

SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**MANEL SRINIVAS NAYAK MEMORIAL BESANT
INSTITUTE OF PG STUDIES**

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

MSNM Besant Institute of PG Studies is a premier management institute based at the coastal city of Mangalore in Karnataka. Our institute is an offshoot of the educational movement initiated by the renowned Theosophist, social reformer and freedom fighter Dr. Annie Besant. The institute is promoted by Women's National Education Society (WNES), a leading and veteran educational organization, which has its roots in the Theosophical Society of India founded by Dr. Annie Besant. The Besant Institutions are in the centenary year now.

MSNM Besant Institute of PG Studies is named after Manel Srinivas Nayak, a philanthropist of Mangalore who had spearheaded the growth of the Besant Institutes for nearly four decades. MSNM Besant was established in 1999, approved by AICTE, and was accredited by NAAC and enjoys the distinction of being the first management institute to become affiliated with Mangalore University. Institute offers a two-year full time post graduate programme leading to the award of MBA degree by Mangalore University.

Excellent infrastructure, experienced faculty, adequate industry exposure, impressive track record of academic achievements and placements make us an educational destination of choice for students. Over the years, the institute has developed into a leading centre for professional management education, research and consultancy services. In addition to the existing MBA programme, the institute plans to introduce a number of specialized training programs, and to organize seminars and workshops in collaboration/association with reputed institutions and universities. Responding to India's transition market oriented governance, WNES was motivated to establish the postgraduate management institute in Mangalore to cater to the needs of the society.

MSNM Besant has a spacious campus of about 4 acres in a serene countryside locale at Bondel within Mangalore city limits. A Board of Governors consisting of leading professionals including former Deputy Governor, RBI, CMD of Bank of Baroda and others occupying various corporate board level positions governs the institute. The institute is growing by leaps and bounds by producing several outstanding professionals who have made their mark in the corporate world. The institute believes and practices in ethical values and inclusive social development through education.

Vision

To be a centre of excellence in the sphere of Post Graduate Education and Research, and to prepare business leaders having concern for human values and ethics.

Mission

MISSION STATEMENT

To nurture high standards in academics, research and consultancy by upholding quality and continuous improvement so as to disseminate relevant contemporary knowledge and skills in the field of business management among students, researchers and corporate participants.

To develop and shape future business leaders with a global outlook, high ethical standards, and utmost care for the human values.

To nurture creativity among students and foster a positive attitude, honesty, integrity and social concern in their profession and business; and thereby groom socially responsible citizens for the nation.

CORE VALUES

- Creativity and Innovation,
- Ethical Behaviour,
- Social Responsibility and Accountability,
- Leadership and Excellence

QUALITY POLICY

MSNM Besant Institute of Post Graduate Studies, as a dedicated team is committed to impart quality education and training leading to excellence. The institute creates a learning environment by constantly upgrading the systems and nurturing the talents to promote creativity and leadership.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Affiliated to NAAC 'A' grade Mangalore University.
- Implementation of Outcome Based Education (OBE) and Choice Based Credit System (CBCS).
- 3.62 acres exclusive campus with newly built state of the art building and infrastructure.
- Locational advantage as it is located in district headquarters Mangalore which is considered as one of the educational hub of south India.
- It is located in the outskirts of the city in a serene atmosphere conducive for the studies.
- Experienced and committed Management to promote cause of education.
- Eminent corporate leaders like Former Deputy Governor RBI, Former CMD Bank of Baroda and Former MD State Bank of Travancore being Governing Council members.
- Led by Director who has industry and academic experience.
- Qualified and dedicated Dean and faculty members.
- Trained faculty in soft skills and aptitude skills.
- Talks from eminent scholars under the series names; MSNM Knowledge Series, Health Series and Dialogue series
- Classrooms with LCD projectors, internet facility and support for laptop based teaching/assessment.
- Library has huge collection of wide range of books and journals, periodicals, e-resources and other learning materials.
- Availability of communication, information and E-Governance technology to build smart campus
- Excellent Student-computer ratio
- Government/management scholarships.
- Consistent placement record.
- Facility to conduct various co-curricular, extra-curricular and extension activities.
- Well-designed learning spaces
- Clean and green campus

- As part of WNE Society which has long and glorious history of quality education and social service, MSNMBIPS has long experience and reputation for quality education.
- Visionary governing council and academicians as leaders who practice decentralization and participative management.
- MSNMBIPS has been accredited by National Assessment and Accreditation Council (NAAC) in the past.
- In-campus girls' and boys' hostel with boarding facility.
- Good culture and conducive environment for teaching-learning and development.
- Offers 'Value Addition Programme' to students over and above University prescribed syllabus.
- Conducts counselling and mentoring sessions for students and provides them the guidance for problem solving and career development.
- Excellent academic results.
- Good relationship with stakeholders – students, alumni, parents, faculty and staff members, employers/industries, regulatory agencies etc.
- Transparent admission policy

Institutional Weakness

- Being a self financed institute funds are limited for developmental activities.
- As many of the students are from poor background not possible to evolve programs with large outlay of funds.
- Need to further strengthen its placement activities.
- Not many companies who can absorb the students from the institute.
- Limited number of internship opportunities for our students as they face competition from other institutes
- Most of the alumni are not placed near Mangalore making personal interaction difficult.
- Underutilization of its infrastructure.
- Non availability of qualified and experienced PhDs for teaching positions.
- Poor exposure to international agencies for both faculty and students
- Sustaining measures to motivate faculty for filing patents
- Difficulties in tapping external funding for research and development activities
- Non availability of funds from UGC / Government.

Institutional Opportunity

- Institute has earned reputation in the society by imparting quality education which can be helpful to launch more professional and need-based programmes.
- Needs to have an international tie-up for its academic and research activities.
- The good relationship with stakeholders and various organizations can be utilized for strengthening research, consultancy activities.
- Scope of conducting more skill based programs as country needs skill development.
- Availability of industry relevant projects and training to students and willingness of industry to interact and collaborate with institution for preparing role-ready managers.
- Scope for multi-disciplinary research by forming industry-institute research group.
- Opportunity for core management internships with stipends leading to placements
- Availability of established alumni support for institutional development such as industry connect,

campus placement, internship etc.

- Opportunity to develop the surrounding rural community and brand building.
- Opportunity to meet the requirements of society through need based research and consultancy.
- Revenue generation through resource sharing and accepting consultancy projects.
- Institute is respected for its quality of education and the leadership role it continues to play in the higher education. This provides a position of advantage to the institute to progress aggressively in its various initiatives with regard to the establishment of innovative programs and is now forging stronger international collaborations.
- The rich experience and the educational diversity that the sponsoring organization presently has helped the institute in moving forward in establishing programs, facilities and resources without much delay or lag period.

Institutional Challenge

- Execution of collaboration with foreign Institutions
- High cost of delivering Education
- To cope up with emerging technologies
- To attract high meritorious students, especially from streams other than commerce and management.
- Proliferation of colleges and institutes is resulting in unhealthy competition
- Great difficulty in recruiting senior faculty in the professor cadre due to scarcity.
- Balancing financial needs in the face of delays of releasing Post Matric Scholarships by the Government.
- Delay in admissions process by government.
- Tuition fee fixation is not dynamic enough to meet the growing needs.
- Retaining the senior and dynamic faculty.
- Facilitating student learning through English, owing to their migration from learning through mother tongue in schools.
- Addressing gender equity & sensitivity and their auditing in syllabus
- Attracting students and faculty from other states and nations
- Meeting the learning demands of the heterogeneous group of students in the class
- Equipping the faculty with newer methods of teaching learning
- Providing financial support for programmes and projects requiring huge grants
- Motivating the students to use the available sports facilities
- Up-gradating skill of non-teaching staff
- Aligning institution strategy to the highly volatile market situation
- Allotting time for various student activities addressing environmental & social cause
- Competition from other educational institutions, both local and national.
- Regulatory framework which is ever changing.
- Creating an ecosystem that will not turn away the meritorious students, especially from the weaker sections of the society, from accessing education due to the non-affordability to pay the costs of education.
- Ensuring the quality of Academic faculty – due to the reasons of decline in distinguished faculty who are willing to take an academic career path.
- Not being able to pursue cutting-edge research due to limited resource funding from National funding agencies being made available to private providers
- Flexibility in teaching learning process keeping in view the all-pervasive ICT taking students away from classrooms.

- The education globally is moving at a much faster pace and the need to bridging the gap and keeping pace with it.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum Delivery and Implementation

The Institute is affiliated to Mangalore University, (NAAC-A) which follows the Choice based Credit System which accommodates Hard core and soft core courses for the MBA program. The Institute has an active Academic Council comprising of learned Professors from National Institute of Technology.

The Institute ensures effective curriculum delivery aligning with its vision and mission, through well planned and documented process. Exhaustive Academic Calendar, Flexible Time Table, Systematic Teaching Plan, Regular Work Diary are the core documents of the curriculum delivery. Enabling activities include. Weekly Faculty Meets, Review by Academic Council and Monitoring by IQAC.

The text books and books for reference are made available in the library. The Director and some senior professors contributed to curriculum development by being members in Board of Studies and Board of Examinations in the affiliating university and other university/Institutions.

Academic Flexibility

Under the choice based scheme optional soft courses are made available to students. To ensure further flexibility, eight market relevant optional certificate courses are offered. Students can chose Finance, Marketing or HRM as specialization from second year. Dual specializations are also offered from this year.

Curriculum Enrichment

The curriculum is enriched by related case studies, live projects and summer internships. The cross-cutting issues like Gender sensitivity, Environmental sustainability, Human Values and Professional Ethics find ample space into the program delivery. The topics covered include, Business ethics, Ethical principles, Discrimination in employment, protecting consumers, respect to gender and age, Corporate Social Responsibility and Corporate Good Governance. Knowledge Dissemination Lectures and Dialogues, Skill Development Programs and Attitude Development Programs further fortify the curriculum..

