



# **A J INSTITUTE OF MANAGEMENT**

**A unit of Laxmi Memorial Education Trust®**

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)



## **Criterion 6 - Governance, Leadership and Management (100)**

6.3.1 The institution has Performance Appraisal System, effective Welfare Measures for Teaching and Non-Teaching Staff and avenues for career development/progression

**Write description in a maximum of 500 words**

## **A J INSTITUTE OF MANAGEMENT**

**A unit of Laxmi Memorial Education Trust®**

**Kottara Chowki,**

**Opp. Mahindra Showroom, Ashok Nagar Post, Mangalore – 575006**

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## Sample Documents Teacher Performance Evaluation by Students

| Year        |  | Semester       |     |     |      |    |
|-------------|--|----------------|-----|-----|------|----|
| Course Code |  | Batch          |     |     |      |    |
| Faculty     |  |                |     |     |      |    |
| Course      |  | Total Students |     |     |      |    |
| S.I         | Statements   | N              | Min | Max | Mean | SD |
| 1           | The course objectives, course outcomes and course plan were discussed in the class.                          |                |     |     |      |    |
| 2           | The course instructor's lectures were clearly presented and understandable.                                  |                |     |     |      |    |
| 3           | The course topics covered provided me with new knowledge   |                |     |     |      |    |
| 4           | The course instructor encouraged me to think logically and objectively                                       |                |     |     |      |    |
| 5           | The course instructor's responses to questions asked in the class were excellent                             |                |     |     |      |    |
| 6           | The presentation and assignment were regularly conducted   |                |     |     |      |    |
| 7           | Answer scripts were promptly evaluated, returned and discussed   |                |     |     |      |    |
| 8           | The evaluation was fair and transparent  |                |     |     |      |    |
| 9           | Case study/role play/group discussions were used by the course instructor to enhance the learning experience |                |     |     |      |    |
| 10          | The course instructor was readily available for consultation   |                |     |     |      |    |
| 11          | The course instructor was well-prepared for each class   |                |     |     |      |    |
| 12          | Overall, the course instructor's teaching was effective  |                |     |     |      |    |

  
PRINCIPAL / DIRECTOR  
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KOTTARA CHOWKI  
MANGALORE - 575 008



## Teacher Performance Evaluation by Students

| Year        |  | Semester       |     |     |      |    |
|-------------|--|----------------|-----|-----|------|----|
| Course Code |  | Batch          |     |     |      |    |
| Faculty     |  |                |     |     |      |    |
| Course      |  | Total Students |     |     |      |    |
| S.I         | Statements   | N              | Min | Max | Mean | SD |
| 1           | The course objectives, course outcomes and course plan were discussed in the class.                          |                |     |     |      |    |
| 2           | The course instructor's lectures were clearly presented and understandable.                                  |                |     |     |      |    |
| 3           | The course topics covered provided me with new knowledge   |                |     |     |      |    |
| 4           | The course instructor encouraged me to think logically and objectively                                       |                |     |     |      |    |
| 5           | The course instructor's responses to questions asked in the class were excellent                             |                |     |     |      |    |
| 6           | The presentation and assignment were regularly conducted   |                |     |     |      |    |
| 7           | Answer scripts were promptly evaluated, returned and discussed   |                |     |     |      |    |
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| 9           | Case study/role play/group discussions were used by the course instructor to enhance the learning experience |                |     |     |      |    |
| 10          | The course instructor was readily available for consultation   |                |     |     |      |    |
| 11          | The course instructor was well-prepared for each class   |                |     |     |      |    |
| 12          | Overall, the course instructor's teaching was effective  |                |     |     |      |    |

  
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# A. J. INSTITUTE OF MANAGEMENT

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NAAC Accredited Institute

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SAMPLE DOCUMENT

## ACADEMIC PERFORMANCE INDICATORS

Faculty Name:  Academic Year:

### CATEGORY: I. THE TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

#### a) Direct Teaching:

| Sl. No.      | Nature of Activity | Actual hours spent per academic year | API Score* |
|--------------|--------------------|--------------------------------------|------------|
| 1            |                    |                                      |            |
| 2            |                    |                                      |            |
| <b>Total</b> |                    |                                      |            |

\*API Score = Actual hours spent per academic year ÷ 7.5 for Assistant Professor and Actual hours spent per academic year ÷ 7.75 for Associate Professor and Professor.

#### b) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment:

| Sl. No.      | Nature of Activity | Actual hours spent per academic year | API Score* |
|--------------|--------------------|--------------------------------------|------------|
| 1            |                    |                                      |            |
| 2            |                    |                                      |            |
| <b>Total</b> |                    |                                      |            |

\*API Score = Actual hours spent per academic year ÷ 10

#### c) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. :

| Sl. No.      | Nature of Activity | Actual hours spent per academic year | API Score* |
|--------------|--------------------|--------------------------------------|------------|
| 1            |                    |                                      |            |
| 2            |                    |                                      |            |
| <b>Total</b> |                    |                                      |            |

\*API Score = Actual hours spent per academic year ÷ 10

#### Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no

prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

**a) Student related co-curricular, extension and field based activities:**

| S. No                                       | Nature of Activity  | Actual hours spent per academic year | **API Score |
|---|---|--------------------------------------|-------------|
| (i)   | <b>Discipline-related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</b> |                                      |             |
|   |   |                                      |             |
|   |   |                                      |             |
| (ii)  | <b>Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</b>   |                                      |             |
|   |   |                                      |             |
|   |   |                                      |             |
|   |   |                                      |             |
| (iii)                                       | <b>Extension and dissemination activities (public /popular lectures/ talks/ seminars etc.)</b>  |                                      |             |
|   |   |                                      |             |
|   |   |                                      |             |
|   |   |                                      |             |
| <b>Total (i + ii + iii) (Max:15 Points)</b> |   |                                      |             |

