- Provision of organizing academic, co curricular and extracurricular activities such as book review, interactive movie session, summer internship programme, viva voce

6.11 Activities and support from the Alumni Association

- Annual alumni day celebration at Institute
- Alumni members provide information about job openings and job market through social media app to the placement coordinator
- Active participation in various college activities
- Assistance in summer internship project work

6.12 Activities and support from the Parent – Teacher Association

- Induction programme for the first year students in the presence of parents
- Annual parents teacher meetings
- 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
- ESI and free medical facility at A.J. Hospital

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

- Maintain good garden front of the institute and planted trees around college campus
- Creating environmental awareness among students by giving the theme swacch Bharath for short movie competition

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Seminar sessions were introduced in the third semester for 25 marks, wherein each student was allotted a Management concept which they were expected to present in the form of open presentation with in allotted 30 minutes by referring E-Journals like Ebsco and J-Gate.

- Project work dairy was introduced

- To Community Development programme has been introduced through village adoption programme.

- Blood Donation Camp was conducted at Thokur Village in Association with A.J. Hospital and Research Centre.

- Medical Camp was conducted at Thokur Village.

- As a part of community service charity programme was also extended to one of the government school at Thokur Village.

- Celebration of festivals like Onam, Deepavali, Easter etc.

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

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

Action Taken Report for I and III semester

Programme Planned and Scheduled		Programme conducted as per the schedule	
Date of Scheduled Plan	Event	Date of Action/Commencement	Resource Persons
3rd Aug, 2015	Commencement of III Semester Classes	-	
8th Aug, 2015	CBS - Orientation	08-08-2015	Director
12th Aug,2015	Viva-Voce for II MBA (Internship)	12-08-2015	Internal faculties
19th Aug,2015	Expert Lecture I (Human Rights Cell)	18.08.2015	Udaya Kumar
20th Aug,2015	Club Activity II MBA	09-09-2015	Internal faculties
2nd Sep, 2015	Workshop for II MBA	01-09-2015	Mrs. Sheethal Mascarenhas & Mrs. Aruna
4th Sep, 2015	Induction Programme for I MBA and PTA Meeting	28-10-2015	Internal faculties
9th Sept, 2015	Expert Lecture II (Entrepreneurship Club)	Not achieved	Shifted to II Term

Date	Event	Date of Action/Commencement	Resource Persons
16th Sep, 2015	Student Council Inauguration	15-10-2015	Mr. Srinivas Rao
	Release of Anveshana Journal		
23rd Sep, 2015	Mock Interview (II MBA)	06-11-2015	Internal faculties
28th Sep, 2015	I Internal Examination	8, 9 -10-2015	Internal faculties
30th Sep, 2015	Interactive Video Session II MBA	Not achieved	Shifted to II Term
1st Oct, 2015	Preliminary Presentation – Project Work	10-10-2015	Internal faculties
7th Oct, 2015	Expert Lecture III (Marketing Club)	Not achieved	Shifted to II Term
8th Oct, 2015	Club Activity I MBA	05-11-2015	Internal faculties
14th Oct, 2015	Intrafest	Not achieved	Shifted to II Term
16th Oct, 2015	Workshop for I MBA (Batch – A)	28-10-2015	Ganesh Bhat
17th Oct, 2015	Workshop for I MBA (Batch – B)	29-10-2015	Ganesh Bhat
28th Oct, 2015	Expert Lecture IV (HR Club)	25-12-2015	Deepak Rao
30th Oct, 2015	Social Survey (II MBA)	Not achieved	Shifted to II Term
3rd Nov, 2015	Club Activity II MBA	04-11-2015	Internal faculties
4th Nov, 2015	Interactive Video Session I MBA (Batch A)	02-12-2015	Internal faculties
9th Nov, 2015	II Internal Examination	19-20-21, 11-2015	Internal faculties
18th Nov, 2015	Outreach Programme	08-11-2015	Internal faculties
20th Nov, 2015	1st Presentation – Project Work	30-12-2015	Internal faculties
25th Nov, 2015	Interactive Video Session I MBA (Batch B)	02-12-2015	Internal faculties
3rd Dec, 2015	Club Activity I MBA	29-12-2015	Internal faculties
5th Dec, 2015	End of III Semester classes	-	
9th Dec, 2015	Viva – Voce for I MBA	23-12-2015	Internal faculties
11th Dec, 2015	University Examination III Semester	-	

