



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 2)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
A.J. INSTITUTE OF MANAGEMENT**

**Mangalore
575006**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	A.J. INSTITUTE OF MANAGEMENT Mangalore Karnataka
2.Year of Establishment	1999
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	-
Departments/Centres:	0
Programmes/Course offered:	1
Permanent Faculty Members:	11
Permanent Support Staff:	13
Students:	207
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Locational advantage. 2. Management is financially sound & supportive. 3. Committed staff.
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 17-05-2018 Visit Date To : 18-05-2018
6.Composition of Peer Team which undertook the on site visit:	
Chairman:	Shirish
Member Co - ordinator:	Usha
Member:	Vedulla Shekhar
NAAC Co - ordinator:	DR. B. S. MADHUKAR

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The institute is co-educational providing exclusively management education by offering MBA programme approved by AICTE with 120 sanctioned intake by the University. The Institute is offering conventional specialisation subjects along with Hospital Administration, Logistics Management and Soft Skills within the jurisdiction of Mangalore. It is affiliated to Mangalore university and follows the curriculum designed by the affiliating university. The institute follows Choice Based Credit System. It also offers add-on programs on Soft Skill and some of the industry needs courses are also designed by the faculty members. Curriculum delivery is ensured by Dean Academic Affairs, Student Council, Advisors, Mentors and Academic Advisors. In the beginning of the semester, Dean Academic Affairs designs the curricular calendar and Student Council prepares the Calendar of Events. Teachers prepare lesson plan and maintain a work diary. To deliver the course curriculum, role play, project work, quiz, presentations, business models etc. are followed along with ICT enabled support to major extent. Field work and internships are compulsory for students. Experts from other academic institutions and industry are invited to deliver expert lectures. To sensitize students with cross cultural issues relevant to gender, environment, human value and professional ethics, the institute supplements the curriculum. A mechanism to ensure that objectives of the curriculum are achieved in the course of implementation needs to be devised. An effective monitoring strategy is desirable. Periodical revisions, analysis and review meetings by the authorities to attain the outcomes like Programme outcomes, Programmes specific outcome and course outcomes to be observed. Five year academic plan need to be devised.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The Admission procedure is as per the guidelines laid down by the parent university and the state government. The admissions are done on the basis of merit and MAT, KMAT and PG CET score. There is upward trend for increase in student intake. Transparency is maintained in the admission process and is made online. Institute complies with Govt. reservation policy. Representation of students from other states of India is visible. The institute organises induction programme for freshers. Learning levels of the students assessed after admission and programmes designed for advanced and slow learners. Advanced learners and slow learners are identified. Slow learners are given remedial coaching to improve their performance. Various bridge courses and add-on courses are conducted to bridge the knowledge gap of enrolled students. Academic calendar is used to prepare action plan, curricular plan and teaching plan. ICT is integrated in teaching learning process. To make education student centric with experiential and participative learning, group discussions, case study, role play, seminar/presentation, compulsory project work, making short films, clubs and association management fests, viva, expert lectures, day long workshops are few of the activities conducted. Out of 11 permanent teachers, 04 are Ph.D., 03 are M.Phil. 4 Visiting faculty (02 Ph.D. and 02 P.G.) are available. Evaluation process framed by the affiliating university is followed by the institution. Institution adopts both formative and summative methods of evaluation. Structured, transparent and continuous evaluation process and internal assessment of 30 % is in practice and is communicated to all. Results are impressive with distinctions. To deal with examination related grievances, a formal mechanism prevails. Faculty having only P.G. degrees be encouraged and facilitated to pursue their doctoral research. Permanent teachers need to be added. Detailed analysis may be made continually to improve the teaching learning process/outcomes. Tutorial system/mentoring system