\*\* API Score = Actual hours spent per academic year ÷ 10

**b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. :**

| S. No                                 | Nature of Activity  | Actual hours spent per academic year | **API Score |
|---------------------------------------|---|--------------------------------------|-------------|
| (i)                                   | <b>Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</b> |                                      |             |
|                                       |   |                                      |             |
|                                       |   |                                      |             |
|                                       |   |                                      |             |
| (ii)                                  | <b>Participation in Board of Studies, Academic and Administrative Committees</b>  |                                      |             |
|                                       |   |                                      |             |
|                                       |   |                                      |             |
|                                       |   |                                      |             |
| <b>Total (i + ii) (Max:15 Points)</b> |   |                                      |             |

\*\* API Score = Actual hours spent per academic year ÷ 10

c) **Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) :**

| S. No                        | Nature of Activity | Actual hours spent per academic year | **API Score |
|------------------------------|--------------------|--------------------------------------|-------------|
|                              |                    |                                      |             |
|                              |                    |                                      |             |
|                              |                    |                                      |             |
| <b>Total (Max:15 Points)</b> |                    |                                      |             |

\*\* API Score = Actual hours spent per academic year ÷ 10

### **CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS**

**III (A) (i) Research Paper Published in Refereed Journals as notified by the UGC :**

(Max. Score – 25 per publication)

| S. No.                     | Title with Page No. | Journal Name | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|----------------------------|---------------------|--------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                            |                     |              |               |               |                       |                   |                                 |           |
|                            |                     |              |               |               |                       |                   |                                 |           |
| <b>Sub Total III(A)(i)</b> |                     |              |               |               |                       |                   |                                 |           |

**III (A) (ii) Research Paper Published in Other Reputed Journals as notified by the UGC# :**

(Max. Score – 10 per publication)

| S. No.                      | Title with Page No. | Journal Name | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|-----------------------------|---------------------|--------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                             |                     |              |               |               |                       |                   |                                 |           |
|                             |                     |              |               |               |                       |                   |                                 |           |
| <b>Sub Total III(A)(ii)</b> |                     |              |               |               |                       |                   |                                 |           |

**III (B) (i). Publications other than journals articles (books, chapters in books) : Text/Reference, Books published by International Publishers, with ISBN/ISSN number.**

**(Max. Score – 30 per Book for Single Author)**

| S. No.                      | Title with Page No. | Type of Book & Authorship | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|-----------------------------|---------------------|---------------------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                             |                     |                           |               |               |                       |                   |                                 |           |
|                             |                     |                           |               |               |                       |                   |                                 |           |
| <b>Sub Total III (B)(i)</b> |                     |                           |               |               |                       |                   |                                 |           |

**III (B) (ii). Publications other than journals articles (books, chapters in books) : Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications.**

**(Max. Score – 20 per Book for Single Author)**

| S. No.                       | Title with Page No. | Type of Book & Authorship | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|------------------------------|---------------------|---------------------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                              |                     |                           |               |               |                       |                   |                                 |           |
| <b>Sub Total III (B)(ii)</b> |                     |                           |               |               |                       |                   |                                 |           |

**III (B) (iii). Publications other than journals articles (books, chapters in books) :** Subject Books, published by Other local publishers, with ISBN/ISSN number.  
**(Max. Score – 15 per Book for Single Author)**

| S. No.                        | Title with Page No. | Type of Book & Authorship | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|-------------------------------|---------------------|---------------------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                               |                     |                           |               |               |                       |                   |                                 |           |
| <b>Sub Total III (B)(iii)</b> |                     |                           |               |               |                       |                   |                                 |           |

**III(B)(iv) Publications other than journals articles (books, chapters in books) :** Chapters in Books, published by National and International level publishers, with ISBN/ISSN number.  
**(Max. Score : International – 10 per chapter; National - 05 per chapter)**

| S. No.                       | Title with Page No. | Type of Book & Authorship | ISBN/ISSN No. | Impact factor | Whether Peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|------------------------------|---------------------|---------------------------|---------------|---------------|-----------------------|-------------------|---------------------------------|-----------|
|                              |                     |                           |               |               |                       |                   |                                 |           |
| <b>Sub Total III (B)(iv)</b> |                     |                           |               |               |                       |                   |                                 |           |

**III (C) Research Projects** (In case of Co-PI points are to be shared in 70:30 ratio)

**(i) Sponsored Projects**

|     | <b>Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences</b>    | <b>Languages Arts/Humanities/ Social Sciences/Library/Physical Education / Management</b> | <b>Max. Points</b> |
|-----|--|---|--------------------|
| (a) | Major Projects amount mobilized with grants above 30.0 lakhs                   | Major Projects amount mobilized with grants above 5.0 Lakhs                               | 20/each Project    |
| (b) | Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs  | Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs.5.00 lakhs        | 15/each Project    |
| (c) | Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs. 5 lakh) | Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakh)            | 10/each Project    |

| S.No                                | Title of the Research Project | Funding Agency | Year of sanction of the project | Year of completion of the project | Grant(s)/ Amount mobilized (Rs. (Lakhs) | Whether PI/ Co-PI | API Score |
|-------------------------------------|-------------------------------|----------------|---------------------------------|-----------------------------------|---|-------------------|-----------|
|                                     |                               |                |                                 |                                   |   |                   |           |
| <b>Sub Total III (C)(i) (a+b+c)</b> |                               |                |                                 |                                   |   |                   |           |