Feedback on Curriculum

The discussions for curriculum development and feedback take place with stake holders like Students, Industry, Alumni, Research Bodies, Academic Peers and University through formal and informal channels. As a result:

- Designed courses on Taxation based on Feedback from Recruiters.
- Conducted Coaching for IBPS [Multi-dimension Skill Development] -feedback from students
- Conduct of soft skill classes- feedback by rural based students.
- Organizing National/International Conferences, FDPs/MDPs, MSNM Knowledge Series Lectures, Dialogue Series and Health Series Talks- Feedback from Industry and Governing Council.

Teaching-learning and Evaluation

The Institute fosters a vibrant campus culture admitting students from wide cross section of the society. The student mix includes a major part from rural and backward regions. This challenge is to develop them and prepare them as managers in a span of two years is well taken by the faculty team.

Student-faculty ratio is quite often better than the regulatory norms. In addition to regular faculty members, services of expert visiting and guest faculty are drawn so that the students get quality academic delivery. At the institute, faculty members use different ICT enabled teaching methods. Further beyond engaging regular lectures on prescribed subjects, certificate programmes and dual specialization are also offered. Students are involved in Group Discussion, Seminars, Role play, Case study, Quiz, Debates, Mock ads, Stress interviews, Book reviews, etc.

The Institute offers bridge courses and remedial courses along with tutorials to address the concerns of the slow learners. The institute has evolved a Continuous Internal Evaluation (CIE) approach to evaluate and better the student performance. The institution prepares a well planned Academic Calendar and strictly adheres to. Teaching Plan, Work Diary and Conduct of CIE are integral part of teacher's job. In addition, Self Development activities, Placement Training and Samanvaya, intra institute competitions, are conducted to develop students' core competencies.

The institute being affiliated to Mangalore University adheres to the programme and course outcomes defined by the university. For evaluating student performance, achievement of learning objectives and outcomes various innovative methods are used. Through a variety of planned academic and extra circular activities scheduled throughout the year the institute enables the students to hone their best abilities through interactions and hand-on experiences and enhance their knowledge as well as skill development.

Research, Innovations and Extension

The institute has been recognized for its research-based innovative outreach activities. Institute carries out extension activities throughout the year involving its staff, students, and members of society. Specific programmes are undertaken which directly contribute to well-being of society. Institute undertakes extension and outreach activities like awareness and social welfare programmes, blood donation camps, tree plantation and programmes related to environmental protection throughout the year. Students are encouraged to participate in various community programmes through outreach activities.

Focus on research and extension is an indispensable part of the curriculum. MSNMBIPS inculcates research culture amongst faculty and students by providing support for research facilities. The institute publishes blind fold peer reviewed research journal half yearly called 'MSNM Besant Management Review'. To inculcate research orientation in the minds of students the final project are made compulsorily as research based projects. The institute conducts conferences and seminars on managerial themes wherein research based papers are invited and presented and published as a compendium with ISSN number. Thus the institute also promotes research in the academic society at large.

The institute, right from its inception is very keen to have an innovative approach in managing the various aspects of teaching learning by introducing innovative initiatives for creation and transfer of knowledge by going beyond the curriculum and sensitizing the students to environmental issues. The extracurricular activities

of the institute are in tune with the vision, mission and core objectives of NAAC. Management supports several projects that require small funding. Faculty members have published several books and research papers / articles in journals and conference proceedings.

The Institute aims to imbibe cultural, moral, ethical, social & socio-cultural values among the students, and to sensitize the students to understand the community issues, gender disparities & social inequity etc., The research and extension activities enable our students to face challenges of globalization. The institution also promotes institute neighbourhood network by associating with NGOs, Govt. Departments and Service Agencies. Participation of the students in blood donation camps, visits to old age homes, awareness programmes, shramadhans, etc, indicate the involvement of the students in community development activities.

Infrastructure and Learning Resources

Adequate learning resources and Infrastructure facilities are created in the Institute. Institute has enough infrastructure to conduct Curricular, co-curricular and extra-curricular activities in the campus. ICT facilities are available in the institute to make the best use of digital resources, in addition to conventional teaching aids. The maintenance and upkeep of the library and computer lab facilities and the other academic amenities has been adequate.

MSNMBIPS is known not only for good quality education but also for its green campus and infrastructure facilities. The campus has sufficient space for all academic, administrative, co-curricular and extracurricular activities. Institute has a state of art physical infrastructure spread across 3.62 acres of land and is housed in a three-storied building. This accommodates classrooms, tutorial rooms, knowledge zone consisting of library, computer centre and research cell, Auditorium (Nethravati), Seminar hall (Swarna), Management Lab and Activity Room (Kaveri), Board room (Ganga), Administrative Office, Staff rooms, Placement cell, IAQC cell, separate common room for girls and boys etc. The important rooms are named after some of the rivers of India.

All the computers are connected in network and have 20 MBPS leased line internet facility. Institution updates its IT Facilities including Wi-Fi and procures licenced softwares only. Institute has generator backup, all classrooms and seminar halls have ICT enabled facilities such as LCD projectors, computers with internet connection. MSNMBIPS has girls' hostel, boys' hostels, rest rooms, canteen, and vehicles parking facility along with adequate sports facilities. Institute has Library which strives hard to provide the latest information to students and staff. Library has collection of 5672 titles and 8478 volumes of books, 12 journals, 10 magazines, e-resources, special collections, etc. Library is fully automated using Easylib Software. Library ensures access, use and security of materials.

Institute plans and ensures that available infrastructure is optimally utilized. Institute allocates sufficient financial and human resources for maintenance of infrastructure. Adequate budgetary provision has ensured the proper maintenance of infrastructure and academic support facilities.

Student Support and Progression

Socio-economic profile of students reflects diverse backgrounds of students. Institute has negligible dropout rate as it provides support and welfare facilities. Institute has effective system of informing students of various schemes of scholarships. MSNMBIPS provides financial assistance to students through scholarships, instalment facility, etc. MSNMBIPS also provide scholarships from its own resources to academic toppers. MSNMBIPS

also provides welfare facilities like canteen, health care, counselling and mentoring. Institute has mentoring system, where for every 12 students a faculty acts as a mentor, till the student completes his/her program. Faculty mentor looks after mentees for overall development, academics, personal counselling, etc. MSNMBIPS has maintained consistency in academic results. MSNMBIPS conducts various co-curricular, extra-curricular and extension activities for students to develop their overall personality. MSNMBIPS has an active Student Council.. MSNMBIPS regularly obtains feedback from Students, Alumni and Employers/Industries which help institute in its growth and development. MSNMBIPS Alumni Association is an active body of alumni which supports institute in different ways like placements, guest lectures, and summer internships for students and participation in various events and activities.

There is Student Placement Cell with faculty coordinator and student coordinators as active members. Placement cell conducts various training sessions for students and endeavour to place all the students through in campus and off campus recruitment drives in every strata of industry. Each year about 50% to 70% get placement offers before the examination results are published.

The teaching-learning process is enhanced by various activities such as expert lectures, industrial visits, workshops and seminars to provide exposure to students to real life aspects. Students are made aware of various opportunities after graduation. Various training sessions are conducted for career guidance. MSNM Besant Knowledge / Dialogue/ Health Series play a vital role in conducting expert lectures and students are benefitted immensely out of it. The Institute also organizes various cultural and sports events which eventually help the students to showcase their talent.

The organized efforts of the support mechanisms brought down the dropout rate to 1%. The institute continuously monitors Students' Progression across the semesters and even after the completion of the course wherever possible.

Governance, Leadership and Management

Good governance practices , decentralization, delegation of duties and responsibilities and transparency form the core of administrative system at MSNMBIPS as teachers and students are involved in decision making of various academic practices. The institute has an effective Governing Council consisting of senior academicians, industry professionals, corporate stalwarts along with Director and nominated faculty members.

The Director, as the Head the Institution, coordinates and monitors the academic and administrative functions of the institute. All decisions, related to policy matters and planning are taken by the Governing Council and Director. During the commencement of every academic year, the Management, Director and the IQAC Members frame the policy and action plan for the year. The plans and policies are implemented by appointing various committees and are conveyed to the stakeholders through meetings, circulars and publications like prospectus and hand book. The Academic and Administrative Bodies of the institution function at two different levels; the management level and institute level.

The institute has established the IQAC in 2012 and it functions efficiently under the leadership of the Director in accordance with the guidelines framed by NAAC.

Comprehensive service rules are existing in the institute. Faculty are assessed based on structured self-appraisal comprising of points on teaching capabilities, participation in research and development, administration and extension activities in addition to the student feedback collected and evaluation by the

superiors. The institute has a mechanism for internal and external audit.

Committee Heads along with IQAC look after various issues related to curriculum planning and its implementation. Participatory management is practiced in planning, execution and monitoring. The institute encourages the human resources to put in optimum efforts and also be rewarded for. Decentralization of authority and partial autonomy is provided to take initiatives in decision making. Perspective planning is made to achieve long-term objectives along with the accomplishment of short-term objectives. The IQAC has played a catalytic role in enhancement and sustenance of quality by framing the policies, by developing a perspective plan and by initiation of quality measures.

Institutional Values and Best Practices

MSNMBIPS is quality conscious and strives hard to initiate, sustain and enhance quality. MSNMBIPS has developed various mechanisms for quality assurance within existing academic and administrative system. MSNMBIPS is totally student centric, and it leaves no stone unturned to have institutional values and execution of its social responsibilities as the centre and core of all its activities. MSNMBIPS involves its stake holders in planning, implementation and evaluation of academic programmes.

Institute imparts education to students from various sections of the society. MSNMBIPS continuously emphasizes on value addition to enhance quality of students. Learning is made student centric so that they acquire lifelong learning. MSNMBIPS understands its social responsibilities and also tries to inculcate the same amongst students and staff. MSNMBIPS actively supports and strengthens neighbourhood communities by its village adoption programs. Institute has developed good relationship with stakeholders and various academic Institutions, business, and professionals which help in identifying community needs and areas of emphasis for support. MSNMBIPS has undertaken various gender sensitization programmes.