Apart from the above workshops and Guest lectures, few other extra activities were also conducted in the Institute

Date	Event	Date of Action/Commencement	Resource Persons
09-09-2015	Expert lecture	09-09-2015	Mr. Subbakrishna
10-12-2015	Expert Lecture	10-12-2015	Prof. Raghunandan
06-08-2015	Demo Training on J-Gate	06-08-2015	Mr. Ravishankar
06-08-2015	Demo Training on Pro-quest	06-08-2015	Mr. Manjunath
06-10-2015	Demo Training on Pro-quest	06-10-2015	Mr. Manjunath
09-10-2015	Demo Training on J-Gate	09-10-2015	Mr. Ravishankar
05-12-2015	Training on Placement	05-12-2015	Ms. Dyna D'Souza
11-12-2015	Training on Placement	11-12-2015	Ms. Dyna D'Souza

Action Report of Calendar Events

Date of Scheduled Plan	Event	Date of Action/Commencement	Resource Persons
27th Jan 16	Commencement of II & IV Semester	-	
3rd Feb 16	Intrafest	03-2-2016	Internal Faculties
17th Feb 16	Interactive Video Session – II MBA	16-03-2016	Internal faculties

24th Feb 16	Expert Lecture III (Marketing Club)	24-02-2016	Mr. Nanda Gopal Shenoy
27th Feb 16	Social Survey – II MBA	05-03-2016	Internal Faculties
2nd Mar 16	Expert Lecture	07-04-2016	Dr. Araty H Shetty
10th – 12th Mar 16	I Internal Examination / Class (I & II MBA)	10,11, 12-03-2016	Internal faculties
14th Mar 16	Mock Interview	17-02-2016	Mrs. Sheethal Mascarenhas, Mr. Venkatesh, Mrs. Sajna
16th Mar 16	Expert Lecture (Finance Club)	25-02-2016	Mr. Arun S
18th Mar 16	Project Presentation - II MBA	18-03-2016	Internal faculties
22nd Mar 16	Cultural Day	07-04-2016	Dr. Araty H Shetty
23rd Mar 16	Expert Lecture	23-03-2016	Ms. Veena Shetty
26th Mar 16	Social Survey – I MBA (Batch - A)	Not achieved	
30th & 31st Mar 16	Workshop I MBA – B & A Batch	17-03-2016/18-03-2016	Major Radhakrishna
6th Apr 16	PTA Meeting	19-04-2016	Mr. Sanjeeva H
13th Apr 16	Project Viva – II MBA	02-05-2016	Internal faculties
18th Apr 16	Short Movie – I MBA	18-04-2016 & 20-04-2016	Internal faculties
20th Apr 16	Sports Day	01-04-2016	Sri. Pushparaj Jain
23rd Apr 16	Social Survey – I MBA (Batch - B)	Not achieved	
28th – 30th Apr 16	II Internal Examination (I & II MBA)	28, 29, 30 – 04-2016	Internal faculties
2nd May 16	Expert Lecture (Entrepreneurship)	Not achieved	
4th May 16	Viva-Voce I MBA	11-05-2016	Internal faculties
10th May 16	Annual day Celebration, Alumni Meet	10-05-2016	Prof. T.D Kemparaju
14th May 16	End of II & IV Semester	-	
25th May 16	Commencement of Mangalore University examination – II & IV Semester	-	
Apart from the above workshops and Guest lectures, few other extra activities were also conducted in the Institute			
26-02-2016	Expert Lecture	26-02-2016	Mr. Ronald Mendoca
22-03-2016	Expert Lecture	22-03-2016	Dr. Udaya Kumar
03-05-2016	Expert Lecture	03-05-2016	Prof. P.S Yadapadithaya
02-03-2016	Placement Workshop	02-03-2016	Director

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

- Providing value based education to students through community development acitivies by adopting a village
- Introduction of project work diary to enhance research ability in socio-economic centric issues.