(ii) Consultancy Projects

|   |   |   |
|---|---|---|
| <b>Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences</b> | <b>Languages Arts/Humanities/ Social Sciences/Library/Physical Education / Management</b> | <b>Max. Points</b>  |
| Amount mobilized with minimum of Rs.10.00 lakh                              | Amount mobilized with minimum of Rs.2.0 lakhs   | 10 for every Rs.10.00 lakhs and Rs.2.00 lakhs, respectively |

| S.No                         | Title of the Research Project | Funding Agency | Year of sanction of the project | Year of completion of the project | Grant(s)/ Amount mobilized (Rs. (Lakhs)) | Whether PI/ Co-PI | API Score |
|------------------------------|-------------------------------|----------------|---------------------------------|-----------------------------------|--|-------------------|-----------|
|                              |                               |                |                                 |                                   |  |                   |           |
|                              |                               |                |                                 |                                   |  |                   |           |
| <b>Sub Total III (C)(ii)</b> |                               |                |                                 |                                   |  |                   |           |

(iii) Projects Outcome/Outputs

|   |   |  |
|---|---|--|
| <b>Engineering/Agriculture/ Veterinary Science/ Sciences / Medical Sciences</b> | <b>Languages Arts / Humanities / Social Sciences/ Library/ Physical Education/ Management</b> | <b>Max. Points</b>   |
| Patent/Technology transfer/Product/Process                                      | Major Policy document of Govt. bodies at Central and State level                              | 30/each International<br>20/each national level output or patent.<br>International bodies-30<br>Central Government-20<br>State Government -10<br>Local Bodies-05 |

| S.No                          | Title of the Research Project | Funding Agency | Year of sanction of the project | Year of completion of the project | Patent/ Technology transfer/ Product/ Process | Whether PI/ Co-PI | API Score |
|-------------------------------|-------------------------------|----------------|---------------------------------|-----------------------------------|---|-------------------|-----------|
|                               |                               |                |                                 |                                   |   |                   |           |
|                               |                               |                |                                 |                                   |   |                   |           |
| <b>Sub Total III (C)(iii)</b> |                               |                |                                 |                                   |   |                   |           |

**III (D) Research GUIDANCE** (In case of Co-supervisor points are to be shared in 70:30 ratio)

(i) **M. Phil** (Max. Point M.Phil. degree awarded only: 05 points each candidate)

| S. No. | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|--------|-----------------|------------------|----------------|-----------|
|        |                 |                  |                |           |
|        |                 |                  |                |           |

|                             |
|-----------------------------|
| <b>Sub Total III (D)(i)</b> |
|-----------------------------|

(ii) **Ph.D.** (Max. Point Ph.D. Degree awarded : 15 points each candidate)  
(Max. Point Ph.D. Thesis submitted: 10 points each candidate)

| S. No.                       | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|------------------------------|-----------------|------------------|----------------|-----------|
|                              |                 |                  |                |           |
| <b>Sub Total III (D)(ii)</b> |                 |                  |                |           |

**III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS**

(i) **Fellowships/Awards:**

| Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences | Languages Arts/Humanities/Social Sciences/Library/Physical Education / Management | Max. Points                      |
|--|---|----------------------------------|
| International Award/Fellowship from academic bodies                  | International Award / Fellowship from academic bodies/associations                | 15 per Award / 15 per Fellowship |
| National Award/Fellowship from academic bodies                       | National Award/Fellowship from academic bodies/associations                       | 10 per Award / 10 per Fellowship |
| State/University level Award from academic bodies                    | State/University level Award from academic bodies/associations                    | 05 per Award                     |

| S. No.                      | Programme | Status International/ National/ State /University | Organised by | API Score |
|-----------------------------|-----------|---|--------------|-----------|
|                             |           |   |              |           |
| <b>Sub Total III (E)(i)</b> |           |   |              |           |

(ii) **Invited lectures/Papers**

- (a) International Level : Max. point- 07 per lecture/05per paper presented
- (b) National Level : Max. point-05 per lecture/03 per lecture presented
- (c) State level/University level: Max. point- 03 per lecture/02 per paper presented

| S. No  | Title of the lecture/ paper presented | Title of the Conference/ Seminar | Organized by | Whether International /National/State/ University level | API Score |
|--|---------------------------------------|----------------------------------|--------------|---|-----------|
|  |                                       |                                  |              |   |           |
| <b>Sub Total III (E)(ii)</b>   |                                       |                                  |              |   |           |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period |                                       |                                  |              |   |           |

**III-F Development of e-learning delivery process/material : 10 Per Module**

| S.No | Details of e-learning delivery process/material | API Score |
|------|---|-----------|
|      |   |           |
|      |   |           |

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

- (i) paper with impact factor less than 1 - by 5 points;
- (ii) papers with impact factor between 1 and 2 by 10 points;
- (iii) papers with impact factor between 2 and 5 by 15 points;
- (iv) papers with impact factor between 5 and 10 by 20 points;
- (v) papers with impact factor above 10 by 25 points.