Institute is committed to environmental consciousness including use of proper waste management, rain water harvesting and implementation of green practices. It deals with waste management as a sacred mission and pious activity to keep the campus clean, green and free from pollution. As a matter of policy the college has introduced green practices in the campus with green landscaping and adequate trees and plants. It encourages the students to keep the campus plastic free and use bicycles and public transport to make it pollution free.

The Institute has evolved many unique progressive practices over the years. To quote, two best practices are “Mentoring” and “Outreach Activities”. The aim and objective of “Mentoring” is to have personal attention and hand holding of students by faculty for self-development and placement. Typically about 15-20 students are mentored by a faculty. In the second best practice “Outreach Activities”; while focusing on student centric approach and activities we also intend to share the academic expertise available in the institute with other schools and colleges as well as society at large.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANEL SRINIVAS NAYAK MEMORIAL BESANT INSTITUTE OF PG STUDIES
Address	Besant Vidya Kendra Bondel
City	Mangaluru
State	Karnataka
Pin	575008
Website	msnm.besant.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	Robin Manohar Shinde	0824-2482668	9740612734	-	robin_shinde@yah oo.co.in
Director	Narayan Kayarkatte	0824-2482669	9341446472	-	msnmbesant@gma il.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-09-1999			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Karnataka	Mangalore University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	30-12-2015		View Document	
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	01-07-2018	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Besant Vidya Kendra Bondel	Rural	3.62	4192

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA, Masters In Business Administration	24	Any Bachelor Degree	English	120	102

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				8			
Recruited	1	0	0	1	2	0	0	2	5	3	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				2				8			
Recruited	1	0	0	1	2	0	0	2	8	0	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	5	8	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	5	8	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	2	0	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	7	0	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	29	5	0	0	34
	Female	57	11	0	0	68
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	3	0
	Female	6	2	0	3
	Others	0	0	0	0
ST	Male	1	1	3	0
	Female	0	3	0	0
	Others	0	0	0	0
OBC	Male	24	25	21	19
	Female	48	31	34	17
	Others	0	0	0	0
General	Male	6	4	4	2
	Female	9	6	6	1
	Others	0	0	0	0
Others	Male	8	5	9	6
	Female	4	4	3	2
	Others	0	0	0	0
Total		106	81	83	50

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 47

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
187	164	133	107	98

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	31	31	15	15

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	81	48	56	41

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	12	9	8

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	12	8	8

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 9

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
50.54	46.28	41.34	28.92	27.00

Number of computers

Response: 60

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Institute is affiliated to Mangalore University and courses are offered under choice based credit system as per the syllabus prescribed by the University. Choice based credit system enhances the flexibility and provides various optional soft core courses besides compulsory hard core courses.

The Institute ensures effective curriculum delivery aligning with its vision and mission, through well planned and documented process. In order to ensure effective planning of various programmes, an Academic Calendar is prepared at the beginning of every year. The IQAC ensures the conduct of the programmes as stipulated the academic calendar. In Academic Calendar, various programmes, completion of syllabus, delivery of lectures, internal examination, publication of student magazine, conduct of various competitions, sports and other co-curricular activities are scheduled well in advance.

The details of the systems in place are as follows:

1. Executive Council Meetings:

Executive Council meetings of faculty conducted every week, have not only played an important role in planning the curriculum delivery but have also provided a platform to discuss the course contents, discuss the difficulties in delivering the content, finalizing the quality objectives and preparing of the assessment methods.

2. Academic Calendars:

Academic calendars have helped to plan and implement the activities. This academic calendar, which is prepared after deliberations in Executive Council, synchronizes with the university academic calendar.

3. Manpower Planning:

The tentative workload for the next semester is analysed at the end of every semester. The available faculty resources are matched with the need. If special expertise is needed, guest faculty /visiting faculty are identified. This practice minimises academic exigencies.

4. Subjects Allotment:

Based on the workload/expertise and discussions held in the executive council meetings, subjects are allotted to various faculty members for teaching.

5. Program Sheet:

The timetable is finalized by the academic coordinator. Then, it is notified or circulated among the students/faculty members. It is flexible as per the needs and availability of resources.

6. Teaching Plan:

The teacher prepares the teaching plan, and the Director checks the plan. The teaching plan helps the teacher to plan the curriculum delivery in time and reflects the use of innovative teaching methods such as ICT, participative and experiential teaching, etc.

7. Work Diary:

The teachers maintain the work diary detailing the implementation of the teaching plan. Director guides and supervises the plans and actions periodically.

8. Teaching – Learning Progress:

The Executive Council discusses about the progress of the teaching learning every week. The faculty members also discuss the performance of the students, teaching learning strategies and evaluation methods used in the institute.

9. Monitoring by IQAC:

The IQAC monitors the overall process through the collection of feedback from students and conducting occasional Academic Audits. The IQAC follows robust approach to make sure that the difficulties in the curriculum delivery are identified and rectified on time.

10. Communication through Notice Boards and Social Groups:

The students are periodically intimated regarding topics to be taught, syllabus completion and tentative examination schedule through the notice board/ WhatsApp groups/email.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 8

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 169.81

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	3	3	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 48.94

1.2.1.1 How many new courses are introduced within the last five years

Response: 23

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 61.07

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
185	96	66	56	45

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The cross-cutting issues like Gender sensitivity, Environmental sustainability, Human Values and Professional Ethics find ample space while applying them effectively into the program delivery. Institute

strives to maintain a balance of these issues in the overall personality of the students. The curriculum designed by the university itself does include many of these aspects such as Professional Ethics and Corporate Social Responsibility. The topics covered include, Business ethics, Ethical principles, Discrimination in employment, protecting consumers, respect to gender and age, Corporate Social Responsibility and Corporate Good Governance.

Additionally, the various committees which take care of the student's development are:

1. **Women Empowerment Cell:** Majority members are females representing members from faculty, non teaching staff and students from each class. It is heartening to state that in our institute the incidents of sexual harassment of women students have been nil due to the discipline and gender sensitivity. This cell interacts with women students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing the cases very confidently. The cell also conducts program for women empowerment, women entrepreneurship, women health care, gender sensitisation, etc.

2. **Anti- Ragging Committee:** As per the guidelines of UGC, AICTE and the University, an Anti-Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any untoward incident.

3. **Human Rights:** The institute conducts various programmes on Human Rights to provide awareness among students.

- Blood Donation Programmes
- Swachh Bharath through various outreach programs
- Health Awareness Programmes through MSNM Health Series
- Various socially sensitive activities for the upliftment of the society

4. **Environmental Sustainability:** Lectures have been conducted by experts on Rainwater Harvesting, use of alternate source of energy and plant protection.

MSNMBIPS inculcates ethical values amongst the students by conducting various extension activities. These activities expose students with social reality and the importance of human values, protection of environment and its sustainability. Also visits to villages around Mudushedde Gram-Panchayat, which is adopted by us, are organised to make the students understand and feel the rural environment of India. These activities help to make the students responsible citizens connected to realities of the society and nation at large.

The cross-cutting issues are also an intrinsic part of the students' co-curricular activities. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities planned and conducted by the Institute.

Institute also conducts value addition programmes for placement preparedness in addition to regular curriculum. They help students to develop professional ethics and personality development. The modules covered under this include, Communication skills, C V writing Effective presentation, Leadership skills, Interview etiquettes, etc. These programmes are in addition to other value added certificate course conducted by the institute.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 8

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 8

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 100

1.3.3.1 Number of students undertaking field projects or internships

Response: 187

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

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.93

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	4	1	1

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.67

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
106	81	83	50	57

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
120	120	120	60	60

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	31	31	15	15

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

- A week long or 15 days orientation program is conducted for the students before the formal commencement of the regular classes. Helps in identification of active and passive students in the class.
- The program helps to understand the level of knowledge and skills possessed by the students besides the grasp of their overall background. As a part of orientation programme, sessions on ice breaking, interpersonal relationships, team effectiveness, basics of accountancy, mathematics and other disciplines are dealt with. These sessions provide insights of the knowledge gap and learning ability of the newly joined students.
- Apart from this, the student profile maintained by the mentors reflect the academic performance and evaluation of graduate attributes. Once the knowledge gap and the slow learners are identified, the institute devises tailor-made bridge courses like modules on digital skills, soft skills, fundamentals of accountancy, mathematics, statistics, marketing, etc. These modules are dealt with on a continuous basis to plug the knowledge gap among the students. The sessions are handled by the domain faculty members of the Institute.
- Add on Certificate Courses as per the requirements of the students namely IBPS Training, Principles and Practice of Banking, Digital Proficiency in Management, Entrepreneurial Development Program, Human Resource Management, Multidimensional Skill Enhancement, Certificate Course on Taxation, Strategic Brand Management, Language Lab are provided.
- Alumni are invited to share their corporate experiences with students and what is expected of them post completion of their MBA.
- Self Development and Placement Training are conducted to develop students' core competencies
- Samanvaya - Intra institute competitions are conducted by the students for the students as a team building exercise. Events such as Debate, Group Discussion, Problem Solving Exercise, etc. are held.
- Since many of the students are from rural background, the Institute provides coaching in English to improve their spoken English with correct pronunciation and also email writing skills.

- Review meetings by faculty members on regular basis, are held to discuss students performance in annual examinations.
- Teachers interact with the students on a regular basis to provide important inputs related to soft skill development and current trends to keep them motivated.
- Industrial visit and study trip, in various subjects oriented towards social and economic relevance also enhance their aptitude in the subject.
- Value Addition Programmes: Value Addition Programmes are offered to students over and above the University prescribed syllabus, to increase their employability. Modules covered include English Speaking, Communication skill, Presentation Skill, Soft Skill, Aptitude Test, Group Discussion skill, Interview Etiquette etc.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 15.58

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.07

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The following student centric methods are extensively used:

- a. **Case Study Method:** To acquaint the students with the real-life situations. The cases are drawn from the standard text books, journals and from other e-resources. Some cases are also developed by the

faculty concerned.