may be strengthened to maintain and evaluate teaching learning process. Appropriate Prospectus with detailed information about the institution and admission process may be prepared. Learning outcomes are evaluated by the usual standard methods of evaluation. Critical thinking and creative application skills along with evaluation strategy may be adopted.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The Institute has initiated research centre for facilitating the research activities and publishes its bi-annual journal ANVESHANA with ISSN number and indexed in two online journal portals i.e. J-GATE and Pro Quest. Conferences, workshops, seminars are conducted by the institution. The students are made aware of their responsibilities through community service programme. The institution is socially responsive through its various programmes. Faculty and students conduct various field surveys on social centric issues; prepare short movies and inspirational videos to make students more sensitized towards issues of social concerns. Some extension and outreach programmes such as blood donation, visit to orphanage, social surveys conducted during the last 5 years. The institute has some linkages for internships, field trips and on the job training etc. during the last 5 years. **The institute has 11 functional MOUs with other organisations.** Performance based incentives to facilitate R & D work is required to motivate faculty members and increase their contribution to research and innovation.

Faculty to be encouraged to submit proposals for major/minor research projects to various research funding agencies and industry. The institute needs to make provision for seed money, Industry-institute interaction may be made more vibrant. Efforts need to be put in by the institution to strengthen and improve facilities for research work. Number National/international level conferences/seminars/workshops need to be increased and attended by the students and faculty members to promote research.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The institution spreads over **125 acres area with a built up area of 2828 sq. mts.** It has adequate physical and academic support resources which facilitate smooth teaching learning, co-curricular and extra-curricular activities. It has 8 well-furnished classrooms and 4 of them have facilities like air conditioners, CC camera, LCD projectors with audio visual systems. A well-furnished Conference/seminar hall with a seating capacity of 300 fitted with air conditioner and in built facilities of LCD, audio visual systems, internet connection and uninterrupted power supply. Facilities for indoor games are inadequate. and outdoor games facilities are on sharing basis with their sister institutions. Students use gymnasium, swimming pool and some other common facilities maintained by the trust. Provision is made for procurement and maintenance of the infrastructure. Institutional website and a few licensed software are available. One computer lab with 60 computers is in place. The library is automated using EasyLib software. Library is stocked with 15,000 reference books and e books in CD form. The library has Wi-Fi connectivity, four multimedia PCs, lease line internet connection and reprographic facilities. CC cameras are installed in the library. The library has two e-journal ports ProQuest and J-Gate. The library subscribes to periodicals Journals and magazines of national and international repute. Floor is allotted for future research activity with four computers The institute is well equipped with ICT integration, digital classrooms. Campus and hostel waste such as paper, vegetable waste and dry leaves are managed through vermin-compost unit. The ramps, lifts to be developed in the existing premises for specially abled students and teachers. Additional infrastructure may be developed for academic purpose and for educational ambience.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

State Government scholarship schemes are available to reserved category students and students were benefitted by scholarships, free ships etc. Besides the Govt. schemes, students are getting benefits of scholarships and freeships from Management. Also, career counselling, soft skill development, remedial coaching, bridge courses, some of the capability enhancement and development schemes are available. The institution has academic and administrative committees, various clubs which provide student support. The institution has proactive student council and representation of students on academic affairs is visible. The Grievance Redressal Cell, Anti Ragging and Anti Sexual harassment committees are in place. Reasonable placement of students took place during the last 5 years. Training and career counselling support through placement cell in campus recruitment is available. Positive trend is visible in placements. However, student progression to higher education and qualifying in other competitive exams is a matter of concern. Sports and cultural activities/competitions organised at the institutional level each year. Students received awards/medals in sports/cultural activities. The institute has a alumni association which is contributing in non-financial ways. Every year, the institute conducts "Alumni Meet". Workshops/seminars focused on entrepreneurial development need to be conducted. Employability and entrepreneurship in the overall development of the students need to be strengthened. Coaching and training for the sports/games and cultural activities needs through professional experts.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The mission and vision are consistent with objective of higher education at national level. Healthy relationship with different stakeholders is maintained. **Effective and dynamic** leadership in governance, value orientation and community service is in place. Management is responsible to analyse and evolve strategies and policies. The institute has introduced skill based industry certified courses apart from the university mandated courses. Social centric practices such as social survey, charity to orphanage, village adoption, fees concession, allowing less privileged people to run the institute canteen free of cost. College promotes a culture of participative management through various committees. The director executes the activities at the institute with the support of the faculty, PTA and IQAC through various Clubs and Associations. Student council advisor plans the co-curricular/ extra-curricular activities and coordinates through clubs and associations. The institute has introduced Project Work Diary where each student is required to maintain their project work diary in order to help them obtain experience of research. Teachers were provided financial support to attend conferences/ workshops during the last 5 years. Very few professional development/administrative training programs were