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| S. No | Details (Mention Year, Value etc. where relevant) |
|-------|---|
|       |   |
|       |   |

**CONSOLIDATED API SHEET**

| SI No   | Activity  | Maximum Score                 | API Score |
|---|---|-------------------------------|-----------|
| <b>CATEGORY: I. TEACHING LEARNING AND EVALUATION-RELATED ACTIVITIES</b>               |   |                               |           |
| 1   | Direct Teaching   | 70                            |           |
| 2   | Examination duties  | 20                            |           |
| 3   | Innovative Teaching   | 10                            |           |
|   | <b>Max</b>  | <b>100</b>                    |           |
| <b>CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES</b> |   |                               |           |
| 4   | Student-related co-curricular, extension and field-based activities   | 15                            |           |
| 5   | Contribution to corporate life and management of the institution through participation in academic and administrative committees and responsibilities | 15                            |           |
| 6   | Professional Development activities   | 15                            |           |
|   | <b>Max</b>  | <b>45</b>                     |           |
| <b>CATEGORY: II. RESEARCH AND ACADEMIC CONTRIBUTIONS</b>                              |   |                               |           |
| 7   | III (A) (i)   | 25 per publication            |           |
| 8   | III (A) (ii)  | 10 per publication            |           |
| 9   | III (B) (i)   | 30 per Book for Single Author |           |
| 10  | III (B) (ii)  | 20 per Book for Single Author |           |
| 11  | III (B) (iii)   | 15 per Book for Single Author |           |
| 12  | III (B) (iv)  | 10/5                          |           |
| 13  | III (C) (i)   | 20/15/10                      |           |
| 14  | III (C) (ii)  | 10                            |           |
| 15  | III (C) (iii)   | 30/20/10/5                    |           |
| 16  | III (D) (i)   | 05                            |           |

|    |              |               |  |
|----|--------------|---------------|--|
| 17 | III (D) (ii) | 15/10         |  |
| 18 | III (E) (i)  | 15/10/5       |  |
| 19 | III (E) (ii) | 7/5; 5/3; 3/2 |  |
| 20 | III (F)      | 10            |  |

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information provided by me in the Performance Based Appraisal System (PBAS) proforma is true and verifiable as per the copies of the documents enclosed and I am responsible and accountable for the API score claimed by me.

**Place:**

**Date:**

**Signature of the Faculty**

  
**PRINCIPAL / DIRECTOR**  
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**KOTTARA CHOWKI**  
**MANGALORE - 575 008**



## **LAXMI MEMORIAL EDUCATION TRUST (R.)**

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### **WELFARE POLICY**

#### **(TEACHING AND NON-TEACHING STAFF)**

The following are the Welfare facility provided by the Laxmi Memorial Education Trust ® to the Teaching and Non-Teaching staff of A J Institute of Management.

#### **Effective Welfare Measures**

| <b>The institution has effective welfare measures for teaching and non- teaching staff</b> |  |
|--|--|
| <b>Teaching</b>  | <ul style="list-style-type: none"><li>• Provident Fund facility.</li><li>• Gratuity Facility</li><li>• Medical facility at A. J. Hospital and Research Centre.</li><li>• Casual leave</li><li>• Medical leave</li><li>• Duty leave – OD</li><li>• Vacation</li><li>• Public holidays</li><li>• Maternity Leave of 180 days</li><li>• Leave facility along with reimbursement of all incidental expenses incurred in connection with attending conferences</li><li>• Organizing Faculty Development Programmes at the Institute.</li><li>• Financial assistance for research and publication activities.</li><li>• Incentive for clearing NET / SLET, Ph.D. /CA</li></ul> |

|                         |  |
|-------------------------|--|
| <b>Non<br/>teaching</b> | <ul style="list-style-type: none"><li>• Casual leave</li><li>• Sick leave</li><li>• Earned Leave</li><li>• Public Holidays</li><li>• Employee State Insurance Scheme - ESI</li><li>• Employee Provident Fund - EPF</li><li>• Two sets of Uniform and ID card.</li><li>• Maternity Leave of 180 days</li><li>• Staff Development Programme -SDP</li></ul> |
|-------------------------|--|

Date: 16.01.2019  
Place: Mangalore



**Director**  
**Laxmi Memorial Education Trust**  
**For A.J. Institute of Management**  
**President / Director**



## **LAXMI MEMORIAL EDUCATION TRUST (R.)**

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### **ATTENDANCE AND LEAVE POLICY**

#### **(TEACHING AND NON-TEACHING STAFF)**

#### **INTRODUCTION:**

The Attendance and Leave Policy of A J Institute of Management is as per the provisions of the Laxmi Memorial Education Trust and designed to monitoring the attendance and leave-related aspects for Teaching and Non- Teaching staff. This policy aims to create an environment where attendance is valued, and leave entitlements are managed efficiently at institute

#### **Objectives:**

1. To ensure that the Institute can efficiently manage its resources, including human capital comprising faculty and non-teaching staff, by having clear guidelines for attendance record leave requests and approvals.
2. Ensure that the attendance and leave policies are fair and considerate of the needs and preferences of both the Institute and staff, while contributing to the overall employee satisfaction and motivation.

#### **System of registering attendance**

Employees are expected to register attendance daily in two ways:

1. **Biometric Entry** – Employees should register attendance by punching in bio metric machine installed at the entrance on the Ground Floor four times per day. Faculty and office staff to punch at 9 a.m. and Afternoon two times (from 12:30 to 1:30 with 30 Minutes gap) and evening at 5:00 p.m. However, attenders to record their first punch at 8.30 am and sweepers at 8 am and rest of the punching time is to that of the above. Any employees who do not punch will be considered as absent from duty on the said date.
2. **Signing the Attendance Register:** Faculty and Non-Teaching staff of the Institute should sign attendance Register kept in the Directors room.