- b. **Group Discussion:** The faculty members organize group discussions in their subjects to familiarize the students with the concepts and their implications. It helps to learn both process and content.
- c. **Seminars:** Seminar is often conducted on important topics. Student prepare in depth, present views on the topic and discuss the various facets topic confidently with fellow members. This helps in enhancing the knowledge, presentation skill and confidence of the students.
- d. **Management Games:** The experimental exercises drawn from the standard text books and unique management games are organized by the teachers to reinforce certain concepts like team work, leadership, creativity, etc., among students.
- e. **Video Clippings:** Interesting video clippings collected from famous movies and documentaries are presented as a part of the subjects taught to the students to strengthen their conceptual knowledge.
- f. **Assignments:** Students are encouraged to refer various library resources and e-resources and prepare assignments on the topic given by the faculty members.
- g. **Article Review:** To instil interest in reading among the students, the institute organizes 'Article Review'. The students are encouraged to select research based articles from the journals in the library.
- h. **Role Play:** The role play is conducted by the faculty members handling, especially, subjects like Marketing Management, Organizational Behaviour, Human Resource Management and Industrial Relations.
- i. **Quiz:** The quizzes are organized to improve the general awareness of the students.
- j. **Guest Lectures:** They are organized on a regular basis and experts from the industry and academia are invited as resource persons.
- k. **Industry/Field Visits:** To facilitate industry interface the students are taken to the local industries periodically.
- l. **Educational Tour:** Besides the regular local field visits, the students are also taken to industry oriented cities to sensitize them with the industrial operations.
- m. **E-Learning:** The institute facilitates ICT oriented learning using internet, digital library, Excel, SPSS etc.
- n. **Yoga and Meditation Classes:** Yoga exponents are invited to engage sessions on relaxing and rejuvenating the minds of students and staff.
- o. **Cross word puzzles:** To reinforce the conceptual clarity, cross word puzzles are administered.
- p. **Summer Internship Projects:** Every student is required to undertake the summer internship at a company arranged by the college or chosen by the student for about six to eight weeks. This gives them exposures to the functioning of the organization.

q. **Subject specific activities:** Each faculty member organizes some interesting activity pertaining to their subject to impart practical insights to students such as model making, independent portfolio creation and review, debates, etc.

r. **Extension Activities:** Students participate in various extension activities like Blood Donation camps, visit to old age homes, visit to villages and extending a helping hand, etc. which make the students responsible corporate citizens.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 15.58

2.3.3.1 Number of mentors

Response: 12

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Efforts made to bring innovation in the teaching learning by the faculty:

- Extensive and innovative use of ICT in the classroom teaching
- Effective blend of teaching methods like Group Discussion, Seminars, Role play, Case study, Quiz

and Debates

- Brain-storming sessions provide platform for students to voice their thoughts without having to worry about right or wrong with faculties trying to trigger topics for discussion.
- Lateral thinking among students are encouraged to think out of the box and give solutions to the given problem.
- Mock Ads encourages students to present creative advertisements leading to some interesting sessions.
- The students also conduct mock Press events, where they face the press in a given environment.
- The institute conducts stress interviews and placement related interviews for all the students.
- Book reviews are part of the sessions on research methodology and literature review.
- Panel Discussion on current topics like Central Budget, GST, etc.
- Student Presentations on any topic related current issues.
- Live projects are mini projects on small issues conducted by students where in they interview local entrepreneurs to find out problems and solutions faced by them.
- Experience sharing by Alumnus of the institute when they visit the Alma Mater.
- Practical learning through industrial visits, internships, and field trips.
- Screening of movies related to texts prescribed. Management Movie Festival held by the institute was well received by the students.
- Students are encouraged to attend national seminars, present papers, participate in various inter-collegiate cultural/academic fests.
- Innovation club conduct activities that help to trigger creativity. Students bring out creative models and live prototype under this activity.

Institution support

- Faculty members are provided with laptops and classes are ICT enabled.
- Faculty members are deputed to attend FDPs, Conferences, seminars and workshops organized on relevant topics.
- Faculty development programmes with special focus on teaching and research have been organised by the Institute
- Internet accessibility on the campus.
- Staff members are encouraged to take up minor research projects funded by the WNES to enhance their knowledge thereby improving their teaching skills.

The Impact of Innovative practice on student learning:

- Better interaction in the classroom
- Boosts the confidence of the students to participate and present papers
- Students gain practical insights regarding various aspects studied in the classroom.
- Examination results have improved over the years
- Good academic results. 100% pass with many distinctions.
- A few students have taken up entrepreneurship and succeeded.
- Participation and success rate in placement drive have increased
- Students do well in intercollegiate events and also cope up in industry very fast when they are placed. The employers have given a feedback that the attrition rate of our students is comparatively low.
- Motivates students to be self-learners. Students use extensively e-resources and library resources to enhance their knowledge base.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 102.5

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 22.78

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 16.83

2.4.3.1 Total experience of full-time teachers

Response: 202

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 28.3

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

From academic year 2013-14 as per the prescription of Mangalore University. The evaluation ratio is 30:70, meaning total 100 marks are divided into 30 marks for internal evaluation and 70 marks for external evaluation (earlier the ratio was 25:75). Continuous Internal Evaluation (CIE) is an ongoing process and is based on attendance, participation of students in classroom discussions, presentations, assignments, projects, tutorials and two internal examinations as a formative assessment.

CIE approach adopted by the Institution helps the student to be better performer:

- Enabling the students to identify their strengths & weaknesses and areas that need attention from time to time.
- Tutorial classes are conducted, personal attention is given to help students who find difficulty in

understanding curricular aspects.

- Some students who lack quantitative skills are taken special care so that they can sail through courses like business research, operations research and management accounting.

Summative assessment approach adopted by the Institution aims to evaluate student learning at the mid of the semester and end of the semester. Some of the faculty members have adopted different methods like MCQs, open book examinations, analysis of caselets, as against the routine formal subjective type questions appearing in university examinations.

The Institution has adopted the following summative assessment methods.

- Internal Assessment Examinations
- Field Assignment
- Final Project Work
- Viva-voce

The Class Tests and Viva Voce conducted in a semester gives an opportunity for the faculty to assess the learning outcome and initiate changes in order to overcome the student's weakness.

Reforms in Continuous Internal Evaluation includes ensuring total transparency in informing students regarding the schedules of examinations, methods of marking and discussing what is expected from the students. Evaluation methods are communicated to the students in the beginning of academic session. Schedules are communicated to students through examination time tables well in advance. Teachers also communicate evaluation criteria to students while teaching.

The field assignment helps the students in better understanding the theoretical aspects taught in the class by looking at the practical application of the concepts by visiting industries and carrying out mini projects.

The final project work is a study carried out by a student on specific topic related to their interest with guides providing inputs at regular intervals. Projects are evaluated by a team of a faculty and Director before it is submitted to the university.

The positive impact of Continuous Internal Evaluation(CIE) is an improvement in pass percentage and ranks secured by the students at the university level. The students are also able to critically explain the concepts in placement interviews.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Evaluation methods are communicated to students during beginning of the course through student handbook. Evaluation schedules are discussed and finalized in Executive Council meetings, although every faculty member has liberty to decide their internal assessment activities as they think appropriate. But this is to be done within norms decided and finalized with the Director. The same is communicated to students through time-tables and schedules well in advance. Teachers also communicate to students the evaluation criterions and weightages during their teaching sessions.

University puts forth guidelines for the continuous and comprehensive evaluation of students. Institute maintains an Academic Calendar which includes plans for internal assessment. Written exams, class tests, presentations, quizzes, group-discussions, curriculum related activities/games, survey/projects, etc. are methods of assessment at the institute. The uniform internal exam time table is published one month in advance. Exam is arranged on a common schedule and supervised by faculty members. The syllabus for the internal exam is announced in advance by the teacher concerned. The question paper for the internal exam is prepared in a uniform pattern as per the pattern followed by the University in final examination. Valued answer scripts are distributed to the students. Students' grievances concerning examination are taken care of and redressed in a timely manner by individual subject teachers. Consolidated internal mark sheet is published in the institute notice board and uploaded to the University promptly per semester. Individual acknowledgment through signature is obtained from every student before forwarding it to the university.

The behavioral aspects, independent learning ability, ability to effectively communicate and explain during the presentation are taken into consideration during evaluation of seminars / presentation by students. Weightages are given for student's participation in extra-curricular and co-curricular activities under different subjects as per university guidelines. The extracurricular activities like Self-development, Samanvaya, Placement training, language lab, presentation on current topics create a scenario where students start striving for better learning thus instilling in them the need of continuous learning.

The feedback and assessment is given by the teacher immediately, so that the students perform better next time. Student attendance is monitored on regular basis by the class advisor and prolonged absence is communicated to the parents or guardians.

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

Response:

1. Internal Evaluation is on continuous basis and includes tests, assignment, projects, internal examination, etc. Grievances related to internal evaluation include syllabus not covered but questions asked, less marks given than expected, etc. Mechanism for redressal of grievances regarding internal evaluation includes:

- a. Timing of internal test / examination: Generally there is no grievance regarding this aspect as sufficient notice is given regarding proposed test/examination.
- b. If internal test/examination is having questions from syllabus not covered so far, students can complaint to Dean. If it is not resolved, than to Director. Necessary action in such cases, asking faculties for explanation and retest if required. But instances of such grievances are also very rare.
- c. Grievances regarding lesser marks given in internal evaluation: All students are handed over their corrected answer sheets so that they can know how much marks they received in each question. Internal marks are also displayed on notice board. Students are encouraged to discuss with faculty members to clarify their doubts regarding marks received. If students have failed or received very low marks, they are given an opportunity to give additional assignments or retest to improve their marks / grades. If average internal evaluation marks are less, the same is discussed by Director and Dean to ascertain reasons and rectify the same, if required.