organised by the institution for teaching and non-teaching staff during the last 5 years. A formal performance appraisal system for teaching as well as non-teaching staff is available. The institute conducts internal financial audits regularly as per the Government rules. IQAC has institutionalized few quality assurance programs/activities, yet, details of quality initiative need to be documented properly. Certain green initiatives such as vermin compost unit, use of LED lights, solar panels, social survey conducted on “Save Water” have been adopted by the institute.

Faculty needs to be encouraged and financially supported to attend refresher courses, short term courses, faculty development programmes etc. The institute needs to have a future plan document for its growth and development. For the management, sustenance and enhancement of quality education, measures need to be taken. The institute must pursue a quality oriented policy and perspective plan of action. Welfare schemes for teaching and non-teaching staff need to be strengthened. College needs to tap industry and other funding agencies to augment financial resources.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The institute seems to be gender sensitive. Female representation in students and faculty is substantial. It has organised gender equity promotion programmes during the last 5 years. Campus is safe and secure by posting security guards. Separate common room for girls exists. However some essential facilities of sanitary napkins vending disposal machines to be established.

A few arrangements are made for solid waste, liquid waste and e-waste management. A vermi composting unit

is set up for make effective use of dry leaves paper waste and vegetable waste generated in the canteen and hostel in the campus. Expenditure be increased incurred by the institute on green initiatives and waste management during the last 5 years. Majority of the students use public transport to travel from their respective places. The institute has made arrangements for financial, academic and administrative transparency. Celebration of national festivals and birth/death anniversaries of great personalities.

Green audit and paperless/digital office is recommended. Tree plantation programmes carried out by students need to be increased. Significantly the campus is plastic free. Facilities for differently abled persons need to be initiated like ramp, wheelchairs and lifts.

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Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strength

Spacious campus with adequate infrastructure.

Social commitment through extension activities.

Student council is active and student representation on various academic and co-curricular activities is visible.

Add-on need based certificate courses conducted.

Locational advantage.

Dedicated disciplined staff and students.

Alumni association is very strong.

Management is financially strong and supportive

Optimum utilisation of resources and infrastructure by sharing resources with sister concerns.

Weakness

Absence of inter disciplinary courses.

Shortage of permanent Ph.D. faculty.

The institute lacks common linkages with centres and organisations of excellence.

Lack of availability of facilities for differently abled persons.

Inadequate research orientation and activities.

Opportunities

Need based skill enhancement programmes for entrepreneurship development.

Vast scope for consultancy services.

Scope for industry institute linkage for promotion of research.

Improvement of placement activities.

Introduction of integrated programmes.

Organising faculty development programs and workshops/seminars for faculty members and students.

Scope for industry institute and society linkage.

Introduction of more short term skill development and vocational courses.

Challenges

Growing number of management institutes around.

Student enrolment.

Enhancing employability to strengthen existing programmes and promoting research culture.

Preparing teachers and students to meet national and global competency.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- UGC section 12 B shall be obtained.
- Faculty appointment and scale salary as per UGC guidelines to be followed.
- Interdisciplinary, job oriented, entrepreneurship development programme to be enriched.
- Encourage faculty to take up part time/full time doctoral research.
- Collaborations, tie-ups MOUs with industries/institutions be established to provide internships and on-job summer training.
- Teachers and students social survey reports should be published in institution journal.
- Mobilisation of Non-conventional sources funding needs to be strengthened.
- Language lab to be setup.
- Facilities to be provided to differently abled students.
- IQAC cell to take more quality initiatives towards excellence.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	Shirish	Chairman	
2	Usha	Member Co - ordinator	
3	Vedulla Shekhar	Member	
4	DR. B. S. MADHUKAR	NAAC Co - ordinator	

Place

Date

NAAC