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

7.4 Contribution to environmental awareness / protection

- Provided 'Swacch Bharat' theme to the students for preparing short movie.

- Garden maintenance was entrusted to one of the nurseries of Mangalore.

7.5 Whether environmental audit was conducted?   Yes [√]   No [-]

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

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

8. **Plans of institution for next year**

- Efforts have been made to get recognition under Mangalore University to be recognized as research centre to pursue doctoral programme.
- Decided to organize national conference on the theme 'SKILL INDIA'.
- Efforts are also made to get permanent affiliation from Mangalore University and also recognition of Institute under 12B of UGC.
- Proposed to sign understanding with business organizations to offer certificate programmes in Finance, Marketing, Logistics, HR and Hospital Administration.
- Proposed to sign an understanding with a recognized training institute to prepare our students for right placements.
- Decided to hold Job Fair
- 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.

A.J. Institute of Management

Exit Interview – 2016

1. Your opinion about the Institutional Library	Library has ample number of books & journals with good and experienced faculty.
2. Your opinion about the Computer Lab	well-set lab with adequate number of computers and experienced faculty.
3. Your opinion about Project Work Diary	It was very beneficial to us in completing our projects systematically and on time.
4. Over all opinion about the Faculty	well-organized, experienced faculty were very co-operative, motivating and guided us well.
5. Opinion about the facilities available in the Institute	Except for the toilets and canteen, the overall facilities in the Institute is good.
6. Opinion about the activities conducted in the Institute.	Ample number of activities were conducted but as per the level of the students few more activities must be conducted
7. Your opinion about the office of the Institute	Supportive, co-operative, accessible staff and organized Structure.
8. What is the implication of the programmes organized in the institute on your carrier?	• Has improved my confidence level. • Motivator to work hard. • Built up my personality.
9. Your opinion about the Director of the Institute.	Supportive, learned, motivating, guiding, accessible and a eligible leader.
10. What is your contribution to the Institution?	• I have seen to it that my behaviour within & out of the campus has not caused any damage to the reputation of the college. Have represented college in many fests and events
11. Over all opinion about the institution.	well organized institution with excellent the director climate for study.
12. Any other comments / Suggestions.	I wish thank all the staff, non-teaching staff, faculty for supporting us, I wish the college reaches the hights of excellence in the near future and will be always be ready to do anything needful for this cause if necessary.

A.J.INSTITUTE OF MANAGEMENT
Service Evaluation through II semester MBA Students - May 2016

Name : Dr. Govinda Bhat
Subject : Business Research Methods

| Parameters	N	Maximum	Minimum	Mean	Std. Deviation	Mean Percentage
Lesson plan and objectives	51	4	5	4.71	.460	94.20%
Topics covered provided new knowledge	51	3	5	4.45	.642	89.00%
In terms of organization, clarity and presentation of fundamental concepts, the lectures were	51	3	5	4.47	.644	89.40%
Instructor's blackboard or ppt presentation was	51	1	5	4.45	.783	89.00%
Encouragement given by the instructor to think logically and objectively was	51	3	5	4.45	.673	89.00%
Instructor's responses to questions asked in the class were	51	2	5	4.53	.644	90.60%
Instructor's attitude towards teaching of this course was	50	3	5	4.56	.541	91.20%
The overall quality of teaching	51	3	5	4.65	.559	93.00%
Regularity of conducting lectures, Tests, presentation, assignment was	51	1	5	4.39	.827	87.80%
Question papers were of appropriate length, level and content	50	3	5	4.52	.646	90.40%
Answer scripts were promptly evaluated, returned and discussed	51	2	5	4.43	.700	88.60%
Evaluation was fair and transparent	51	3	5	4.65	.522	93.00%
Faculty encouraged the use of knowledge software available in the Institute	51	3	5	4.53	.612	90.60%
Faculty is regular in conducting G D and C S classes	51	3	5	4.45	.730	89.00%
Overall rating of the teacher	51	4	5	4.75	.440	95.00%

Director

Feedback Report

Methodology:

The Analysis of feedback data was computed with help of SPSS package. From the population size of 116 students a sample size of 104 were randomly drawn for the analysis. The impact of workshop has been evaluated with the help of a detailed student feedback on various dimension of the programme.