2. Mechanism for redressal of grievances regarding External Evaluation by University includes:

a. Before Examination:

Usual grievances of students before the examination is non-receipt of hall-ticket required to give examinations or wrong entries in hall-tickets. In either case, grievances are communicated to University Examination Section and resolved at the earliest.

b. During Examination:

Instant reporting to University Examination Section, if there are any grievances regarding question paper attempted by students. Clarifications received from the University is communicated to the students. If paper is based on topics outside prescribed syllabus, complaint of students is taken in writing and same is forwarded by institute to University for necessary action.

c. After Results:

If student has grievance regarding marks received in particular courses(s), s/he has right to apply for revaluation and reassessment of papers. In both cases, changes are communicated to students in given time frame. If there is no change, this is also communicated to student concerned. Sometimes students may come up with incorrect details in their hall tickets and mark sheet such as wrong subjects are incorporated, incorrect names, improper day, dates and timing of examination. These grievances are addressed promptly by giving a letter to the university mentioning the correct details about the subject or name of the student along with requisite documentary evidence. Similarly, the letter is forwarded to the university with regard to result withheld and the reasons thereof are conveyed to the students immediately. It may happen sometimes that students remains present but inadvertently shown absent in the examination, in such a situation we make immediate correspondence with university and address this issue. Thus, Institute has mechanism to deal with examination related grievances in transparent, time-bound and efficient manner.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Academic Calendar:

- A comprehensive academic plan for the year is drawn in the faculty meet prior to the commencement of the academic year with the Director. The academic calendar is prepared taking into cognizance the University calendar, vacation, holidays, projects and other in-house institute activities.
- Every coordinator submits a detailed academic and activity calendar to the IQAC. Considering the academic calendar provided by the university, a comprehensive academic calendar is prepared by the executive council with the help of IQAC.
- The time table/academic schedule is prepared for a semester taking care of faculty workload and student development activities. The institute was also practising monthly time-table to accommodate exigencies and contingencies. However with the doubling of student intake the time-table is extended for a semester.
- The internal examination schedule is prepared in advance and given to the students two weeks before the commencement of the examination.
- Faculty meetings are conducted every week to discuss among other matters, academic delivery of the past week and academic plan for the ensuing week.

Teaching Plan

Based on the academic requirement of the University and students, the concerned faculty member prepares a lesson plan for each chapter in the subject. This is documented by the faculty member in his/her work diary. The diary so maintained is brought to the perusal of the director and a soft copy is maintained in the MSNM IQAC email id. The lesson plan is prepared taking into considerations the internal examinations dates and university examination dates. The faculty tries to cover the syllabus within the allocated credit hours. However, the total credit hours spend in each subject at the institute far exceeds the credit requirement stipulated by the university.

Evaluation

- The Institute conducts two internal tests every semester to assess the academic competency of the students. The internal is for two hours and some of the questions could act like practice test for the ensuing semester-end university examination.
- The schedule of internal assessment is prepared in advance and notified to the students. The sanctity of the examination is maintained in principle and with true spirit. Dedicated invigilators supervise the conduct of the test and students are strictly monitored to desist from any unfair practices.
- Besides the internal tests, the concerned faculty member administers assignments, conducts seminars, case discussions, and live projects and uses these as the components of student evaluation. These are well planned based on the academic calendar so that maximum coverage is achieved.
- The gross internal marks secured by the students are intimated to them before submitting it to the University.
- While following the academic calendar due care is taken to accommodate co-curricular activities and other programs so that the time schedule for tests and examinations are not interrupted.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 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

Response:

The institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and outcomes.

The methods of internal assessment are partly based on multiple choice questions presentations and problem solving. These test the conceptual understanding, memory, communication skills and application skills. The semester-end assessment tests their discipline specific knowledge, critical thinking skills, written communication skills. Weaker students are advised to practice answering model papers and have

them assessed. They are counseled and guided to overcome their inadequacies. Remedial teaching is conducted by the departments whenever required.

The College has laid down the learning outcome at program level and course level. A copy of the document containing the details of the learning outcome is made available to the students. Each faculty member before the beginning of the term, declare the learning objectives, course outline, lesson plan and evaluation process setting out the details of the pre-reads, books, articles, cases that are required to be studied and discussed in the class including classroom presentations and class participating activities and in the process each student is made aware of the academic process involved in the program.

The institution recognizes that to achieve the learning outcomes teaching, learning & assessment must happen both in the class room and also as a continuous process through college life and outside. The structure includes an academic calendar, teaching plans, staff meetings, work diary and exam calendar. There is an emphasis on academic activities, co-curricular activities and field activities. Besides grades and marks, there are many awards and scholarships which acknowledge achievement of learning outcomes and motivate students toward higher benchmarks.

Strategies:

- **Teaching strategies:** Syllabus framed by the Mangalore University. Knowledge is disseminated through lectures, group activities, independent learning, collaborative learning and use of ICT.

The delivery mechanism is geared to incorporate latest research, technology, and cross cultural aspects. Lectures by experts in the field, industrial visits, internships aim to take the teaching beyond the class room and syllabus. Strategies like tutorials, mentoring and orientation programmes are aimed at inclusive teaching practices.

- **Learning strategies:** Learning strategies aim to make learning an active process.

The main objective of learning strategy is make the students to learn rather than studying a concept

In class rooms: asking questions, problem solving, oral presentation, critiquing a concept or theory.

* In Computer laboratory/Library: Report writing, accessing various useful websites, searching for research journals and practicals.

* Independent learning: Individual assignment, research projects, use of ICT to utilize worldwide resources. (Jgate and Proquest)

* Learning on the field: Internships, industrial visits and excursions

- **Assessment strategies:**

* Formative assessment for feedback

* Evaluation of knowledge/cognitive domain: concept testing, quizzes, MCQs, review questions.

* Evaluation of behavioral domain: Evaluation of practical, field visit reports, internship reports.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The programs and the outcomes are aligned to the vision and mission statement displayed in the website. The same is also reproduced in the important documents and visible places at the institute.

The institute website, prospectus as well as the student handbook states the mission and objectives of the institute. These documents also highlight the achievements of the students and lists the kind of jobs that students get after completion of the different programs. In the orientation program for the first year students, the broad program objective of the program is explained.

All the important academic and non-academic programmes are taking place in the institute are notified in the website under the upcoming events column. Declaration of results are announced through University website.

All the important communications to students and faculty members are carried out through website and individual emails. The outcome of special programmes like MSNM Besant 'I Want to Know' series are published with photos and details in the institute website.

The institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and outcomes.

The institute has laid down the expectations of learning outcome at program level and course level. The details of the expected learning outcome is discussed in the class well before taking up the particular topics. The real outcome is measured by questioning at the end of the class or in the ensuing class besides evaluating through tests and examinations. Each faculty member, before the beginning of the term declares the learning objectives, course outline, lesson plan and evaluation process. He / She sets out the details of the pre-reads, books, articles, cases that are required to be studied and discussed in the class including classroom presentations and class participating activities and in the process each student is made aware of the academic process involved in the program.

The institution recognizes that to achieve the learning outcomes teaching, learning and assessment must happen both in the class room and also as a continuous process through college life and outside. The structure includes an academic calendar, teaching plans, staff meetings, work diary and exam calendar. There is an emphasis on academic activities, co-curricular activities and field activities. Besides grades and

marks, there are many awards and scholarships which acknowledge achievement of learning outcomes and motivate students toward higher benchmarks. During the mentoring also the outcome on the basis of set graduate attributes are evaluated and reviewed.

Knowledge is disseminated through lectures, group activities, independent learning, collaborative learning and use of ICT. The issues not covered under the syllabus but deemed essential and current are provided through additional value added programmes.

The delivery mechanism is geared to incorporate latest research, technology, and cross cultural aspects. Lectures by experts in the field, industrial visits, internships aim to take the teaching beyond the class room and syllabus. Strategies like tutorials, mentoring and orientation programmes are aimed at inclusive teaching practices.

2.6.3 Average pass percentage of Students

Response: 100

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 80

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 80

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1.15

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	0.25	0.25	0.5	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 8.33

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.11

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 4

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 18	
File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

1. Research Promotion

(a) The IQAC at the Institute facilitates research activities and creates research culture within the Institute. The Library resources are made user-friendly to the researchers. J Gate and Proquest facility serves the interest of the researchers extremely well. The research articles and journals along with the bounded volumes available in the library meet the research requirements.

(b) An institute journal, by the name “MSNM Besant Management Review” is published bi-annually.

2. Institutional support to facilitate research

For smooth progress of research efforts and initiatives following measures are taken:

(a) Support by way of leave and financial grants to faculty members attending seminars and conferences and paper presentations.

(b) Faculty members are encouraged to conduct research & PhD. Study leave/time-off is granted for this purpose.

(c) The teachers also attend FDPs conducted by other institutions.

(d) Facilitating online and print journals.

3. Computer Lab

Institution has well equipped computer lab with internet connectivity and printers used by the students and the research scholars. The online Research Journals help the publication output and requirements of the researchers.

4. Knowledge and Dialogue Series

Our Institute intends to establish incubation centers for which programs such as Knowledge Series and Dialog Series motivate and guide innovations to start businesses of scalable and sustainable enterprises. The students draw inspiration in startup and develop a positive attitude after meeting and listening to

successful entrepreneur and CEO's. The experience shared by these dignitaries also emphasize on the struggle and hardships they had to overcome to be in a position they are at present. The unique strategies used by them in their life and business to achieve success and to overcome failures, trigger sparks of motivation among our students and the resultant positive changes are evident.

5. Development of Scientific Temper, Research Culture and Aptitude among Students

(a) Read, collect data, analyze and draw inferences and present findings is the basic approach towards research. This approach helps students to hone their scientific temper and attitude to analyses problems and generate solutions.