3. **Movement Register:** with the prior permission from the Director, faculty and non-teaching staff can go out for institute work or for personal reason, by recording entries in the movement register kept in the Directors room.

**Types of Leaves Available for faculty and non-teaching staff**

| leave           | faculty                                     | Non- Teaching Staff                         |
|-----------------|---|---|
| Casual Leave    | 15  | 12  |
| Medical leave   | 10  | 7.5   |
| Vacation        | 40  | -   |
| Earned Leave    | -   | 24  |
| Duty Leave –OD  | Not exceeding 30 days                       |   |
| Public Holidays | Up to 20 days as per the Trust notification | Up to 20 days as per the Trust notification |

- On Duty (OD) facility provided to the employees for attending Meetings, Conference, workshops, examination related work etc.
- Probationary Employee (with Less than one year of service) shall entitled to only to the Casual Leave of 12 days per year.
- Maternity leave be granted to a female employee not exceeding 180 days with pay.

This Attendance and Leave Policy serves as a guideline for promoting a conducive and respectful work atmosphere and while facilitating a work-life balance of the employees. All employees associated with the Institute are expected to adhere to this policy, contributing to the overall well-being and effectiveness of the Institute.

Date: 16.01.2019  
Place: Mangalore



**Director**  
**Laxmi Memorial Education Trust**  
**For A.J. Institute of Management**  
**President / Director**



# A J INSTITUTE OF MANAGEMENT

## A unit of Laxmi Memorial Education Trust®

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Institute Recognized as Research Centre for Ph.D. Programme by the Mangalore University

### MANGALORE UNIVERSITY

Office of the Registrar  
Mangalagangothri-574199

**Notification: Regarding Recognition of Research Centre for Ph.D. Programme**

On the basis of request made by the Principal, A J Institute of Management to consider the Department of Business Administration of the said Institute as the Research Centre to pursue the Ph.D. Programme, the proposal is tabled and got approval in the syndicate meeting held on 29/03/2022. The honorable Vice Chancellor constituted an inspection Committee under the chairmanship of Prof. Y. Muniraju. The said Committee visited A J Institute of Management, Mangalore on 3/08/2022, to observe the available infrastructure. Accordingly, the Committee recommended the Mangalore University to recognize the said Institute as the Research Centre for Ph.D. Programme. The report of the said committee is approved by the Syndicate in the meeting held on 8/11/2022.

A J Institute of Management has also remitted the required fees for the Research Centre.

Accordingly, the following order,

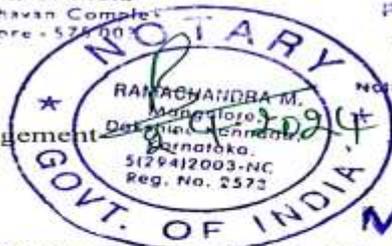
**Order No: MU/ACC/RI/CR-2/2019-20/A3 Dated 02/12/2022**

The Department of Business Administration, A J Institute of Management is recognized as the Research Centre for Ph.D. Programme. The said Institute is subjected to the conditions put by the University from time to time and also needs to remit the annual fees to the University for the recognition of the Research Centre.

translated by, *M. Jayaram*  
**RAMACHANDRA M**  
Advocate & Notary  
D.K. Dist., Govt. of India  
H-3, II Floor, Ram Bhavan Complex  
Kodialball, Mangalore - 575 006

" I certify that this is the Original translated copy " On behalf of  
*M. Jayaram*  
Vice Chancellor

To,  
The Principal  
A J Institute of Management  
Ashoknagar  
Mangalore-575006



**RAMACHANDRA M**  
Advocate & Notary  
Ram Bhavan Complex  
Kodialball, Mangalore  
Notary for D.K. Dist., Karnataka  
Govt. of India  
REGH. No. 56 / 20 24  
**NOTARY MANGALORE**

Errors/Corrections Etc. Nil

ಪ್ರಾಧಿಕಾರವು  
ಎ ಜಿ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್  
ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್  
ಅಶೋಕನಗರ  
ಮಂಗಳೂರು-575 006

**LAST 5 YEARS DATA OF FINANCIAL SUPPORT PROVIDED BY THE INSTITUTE FOR THE FACULTY MEMBERS:**

| Date                           | Name of the Faculty      | Event name  | Amount             | No of days | Event Nature |
|--------------------------------|--------------------------|---|--------------------|------------|--------------|
| 6th June, 2018                 | Prof. Mallika D.K.G.     | One Day National Level Workshop on “Human Resource- The Workforce Management at Laxmi Memorial College of Nursing, Mangalore  | <b>Rs. 550/-</b>   | <b>01</b>  | <b>NC</b>    |
| 6th August to 11th August 2018 | Mrs. Rashmitha R. Kotian | One week Faculty Development Programme on “Unravelling the Research Domain” from at Aloysius Institute of Management and Information Technology (AIMIT), Madoor.    | <b>Rs. 4,600/-</b> | <b>06</b>  | <b>FDP</b>   |
| 26th, 27th and 28th July 2018  | Mr. Mahesh P.G.          | Three day Management Development Programme on “Agile Leadership in the Changing Business Environment” from at St. Joseph Engineering College, Vamanjoor, Mangalore. | <b>Rs. 2,800/-</b> | <b>03</b>  | <b>MDP</b>   |