**Respondents Opinion about the trainer and training**

Opinion	Excellent	Very Good	Good	Fair	Poor	Total
Attitude of the Trainer	80	23	1	-	-	104
Trainer's Knowledge on the topic	81	20	3	-	-	104
Handouts and Training Aids	65	33	6	-	-	104
Level of Communication	77	19	7	-	-	104
Interaction level of the trainer with the participants	66	30	8	-	-	104
The content of the Training was appropriate for my objectives	66	30	8	-	-	104
Overall Quality of the Training	77	22	5	-	-	104
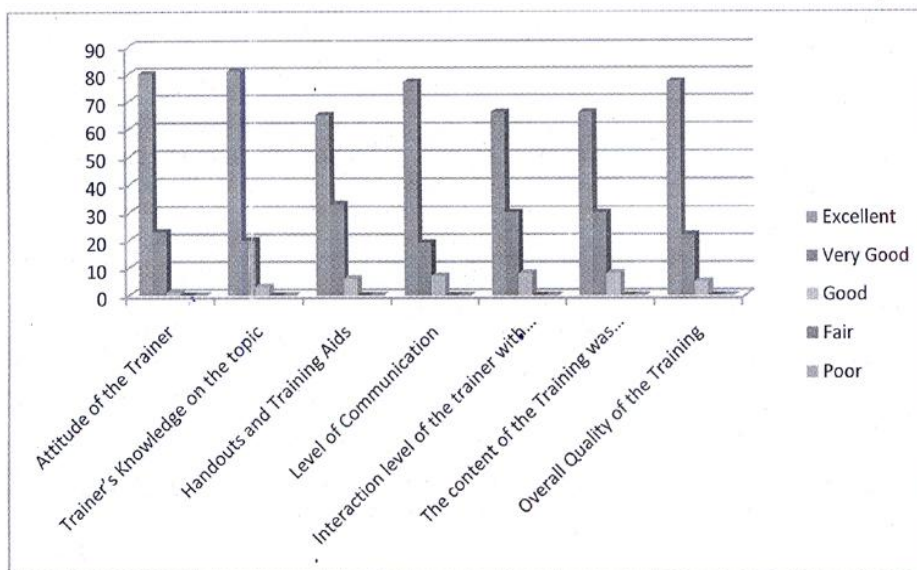
Respondents' opinion about effectiveness in training in bringing changes in them

Opinion	Frequency	Percent
Strongly Agree	58	55.8
Agree	46	44.2
Neutral	-	-
Disagree	-	-
Strongly Disagree	-	-
Total	104	100
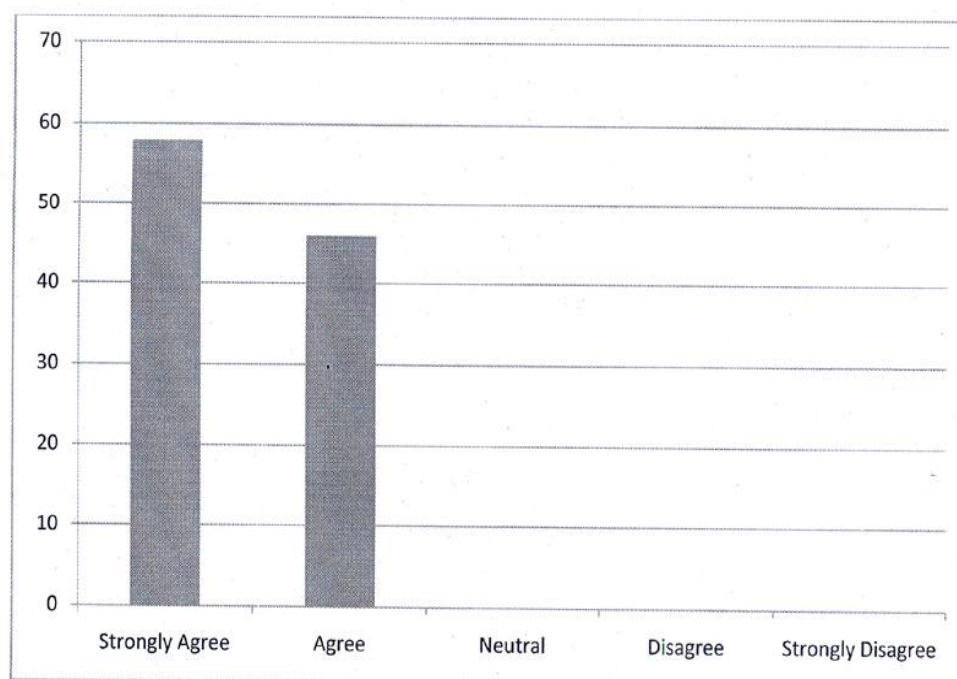
Variables	Mean	S.D
Attitude of Trainer	4.7596	0.45143
Trainer's Knowledge on the Topic	4.7500	0.49757
Handouts and Training out	4.5673	0.60362
.Level of communication	4.6796	0.59760
Interaction level of trainer with participant	4.5577	0.63593
The content of the training was appropriate for my objective	4.5577	0.63593
Overall Quality of the training	4.6923	0.55872
Whether the training was effective for bringing changes in you	4.5577	0.49907