(b) Besides, short term exercises, following assignments/activities directly contribute to the research capability of students as well as faculty members, who are intricately involved:

- Student Seminar on Industry Analysis.
- Presentation of summer internship report undertaken.
- Conceive a research problem, design research experiment, collect data, analyse, and draw inference in the research project and create end-to-end solution.

6. Faculty Involvement in Active Research: The faculty is actively involved in guiding the students in their summer internship project reports and final research projects. The faculty guide involves in the entire process from designing the project title, design, data collection & analysis and writing report.

Faculty members are also involved in training the students on specific tools and statistical technique to be used for project.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 48

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	8	10	2	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 2	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 2	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 1	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last
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five years

Response: 4.15

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	10	20	7	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 3.4

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	9	5	14

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Institute carries out various extension activities throughout the year. This has a profound impact in sensitizing students to social issues and helps to a holistic development of the students.

1. Blood Donation Camp: Institute organizes Blood Donation Camp in the campus. Students and staff participate in large numbers voluntarily. Blood Donation Camp sensitizes students to the needs of society without knowing to which individual the blood is being passed on. Students through this volunteer action relates themselves with the community. Rotary International and Red Cross are actively engaged in conducting Blood Donation Camp at the Institute.
2. Clean India Activities: In congruence with the 'Swacch Bharat Mission', Institute conducts many activities for the students. These activities enhance awareness of the students towards major social issue afflicting the society and motivates them to take responsibility for social cause.
3. The institution promotes college neighborhood network by associating with NGOs, Govt. Departments and Service Agencies. The resource persons from these agencies are invited for guest lectures, training programmes, etc., through which students are sensitized to the social problems.
4. Students are deputed to Prajna a student oriented programme organised by Ramakrishna Misson where students of all MBA colleges in Mangalore are oriented towards social issues, values and holistic development. The sessions held in this programme were handled by speakers of national repute.
5. Students participate in visits to old age homes, awareness programmes, shramadhans, etc. Student interaction with people in diverse fields and backgrounds gives an impetus to fostering competency, innovativeness among the students and in understanding of social, economic, cultural and environmental realities. These activities and a cohesive networking of the neighborhood result in good citizenry among the students and their holistic development.
6. Socially Relevant Surveys & Projects: Students conduct many socially relevant surveys and work on projects during summer internship and research projects extended to their academic course work.
7. Adding Value through Soft Skill Development: Students from heterogeneous background join the Institute unaware of requirements of professional life and varied presentation skills. Value Added and Soft Skill courses and personality development workshops organized by the Institute provide a platform to extend the learning in addition to academic learning.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 37

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	5	5	9	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 94.19

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
165	151	127	104	96

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 205

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
105	75	21	2	2

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	3	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

MAAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

To accomplish the vision of the institute, the Management has provided the best infrastructure in the campus.

Overall Infrastructure:

The Institute is spread over an area of 3.62 acres of land on Mangalore Airport Road at Bondel. The exclusive campus offers MBA Programme. The Institution has well furnished with adequate number of class rooms, well-furnished library, seminar Halls, auditorium, parking area for the vehicles, canteen, transport facility and separate hostel for both boys and girls.

Class Rooms and Tutorial System:

The Institute has 5 spacious classrooms and 1 tutorial room with good air circulation, which facilitates a conducive environment for the learning process.

Library as Learning and Research Sources:

The Institute library is a repository of rich learning resources for the students. It contains adequate number of books, periodicals, CDs/DVDs, Online databases, digital library and newspapers. Easylib software has been implemented for effective management. Well-furnished reading room with 60 seating capacity is provided to the students.

Seminar Hall and Auditorium:

A Multipurpose Auditorium (Nethravathi) hall with a seating capacity of more than 500 members. Two air-conditioned seminar halls (Swarna & Kaveri) are available in the Institute premises and it is well-furnished with a seating capacity of 200/130 members respectively and equipped with Audio & Visual Systems.

Admissions and Placement Cell:

A dedicated cell on the campus with an Admission officer facilitating student admission and Placement officer coordinating all placement drives and connecting with well reputed companies and organizations.

Computer Lab:

State of art Air Conditioned computer laboratory with 60 computers are available.

Specialized facilities and equipment for teaching:

- LCD projectors.
- Laptops & Computers.
- Internet Facilities and Wi-Fi facility.

Other ICT resources such as Camera, Scanners, Printers and Photocopy machines are available.

Hostel:

The institution has separate homely hostels for boys and girls inside the campus with 22 well-furnished rooms to accommodate 21 boys and 45 girls with all facilities in room for comfortable living. The hostel also provides recreation room with TV, chess and carrom for students leisure.

There are separate water purifier and solar heater available in the hostels. Emergency medical service is provided to the students by the reputed hospitals available in the locality. The students are administered by the wardens for their safety.

Canteen:

There is a Canteen facility available in the campus for the staff and students to provide the good catering service at low cost.

Security and CCTV Camera:

Every important place CCTV cameras are installed for surveillance, which reduces the unnecessary problems, recording and monitoring all activities. 31 CCTV cameras are installed in the campus.

Transport Facilities:

Transport facility through a college bus is available from the city to enable the students to reach the Institute in time.

File Description	Document
Any additional information	View Document

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

Response:

The institution gives utmost importance to overall development of the students and organises various sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff.

Equipment, special kits and other essential requirements along with first aid facilities are always available and provided for all the games and sporting events. However, spacious indoor and outdoor facilities which are not available to us are hired from neighbouring colleges or we use the local sports associations ground located in and around the vicinity of the college.

1. Indoor Games Facilities

Institute has indoor sports facilities comprising Table-Tennis, Chess and Carrom. Students use these facilities regularly. Institute conducts annual competitions as Sports Days. Winners are facilitated during the Annual Day.

2. Outdoor Sports

Institute has Play-Ground for Throw Ball, Volleyball, and Badminton.

3. Cultural Facilities

Institute has auditorium with seating capacity of 500 where most of the cultural activities are conducted. Institute conducts Cultural Days every year, where several cultural activities are conducted. In addition to Cultural Days, Institute also participates various cultural events organised by the society.

4. Yoga Centre

An open area of 1600 square feet is used as a Yoga centre in the institution and regular Yoga training sessions are organised by a certified Yoga trainer to students and staff. The Yoga centre can accommodate up to 50 members at a time.

Type of Facility (Existing)		Area	Year of Establishment	User Rate	
Sports (outdoor)	Facility	Badminton Courts	44x20 ft	2017	70%
		Volleyball Courts	18x9 ft	2005	65%
		Throw ball Courts	16x 9ft	2005	55%
Sports (indoor)	Facility	Table Tennis	15x22.5 ft	2002	60%
		Chess			
		Carom			
		Yoga	1600 sq.ft	2011	60%
Space for Cultural Activities		Auditorium	5476sq.ft	2015	100%
Space for Self-Development activities	Self-	Swarna Academic Hall	1669sq.ft	2015	100%
		Women Development Forum	845sq.ft	2015	100%
		Kaveri Hall	2043.671sq.ft	2015	100%

The registration fees for students who participate at various sports and cultural competitions outside are paid by the institute. The institute provides all sports material to students.

File Description	Document
Any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 13.09

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.5	2.85	2.7	7.25	4

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Library is a learning resource providing a number of books, periodicals, news clippings, reference books

and internet facilities. It enables students to gather information and update themselves to current world. Thus library is said to be a pool of Knowledge. Following are the attributes of the institute library:

- The Institution has a spacious Library located in the basement of the Institution building with a reading room area of 295.211 Sq.mts.
- The reading room has sixty seating capacity.
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation) are as follows: **Monday to Friday: 8.30 a.m. - 6.30 p.m and Saturday: 8.30 a.m. - 4.00 p.m.**
- The information resources in the library include print and non-print resources comprising rich collection of subject books, national and international journals, newspapers and databases.
- The publisher's catalogues are circulated amongst the faculty members for recommendations. The books recommended by the faculty members in accordance with the University syllabus are placed with the local vendors.
- The books are also received on approval basis from the vendors and the same are displayed in the library for the faculty members' selection.
- Students are also encouraged to view the books.
- The books after processing are displayed in the new arrival rack for one week prior to placing them in the stack, to bring awareness among the users regarding the new additions to the Library collection.
- Monthly new arrival list is displayed on the library notice board.
- At present the library has 8478 books of national and international publications.

22 periodicals (Journals and Magazines) published in India and abroad on the key functional areas of management and its allied subjects are subscribed.

- In addition, the library also subscribes to two on-line Journal Databases.
- 2013-Ebsco Business Sources Elite & J-gate Social and Management Science
- 2014 onwards Proquest ABI Inform Global Package & J-gate
- The Library has a Library Committee consisting of librarians, faculty members and student representatives. The committee members meet once in a semester and take the necessary decisions for the up-gradation of the library services.
- Library is partially automated with EasyLib Standard software version 4.3.3.
- OPAC facility of library automation -EasyLib software helps the users to acquire the information regarding the books available in the library.
- The library is **Wi-fi** enabled and has six computers with **internet connection**.
- **Registered** member of **National Digital Library (NDL)**.
- **Library** brings out a **soft copy** of an **in-house indexing journal 'Data Expo'** containing the information regarding the articles published in the journals subscribed to the library in print.
- The photocopy machine in the library has the provision of printing and scanning
- Institutional Repository is prepared using **D-Space software**.
- **User Orientation and awareness** - User Orientation and awareness for freshers is given at the commencement of the academic year to ensure efficient and maximum utilization of library services. Students are informed about the resources, facilities and services available in the library.
- Training on information retrieval is arranged with the J-gate and Proquest Trainers.