|                             |  |  |                 |           |            |
|-----------------------------|--|--|-----------------|-----------|------------|
| 23rd August 2018            | Mr. Mahesh P.G.  | One day State Level Conference on “Women Entrepreneurship” on at Madhava Pai Memorial College, Manipal.                        | <b>Rs 500</b>   | <b>01</b> | <b>NC</b>  |
| 27th & 28th September, 2018 | Mr. Deepak K. Rao<br>Mr. Mahesh P.G.                               | 6th International Conference on “Contemporary Practices in Enhancing Business Excellence” at Kristu Jayanti College, Bengaluru | <b>Rs 7,200</b> | <b>02</b> | <b>IC</b>  |
| 15th & 16th October, 2018   | Mr. Chethan Kumar  | Two days Management Development Programme (MDP) on “Contract Management” on at St. Joseph Engineering College.                 | <b>RS 3,700</b> | <b>02</b> | <b>MDP</b> |
| 2nd February, 2019          | Mr. Deepak Rao<br>Mrs. Arathi<br>Mr. Mahesh P.G.<br>Mrs. Harshitha | one day National Conference on the theme “Tourism & Hospitality Industry in India” at Moti Mahal College of Hotel Management.  | <b>Free</b>     | <b>01</b> | <b>NC</b>  |
| 11th to 15th                | Mrs. Rashmitha R. Kotian   | five days Global Initiative on Academic Network (GIAN) program on  | <b>Rs 1,700</b> | <b>05</b> | <b>FDP</b> |

|                       |                                       |   |                 |           |            |
|-----------------------|---------------------------------------|---|-----------------|-----------|------------|
| February, 2019        |                                       | “Global Sourcing Strategies and Applications” at Mangalore University, Konaje.  |                 |           |            |
| 8th & 9th March, 2019 | Prof. Mahesh P.G.                     | Two Day Workshop on “Research Methodology and Data Analysis Using SPSS” at Center for Business Analytics Department of Commerce, Manipal Academy of Higher Education (MAHE), Manipal, Karnataka | <b>Rs 1,900</b> | <b>02</b> | <b>FDP</b> |
| 16th March, 2019      | Prof. Chethan Kumar                   | a one day Faculty Development Programme on “Technology Enabled Class Room” at St. Joseph Engineering College, Vamanjoor   | <b>Rs 450</b>   | <b>01</b> | <b>FDP</b> |
| <b>2019-2020</b>      |                                       |   |                 |           |            |
| 9th April, 2019       | Dr. Vijaya Kumar, Mrs. Swapna Shetty, | one day International Conference on the Theme “A Decade of Global Financial Crisis:   | <b>Rs 2,600</b> | <b>01</b> | <b>NC</b>  |

|                             |                    |  |                   |           |            |
|-----------------------------|--------------------|--|-------------------|-----------|------------|
|                             |                    | Antecedents, Aftermath and Challenge ahead” at St. Aloysius College, Beeri.  |                   |           |            |
| 30th April, 2019            | Mrs. Swapna Shetty | Workshop on the Theme “Writing Research Paper” on at Sahyadri College.   | <b>Rs 500</b>     | <b>01</b> | <b>FDP</b> |
| June 10th to June 15th 2019 | Mrs. Swapna Shetty | One-Week FDP on “Fundamentals of Data Analysis & Reporting for Research and Publication” at IIM Kozhikode.                             | <b>Rs 27,730</b>  | <b>06</b> | <b>FDP</b> |
| 7th& 8th June 2019          | Mr. Deepak Rao     | Two day National Conference on MBA Journey 111: Emerging opportunities & Challenges held on in CMR University, OMBR Layout, Bangalore. | <b>Rs 6,593/-</b> | <b>02</b> | <b>NC</b>  |
| 10th to 17th June, 2019     | Dr. Vijaya Kumar   | Seven days Global Initiative on Academic Network (GIAN) program on “Contemporary Financial Tools” from MBA Department,                 | <b>Rs 2,420</b>   | <b>07</b> | <b>FDP</b> |

|                                      |                                  |   |                 |           |            |
|--------------------------------------|----------------------------------|---|-----------------|-----------|------------|
|                                      |                                  | Mangalore University,<br>Konaje.  |                 |           |            |
| 12th July,<br>2019                   | Prof. Rashmitha<br>R. Kotian     | One day Capacity Building<br>Programme on<br>“Introduction to Canvas -<br>LMS” at St. Joseph<br>Engineering College,<br>Vamanjoor, Mangalore.               | <b>Rs 550</b>   | <b>01</b> | <b>FDP</b> |
| 12th July,<br>2019                   | Prof. Chethan<br>Kumar,          | One day Capacity Building<br>Programme on<br>“Introduction to Canvas -<br>LMS” at St. Joseph<br>Engineering College,<br>Vamanjoor, Mangalore.               | <b>Rs 550</b>   | <b>01</b> | <b>FDP</b> |
| 28th July,<br>2019                   | Prof. Rashmitha<br>R. Kotian     | One day Faculty<br>Development Programme<br>on “A Workshop on<br>Research Methodology” at<br>University College,<br>Mangalore.                              | <b>Rs 250</b>   | <b>01</b> | <b>FDP</b> |
| 26th &<br>27th<br>September,<br>2019 | Mr. Deepak Rao<br>Mr. Mahesh P.G | Two days 7th International<br>Conference on “Emerging<br>Business Competitiveness<br>for Sustainable Growth”<br>on at Kristu Jayanti<br>College, Bengaluru. | <b>Rs 7,400</b> | <b>02</b> | <b>IC</b>  |