Interpretation:

From the above table we can infer that the attitude of the trainer was excellent followed by the level of communication, trainers knowledge and interaction level. It is also revealed by the students that the overall experience is good and it is helped them in learning new words and thereby bringing some positive changes in their personality.

Opinion of students regarding workshop

New Learning Experienced from the workshop

1.	I learnt positive attitude·
2.	Changing myself in new way
3.	I learnt to be happy every day and face challenges with courage.
4.	It teaches how to be a different person in this world to change our attitude
5.	Making good behavior and +ve attitude and to give respect to others.
6.	Quick decision making. Thinking in +ve and -ve
7.	I learnt to improve myself
8.	It was a great experience and new learning skill to develop our personality
9.	Increased confidence
10.	Way to success and goal
11.	Good
12.	Really motivated
13.	A little change to my attitude towards some problem
14.	Group activity of presentation
15.	I got lots of inspirations from the words of the trainers. Really motivating
16.	Learned how to behave in the corporate world and day to day activities
17.	Attitude, self-confidence, Make uncertainties to certainty
18.	Learning, attitudes
19.	Yes ofcourse, got more confidence
20.	Sharing, caring, loving, postures and gestures
21.	Grouping methods

Format for Presentation of best Practice

1. Title of the Practice: Project Work Dairy

2. Goal: To ensure the quality research on social economic issues by students and there by empowering them with hands on experience.

3. The Context: The Institution has made this intuitive so as to develop the students to understand different aspects of project and to help them in successful completion of quality project.

4. The Practice: This practice is initiated in the institution from current year were entire components of different chapters to be completed in a project work is traced and hence them in better understanding and completion of the project work.

5. Evidence of Success: Project Work dairy ensures the completion of entire project including the survey and reporting through seven modules to be completed within the time frame as mentioned in the work dairy.

6. Problems Encountered and Resources Required

7. Notes (Optional)

8. Contact Details

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

Format for Presentation of best Practice

1. Title of the Practice: Village Adoption programme

2. Goal: To initiate village adoption programme.

3. The Context: A.J. Institute of Management has signed a Memorandum of Understanding with Village Panchayath, Padu Panambur, Sri Subrahmanya Mahaganapathi Sports Club, Thokur, Youth Club, Thokur and Ladies Association, Haleyangadi in connection with adoption of Thokur Village, to take up Socio-Economic centric programmes over the period.

4. The Practice: As the part of the village adoption programme the institution visited the village and have organised various programmes as a part of village adoption programme. Under this programme a free medical camp and blood donation camps were organised. Further, one aqua-guard water purifier was installed at Govt. Higher Primary Hindusthani School, Thokur and 30 chairs were also donated to the said school.

5. Evidence of Success: As a evidence of success rotary club of Mangalore has joined hands with us in providing a water purifier at a government school in the village and our students have also participated in blood donation programme organised in the village.

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

Name _Rashmitha .R. Kotian_   Name _Dr T. JAYAPRAKASH Rao_

_____   _____
Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____