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College Library is enriched with good numbers of textbooks, reference books, books beyond the text, journals and magazines. The institution has taken an initiative to enrich the library with e-resources like e-books, e-journals, e-articles related to subject and curriculum of the college which provides support to the teachers and the students. In addition to these collection, library has a good collection of best seller books. Since last 5 years i.e. July 1st 2013 to June 30th 2018, institution has added 2811 books which include Text books, General reading books and Reference books. The college library has collections of rare books, Best Seller Management Books and Compact Discs.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 3.33**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
3.92	3.11	3.00	3.2	3.44

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 33.67**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 67

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Information Technology facility in the Institution is provided with well-equipped and organized computer lab. Sixty well configured computers with internet facility are available in the computer lab for the students and faculty. Computers are installed with Windows 10 operating system and MS Office and well secured with antivirus and are updated regularly. In addition to this Library is provided with 6 computers and Institute office with 6 computers. To facilitate internet connectivity, the Institution has Wi-Fi facility. 4 printers and 1 photocopy machine and 1 scanner are available for academic and office purposes.

The institution facilitates extensive use of ICT resources for the purpose of computer-aided teaching/learning activities. This is attained by having:

- Spacious Interactive Classrooms with LCD projectors.
- Providing laptops for Power point presentations.
- Demonstrations & Project preparation.
- Group discussions.
- Educational films and documentaries.
- Video Conferencing.
- Voice conferencing through con-call device

This enriches the students with the latest knowledge and gives them a platform for voicing their doubts and concerns about the topic in question.

The following mechanisms are deployed by the institution, with regard to the ICT resources, to make the learning student-centered:

- Formal training in basic computer skills is given to the students (MS Power point, MS Word, MS Excel, web-research etc.)
- The student seminars and presentations are ICT enabled. The students are trained to use LCD for PPT presentations.
- Teachers also use ICT for teaching – LCD presentations, etc.
- The online resources are accessed by the students for gathering data, information and materials related to the topics for their study.
- Seminar halls and Auditorium of the Institution are also equipped with ICT facilities.
- From 2014 onwards, Internet facility is updated from broadband to OFC
- The internet facility on Wi-Fi has been upgraded to OFC

The primary objective of the computer lab is to provide assistance to students that will enhance their chances of succeeding in technology-based learning and to provide access to equipment that will support the needs of students to accomplish their assigned task.

The advent of office automation has ensured inter-departmental "LAN" connectivity. The computing facility is being continuously upgraded and modernized.

At the end of every year, the faculty meets the management to discuss the additional facilities to be provided during the next academic year and as per the requirements listed out by the faculty and in accordance with the needs that arise on account of introducing new subjects or starting new programmes, steps are taken to provide them before the commencement of the academic year. Similarly, in case any new software is required, order for procuring the same is placed.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio	
Response: 3.12	
File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
<p>>=50 MBPS</p> <p>35-50 MBPS</p> <p>20-35 MBPS</p> <p>5-20 MBPS</p> <p>Response: 20-35 MBPS</p>	
File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: Yes	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	
Response: 89.41	

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
46.09	41.7	38.15	27.1	21.54

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

Maintenance of the Institute and Hostel facilities are attended by Warden cum Sr. Administrative Assistant. If required, the issues are discussed in Executive Committee meeting and the necessary steps are taken. The management allocates sufficient fund for the upkeep of the infrastructure and equipment every year. There is a full-time Sr. Administrative Assistant available in the campus, who is responsible to monitor the maintenance of the infrastructural facilities available; assisted by a technician. Sr. Administrative Assistant monitors other facilities like :

- All kinds of plumbing issues.
- Regular cleaning to ensure hygiene in the campus and safe toilets
- Routine pest treatment and control services of the campus by local pest control agencies.
- Gardening and watering of plants including lawn laying.
- Maintenance staff consists of a Technician. If any requirement for additional support in the form of Qualified Electricians, Carpenters, Plumbers, it is outsourced.
- Major works like gardening and security are outsourced to professional agencies.
- Institution is well barricaded with boundary wall and security guards placed at the entrance.

Library:

The library advisory committee with senior librarian and library assistants who looks regular maintenance of the library which includes rising purchase order of books, procurement of books, maintenance of valuable materials and so on.

Computers and allied Infrastructure:

Qualified System Administrator is available in the computer lab who is responsible for the maintenance of computers. He also takes additional responsibility to take care of maintaining the computers in the campus. All the computers in the computer lab are given uninterrupted power supply through UPS units. The UPS

units and batteries are being properly maintained. Institute website is maintained on AMC basis.

Driver of the vehicle looks after the maintenance of vehicles by sending them for service periodically and attending to the repairs when required.

Buildings and Infrastructure:

- Maintenance of buildings and related services are undertaken by the maintenance wing.
- Monitoring of the facilities is carried out regularly by the Assistant Administrative Officer.
- Maintenance Department also looks into upkeep of water purifiers, fixing of LCDs and replacing green and whiteboards when required.
- Broken glass panes of windows in classrooms are replaced periodically.
- Regular cleaning and mopping work is done by floor attenders.
- The furniture's are periodically checked and in case any repair is to be done, it is attended immediately. The equipment such as LCD, Audio-Visual is maintained with the companies which supplied them. As per the strength of the students, every year new equipment and new furniture's are purchased.

Electrical Facilities:

Maintenance wing performs regular checks in classrooms and campus to ensure that all electrical fittings are working in excellent condition. Voltage power supply, functioning of generators in the campus are called for repairing within warranty or after warranty as per the norms. Supply of electricity during power breakdown is supported through generator.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 46.3

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
107	103	62	41	26

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 81.47

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
187	95	103	77	98

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 53.65

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
106	81	80	48	56

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 53.65

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
106	81	80	48	56

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 92.28

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	71	46	45	40

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 2.5

5.2.2.1 Number of outgoing students progressing to higher education

Response: 2

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

- The institute believes in participative management so that all the stakeholders have a say in the managing process and also get a satisfaction of being part of the institution. As a member of college community every student has stakes in the governance of the institute. Students are encouraged to participate in the governing process of the institute. The institute involves students in most of the committees which steer various programmes and activities. They have been given the responsibilities to organize some of the academic and non-academic activities. This practice is based on the premise that students participation is vital to rigorous intellectual exchange. It also supports the objectives of the institute resulting in effective, appropriate and productive involvement of the students.
- Every batch is expected to select their class representatives whose role is take initiatives to conduct

various academic activities for the benefit of student group. These representatives act as a liaison between the students and the management, student and the faculty, the students and the community and among the students themselves.

- Student representatives are actively participating in Anti Ragging Committee which is formed to address the grievance of the students in case of report of such incidents. Meeting are regularly held. Student representatives take responsibilities in sharing the proceedings of the meetings with their classmates. The committee members take active role in putting peer pressure among the other students to abstain from unwarranted activities which may be treated as ragging.
- Anti-Women Harassment Committee is part of Women Development Cell which is an active committee in the institute. Women student representatives are actively participating in the meetings held and special guest lectures are organized for the empowerment of women.
- Students Grievance Redressal Cell has been formed to attend the needs of the students. Students representatives are actively participating in the cell, issues relating to the facilities, services needed for the students are discussed and measures are taken to address the same. Students representatives act like a link between the student community and management. This has resulted in preventing any student unrest in the incept stage itself.
- Students are actively taking initiatives in organizing Blood Donation Camps, Swatch Campus Abhiyan, Samanvaya, Intercollegiate Fest – EDIFY. These programmes provide a good opportunity for the students to exhibit their leadership skills, innovative skills, organizing skills and working as a team. Fresher's day and Farewell day are two programmes ideated, participated and executed by the students.
- Institute has an active Placement Cell wherein students representatives are taking initiatives in helping organizing the placements, contacting and sourcing the companies.
- Library Committee is another body where student members are very active. They not only suggest shortage of curricular books but also give valuable inputs for enabling facilities and drawing rules.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	2	2

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 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

Response:

- The Alumni Association is in place from the beginning of the passing out of the first MBA batch. Initially the association was hand held by the institute but with passage of time the Alumni have taken interest and responsibility in taking the association forward.
- All the students are provisionally admitted as members in the MSNM BESANT Alumni Association with membership of Rs. 2000. There is separate bank account in the name of MSNM BESANT Alumni Association. The provisional membership entitles the student to participate in seminars, workshops and conferences organized by MSNM BESANT Alumni Association and participate in the activities.
- MSNM BESANT students will automatically be eligible for a membership in Alumni Association. The students need not apply for the membership.
- The Alumni Association meets at regular intervals in order to discuss the various changes that are carried out in the institute. A group of students are also provided scholarships under the Alumni Scholarship program.
- We also conduct 'Alumnus Speaks', a series of talks between the past students with the current students wherein the discussion is on topic relating to their job experience, the expectations of the job market and also some topics which are not normally carried out in the syllabus.
- The Alumni interaction with the students provides an opportunity for better placements and training of our current students to meet the industrial requirements before passing out from our institution.
- Our past students have actively taken initiatives in helping the existing students for placements by arranging for interviews, helping in campus placements and rapport building with the industries. For example Alumni at present in senior positions at Mercedes, Dominos, etc. have helped in placing the students in their companies.
- Also a networking facility of alumni has been created in order to give current updates of the industries where they are currently pursuing their career.
- Alumni Association provides scholarship facilities from Alumni Fund identifying needy and deserving students every year. Amount of scholarship to be sanctioned will be decided in the meeting and same is provided for the benefit of needy students. In the year 2016-17 and 2017-18 Alumni have donated Rs.1,00,000 each year to ten students hailing from weaker sections.
- Mr. Vinay Krishna our alumni has joined the institute as a faculty. This has helped in better understanding the aspirations of the students at the institute. He has also been instrumental in linking Alumni with the institute through the Alumni Association.
- As many of the Alumni are placed in Bangalore, Alumni Meets are also being held at Bangalore on convenient dates.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs 4 Lakhs - 5 Lakhs 3 Lakhs - 4 Lakhs 1 Lakh - 3 Lakhs Response: 1 Lakh - 3 Lakhs	
File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years Response: 6				
5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	1	1
File Description	Document			
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document			
Report of the event	View Document			

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The Vision:

To be a center of excellence in the sphere of Post Graduate Education and Research, and to prepare business leaders having concern for human values and ethics.