|                       |   |  |                           |           |            |
|-----------------------|---|--|---------------------------|-----------|------------|
| 13th & 14th Jan, 2020 | Mr. Deepak Rao<br>Mr. Mahesh P.G<br>Dr. Rajesh M. | two days International Conference on the theme “Emerging Issues & Trends in Intellectual Capital and Innovative Management Practices in the Global Economy” on at Govinda Das College, Surathkal | <b>Rs 3,300 (Rs 3000)</b> | <b>02</b> | <b>IC</b>  |
| 9th & 10th Jan, 2020  | Ms. Deeksha Rao                                   | Two days Faculty Development Programme on the theme “Legal Issues in Business” at St. Joseph Engineering College   | <b>Rs 1,200</b>           | <b>02</b> | <b>FDP</b> |
| 20th Feb, 2020        | Mr. Deepak Rao<br>Mr. Mahesh P.G.                 | one day National Conference on the theme “Start-ups in India: Challenges, Issues and Opportunities” at MSNM Besant Institute of PG Studies, Bondel, Mangalore                                    | <b>Rs 1,600</b>           | <b>01</b> | <b>NC</b>  |
| 6th Mar, 2020         | Ms. Deeksha Rao<br>Mrs. Roshella D Costa          | one day National Conference on the theme “TECHNO 2020” on at Sri Dharmasthala Manjunatheshwara College   | <b>Rs 1,200</b>           | <b>01</b> | <b>NC</b>  |

|                            |   |  |                 |           |            |
|----------------------------|---|--|-----------------|-----------|------------|
|                            |   | of Business Management<br>PG Centre for<br>Management Studies and<br>Research, Mangalore   |                 |           |            |
| <b>2020-2021</b>           |   |  |                 |           |            |
| 23 – 24<br>May, 2020       | Mrs. Swapna<br>Shetty J   | Two day online workshop<br>on the theme “Publishing<br>Research articles in<br>Quality Journals”<br>conducted by Institute of<br>Management Technology,<br>Hyderabad   | <b>Rs 2,360</b> | <b>02</b> | <b>FDP</b> |
| 27 – 28<br>August,<br>2020 | Mr. Deepak K.<br>Rao<br>Mr. Mahesh<br>P.G.<br>Mrs. Ganavi<br>K.K. | Two day International E-<br>Conference on the theme<br>“Tackling Opportunities<br>and Vulnerabilities during<br>the Pademic – Techno and<br>Human Approaches”<br>conducted by SDM<br>College of Business<br>Management Post<br>Graduate Centre for<br>Management Studies and<br>Research, Mangalore. | <b>Rs 600</b>   | <b>02</b> | <b>IC</b>  |
| 9th and<br>10th            | Mrs. Arathi K.<br>Mrs. Ganavi<br>K.K                              | Two days International E-<br>Conference on the theme<br>“Innovative Management   | <b>Rs 1,500</b> | <b>02</b> | <b>IC</b>  |

|                             |  |   |                 |           |            |
|-----------------------------|--|---|-----------------|-----------|------------|
| December, 2020              |  | Practices: Growth to Survival Tactics – Impact of Covid 19” conducted by NITTE Meenakshi Institute of Technology, Bangalore   |                 |           |            |
| 9th and 10th December, 2020 | Ms. Deeksha Rao<br>Mrs. Roshella D Costa | Two days International E-Conference on the theme “Innovative Management Practices: Growth to Survival Tactics – Impact of Covid 19” conducted by NITTE Meenakshi Institute of Technology, Bangalore | <b>RS 1,500</b> | <b>02</b> | <b>IC</b>  |
| 21st – December 28th 2020   | Mrs. Swapna Shetty J                     | One week Faculty development program on “Qualitative Data Analysis” by Teaching Learning Centre, Ramanujan College, University of Delhi.  | <b>Rs 550</b>   | <b>07</b> | <b>FDP</b> |
| 11th Jan 2021.              | Mrs. Swapna Shetty J                     | One day online Faculty development program on “Paper Development Workshop” by Manel Srinivas Nayak Institute of   | <b>Rs 500</b>   | <b>01</b> | <b>FDP</b> |

|                                       |                      |   |                 |           |            |
|---------------------------------------|----------------------|---|-----------------|-----------|------------|
|                                       |                      | Management, Bondel, Mangaluru   |                 |           |            |
| 26th, March, 2021                     | Mrs. Swapna Shetty J | One-day Virtual International Conference on Digital Transformation at Manel Srinivas Nayak Institute of Management, Bondel.   | <b>Rs 500</b>   | <b>01</b> | <b>IC</b>  |
| <b>2021-22</b>                        |                      |   |                 |           |            |
| 4th, December, to 17th December, 2021 | Mrs. Ganavi K.K.     | Fourteen-day Virtual International Research Capacity Building Programme on at Primax Foundation, Bengaluru.   | <b>Rs 3,500</b> | <b>14</b> | <b>FDP</b> |
|                                       |                      |   |                 |           |            |
| 19th February, 2022                   | Mr. Prashanth Shetty | A Placement Officers' Training Programme on Management Development Program Placement @ Challenging Times at Srinivas University College of Management and Commerce, Pandeshwar. | <b>Rs 1,200</b> | <b>01</b> | <b>MDP</b> |
| 25th Mar, 2022                        | Mrs Arathi K         | Consent to attend the one-day Virtual International Conference on the theme   | <b>Rs 600</b>   | <b>01</b> | <b>IC</b>  |

|                            |   |  |                |           |            |
|----------------------------|---|--|----------------|-----------|------------|
|                            |   | “Digital Transformation of Business” at Manel Srinivas Nayak Institute of Management, Mangalore.   |                |           |            |
| <b>2022-23</b>             |   |  |                |           |            |
| 7th & 8th<br>May, 2022     | Ms. Sheethal<br>Nayak K   | Consent to attend the two-days National Seminar on the theme “Creating Innovative Ecosystem for Sustainable Entrepreneurship” at Loyola Hall, St. Aloysius PU College, Mangalore | <b>Rs 700</b>  | <b>02</b> | <b>NC</b>  |
| 21st to 25th<br>June, 2022 | Mrs. Swapna<br>Shetty,<br>Mrs. Arathi K.,<br>Ms. Sheethal<br>Nayak K. | Consent to attend a Faculty Development Programme on “Quality Research Article Writing” from at Manel Srinivas Nayak Institute of Management, Bondel                             | <b>Rs 3000</b> | <b>05</b> | <b>FDP</b> |
| 15th July,<br>2022         | Mr. Mahesh<br>P.G.  | one day National Seminar on “Role of Digital Banking in Economic Development” at Nehru Memorial College, Kurunjibag, Sullia  | <b>Rs 700</b>  | <b>01</b> | <b>NC</b>  |

|                        |                                     |  |                 |           |            |
|------------------------|-------------------------------------|--|-----------------|-----------|------------|
| 24th & 25th June, 2022 | Mr. K. Deepak Rao<br>Mr. Mahesh P.G | Two-day National Conference on “Digital India: Progress, New Initiatives and Challenges” on at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri.           | <b>Rs 850</b>   | <b>02</b> | <b>NC</b>  |
| 13th & 14th July, 2022 | Mr. K. Deepak Rao<br>Mr. Mahesh P.G | Two-day National Conference on “Emerging Trends in Commerce & Management: Transformational Reforms on at Department of Post Graduate Studies and Research in Commerce, Mangalore University, Mangalagangothri. | <b>Rs 1250</b>  | <b>02</b> | <b>NC</b>  |
| 25th to 27th Aug, 2022 | Ms. Ganavi K K                      | Faculty Development Programme on “Research Proposal Development” at Manipal Institute of Management, Manipal.  | <b>Rs 3,500</b> | <b>03</b> | <b>FDP</b> |

|                                 |  |  |                |           |            |
|---------------------------------|--|--|----------------|-----------|------------|
| 07 Dec to<br>20 Dec<br>2022     | Mrs. Swapna<br>Shetty J                                      | National Workshop on<br>“Qualitative and<br>Quantitative Analysis”<br>from at Graphic Era –<br>Deemed to be University -<br>Dehradun.  | <b>Rs 1000</b> | <b>14</b> | <b>FDP</b> |
| 20th & 21st<br>January,<br>2023 | Mr. Prashanth<br>Shetty                                      | Two-day International E-<br>Conference on “Exploring<br>Digital Proficiency: A<br>Platform for Enhancing<br>Teaching and Research<br>Skills” on at SDM College<br>of Business Management<br>Post Graduate Centre for<br>Management Studies and<br>Research, Mangalore. | <b>Rs 600</b>  | <b>02</b> | <b>NC</b>  |
| 20th & 21st<br>January,<br>2023 | Mr. K. Deepak<br>Rao<br>Mrs. Arathi K.<br>Mr. Mahesh<br>P.G. | two-days International E-<br>Conference on “Exploring<br>Digital Proficiency: A<br>Platform for Enhancing<br>Teaching & Research<br>Skills” at SDM College of<br>Business Management<br>Post Graduate Centre for<br>Management Studies and<br>Research, Mangalore.     | <b>Rs 600</b>  | <b>02</b> | <b>NC</b>  |

|                             |                                      |   |                 |           |            |
|-----------------------------|--------------------------------------|---|-----------------|-----------|------------|
| 11th March, 2023            | Ms. Deeksha Rao<br>Mrs. Slima Pinto  | one day Management Development Programme (MDP) on “Work Smartly: Python in Office” at St. Joseph Engineering College.   | <b>Rs 2400</b>  | <b>01</b> | <b>MDP</b> |
| 16th June, 2023             | Mr. K. Deepak Rao<br>Mr. Mahesh P.G. | One day National Conference on “Resilience to Reinvention – Building Foundations for the Future” at SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangalore. | <b>Rs 1,300</b> | <b>01</b> | <b>NC</b>  |
| 18th July to 21st July 2023 | Mrs Soumya Shetty                    | Consent to attend the four days Seminar at Nitte Institute of Technology at Karkala   | <b>Rs 3,100</b> | <b>04</b> | <b>FDP</b> |

  
**PRINCIPAL / DIRECTOR**  
**A.J. INSTITUTE OF MANAGEMENT (AJIM)**  
**KOTTARA CHOWKI**  
**MANGALORE - 575 008**

## EMPLOYEE RECOGNITION PROGRAMS



Faculty Members of the Institute Dr Swapna J Shetty and Dr Slima Pinto are felicitated by the dignitaries for the successful completion of Doctor of Philosophy.

  
PRINCIPAL / DIRECTOR  
A.J. INSTITUTE OF MANAGEMENT (AJIM)  
KOTTARA CHOWKI  
MANGALORE - 575 008