The Mission:

- To nurture high standards in academics , research and consultancy by upholding quality and continuous improvement so as to disseminate relevant contemporary knowledge and skills in the field of business management among students, researchers and corporate participants
- To develop and shape future business leaders with a global outlook, high ethical standards, and utmost care for the human values
- To nurture creativity among students and foster a positive attitude, honesty, integrity and social concern in their profession and business; and thereby groom socially responsible citizens for the nation

Management's Commitment and Leadership:

The Management is committed to deliver quality education and making education accessible to economically weaker section. The Institute has the advantage of having successful Industrialists/ businessmen as President, Vice President and Secretary, Eminent Corporate Executives as members in the Governing Board and a dynamic Director with industry and academic experience.

- The Governing Council of the institute plays a prominent role in the effective and efficient education transactions for better teaching/learning process.
- The institute fills the vacancies as per AICTE rules and the faculty members are given support for self-development and higher education.
- The Director is the executive authority assisted by IQAC, Faculty and Staff Council. The IQAC monitors the quality initiatives for effective functioning of the college. An effective internal and external audit system is in force which maintains total transparency and reliability in its financial transactions.
- The institute takes initiatives for promoting teamwork and sharing knowledge among the faculty by creating/providing conducive environment. Creativity and innovations are always recognized and encouraged so that the employees feel empowered.
- Performance assessment of faculty and staff include self-appraisal formats, appraisal by Director/HOD and comprehensive evaluation by students.
- Welfare measures provided for the staff and faculty include medical assistance for sick, free transport, subsidized canteen and allowances to fund academic pursuits. Faculty members are paid AICTE scale once their services are regularized. Additional weightage is given for NET, PhD or

any other special qualifications. Compensation paid by the Institute is at par or above with local standards. Faculty members are empowered to plan their work, develop their skills and acquire new knowledge.

Commitment to major stakeholders

- The vision and mission statement guide the leadership in providing robust systems and processes written with clarity of role and objectives; ensures support by dedicated qualified faculty; provide environment and facilities for excellent teaching and learning, which encourage students to fulfil their endeavors and achieve their aspirations.
- There is an active Executive Council of faculty members who are fundamental resource persons, who help in ideation process, provide feedback from the ground level and suggest alternatives.
- Their academic and co- curricular programmes are designed by the Executive Council to make the students ethical and socially responsible.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- Women's National Education Society, sponsors of Besant Institution manages the Institute. Governing Council comprises of Industrialists, Corporate Executives, Academicians, Lawyer, the Director, Dean and one Faculty Representative.
- The Governing Council meetings are held to devise and execute strategic plans. Director and the faculty representatives apprise the Council about the activities of the institute and put forth suggestions for the . Administration is decentralized by the Director who forms various committees, associations including faculty, non-teaching staff and students for effective functioning of the institution.
- The Director is the administrative head of the institute and is given is financial autonomy for all routine operations within the budget approved by the Governing Council. The Director delegates authority to the staff based on their expertise, undertakes all correspondence and coordination with stakeholders, regulatory bodies and affiliating university.
- The activities related to the subject matter for the academic year are planned by the Dean and faculty members with the guidance and the approval of the Director.
- Faculty members are given the authority to choose and invite guest speakers and devise an effective lesson plan in their respective subjects.
- The faculties along with the students are motivated to groom leadership quality by organizing various programmes and other academic functions. They are kept in various committees and encouraged to organize meetings and programs independently under the banner of those committees. The co-curricular and extracurricular activities are also initiated and executed by each faculty assigned the task with whole hearted cooperation and support from the Director.

- Faculty member accompany students for field trips, industrial visits and other events outside the institution when necessary.
- Faculty members are deputed as Deputy Chief-superintendent (DC) to other MBA colleges affiliated to Mangalore University during semester examinations.
- The faculty members are also given the liberty to finalize the project topics to be carried out by the students.
- Faculty members suggest the purchase of relevant books related to the subjects handled by them and enhance the quality of the library repository.
- Activities which demands for field visits, extension activities, operation workouts, live projects are designed by the faculty members themselves
- Library Committee is involved in subscribing and purchasing of books, journals and dailies. It is empowered for maintaining and enhancing the quality of the collections in the library.

Participation of the Faculty in Decision Making Process

- Faculty members constitute the Executive Council, which meets weekly. Here, various issues are discussed, constructive suggestions are proposed and incorporated in the future plan to achieve better results
- The faculty members are deputed as external examiners during university examinations and are also the members of the Evaluation team at Mangalore University to which the institution is affiliated
- Committees are led by faculty members under the guidance of the IQAC and the Director
- A team of committed staff members maintains good interpersonal relationship, enabling effective implementation of the academic policy statement, which is in tune with the mission and vision of the college.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective plan for development

The institution has a perspective plan for development. Following are the major aspects included in the plan:

Academic growth:

- Initiate various short term courses in the institution
- Enhance the quality of the library and also the e-resources periodically
- Encourage faculty members to pursue PhD and take up major and minor research projects
- Encourage faculty members to publish research articles

- Inviting dignitaries of national and international repute for an interaction with the students
- Signing of an MOU with well-known institutions in the country
- Collaborations with other institutions and industries so as to exchange expertise
- Reinforce the placement process

Strategic Plan

- The institution has recently built state of the art academic block and online exam blocks. The plans are to upgrade all furniture, ICT and library as and when required.
- Achieving the status of Autonomy

Deployment Documents

The plans articulated by the Management and the Director are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms. The Institution Handbook serves as guideline at the institutional level to undertake these activities. The organizational procedure manual, service rules and student handbook guides all the above mentioned activities through well-defined policies and procedures for each of the activities.

Case Study reflecting the implementation of the strategic plan

The Institution has initiated programmes namely MSNM Knowledge Series and MSNM Dialogue Series which are in sync with its vision and mission to sphere its students to be business leaders with contemporary knowledge, skill and human values as they listen and interact with eminent personalities from the corporate world. The MSNM Health Series educates the students on the need and ways to maintain a healthy mind and body for a healthy life.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 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

Response:

The college has a well-defined Management structure led by the Board of WNES, Governing Council, Director and Dean. Committees headed by faculty members control the coordination and monitoring mechanism. Various academic activities are planned and coordinated under the supervision of the Director. The non-teaching staff works under the direct supervision of the Director, Dean and the Administrative Officer. The institution has been able to discharge its duties effectively with the total involvement and

coordination of different committees of faculty and non- teaching staff. The organization structure depicts the apex bodies and the flow of delegation in the institute for effectively carrying out the activities of the institute.

The committees constituted in the institute for the overall development of the students are:

- **Internal Quality Assurance Cell:**

IQAC of the institution aims mainly at keeping the institution up-to date with activities that ensure that the institution maintains the best of quality.

- **Admission Committee:**

The admission coordinator presents the schedule of outreach activities planned for academic year. The coordinator also notifies the administrative staff and student representatives on various financial assistance provided by Government through scholarships.

- **Library Committee:**

This committee considers the recommendations of books from the students and faculty and any improvements required for library facility.

- **Alumni Committee:**

The committee plans an annual meet every year. The alumni have played a vital role in placement activities by sharing their experiences and informing the institute on job openings.

- **Anti-Ragging Cell:**

Yearly workshops are organized to prohibit any misconduct by any student or students whether by words spoken or written or by an act and to bring awareness on its legal consequences.

- **Anti-WomenHarassment Cell/Women Development Cell:**

This committee aims to protect the female students of the institute from any form of harassment. A monthly meeting with student representatives provides a forum to report cases or grievances, if any. Guest lectures and activities on health and entrepreneurship are organized under the Women Development Cell.

- **Human Rights Cell:**

Awareness programmes and Quiz on Constitution of India was organized to enhance knowledge on human rights.

- **Maintenance:**

This committee purviews infrastructural repairs, developments and maintenance. The Governing Council members and Director take immense interest in developing and maintaining the state of the art infrastructure.

- **'Wisdom 'The Notice Board':**

Book reviews and articles related to academic specialization, vocational interests like sketching, poetry etc. of the students are displayed on the notice board.

- **Language Lab:**

Communication skills are honed by members of toastmasters club to prepare the students for their academic presentations and job interviews.

- **Minority Community Cell and OBC Cell:**

These cell are constituted to promote the interests of the students belonging to minority community

- **Grievance Redressal Cell:**

The cell provides a forum for the students to disclose any grievances, if any.

- **Internal Compliance Cell:**

The Institute has constituted this committee to review the compliance concerning the Parent Trust and other regulatory bodies governing the institute.

- **MSNM Swacch Campus Cell:**

Maintenance and surveillance of cleanliness in and around the campus has been the prime objective of this cell.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above

D. Any 2 of the above**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:****Governing Council**

The Governing Council meets are held once in every three months. The academic, industrial and corporate expertise of the Governing Council members leads the Institute to effectively implement institutional and students centered programmes. The Governing Council has formulated an exceptional service rule applicable to all the staff members of the institute. The service rules are a part of the additional information in the report. An exclusive Board Room named Ganga is the venue for this meeting. In case the members are unable to physically attend the meeting on the scheduled day, Video and Voice Conference facilities are utilized for their involvement.

The Governing Council Meets are preceded by a notice sent by the Director well in advance containing the Agenda and explanatory notes on Agenda. The explanatory notes, as given in corporate board meets, enable the members to think and analyse the issues well before, so that useful discussions take place to arrive at proper resolutions.

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) boosts the institution towards high standards in academics, research and continuous improvement. IQAC is involved in developing realistic and attainable standards for every administrative and academic activity. IQAC of the institution aims mainly at keeping the institution up-to date with activities that ensure that the institution maintains the best of quality. Some of the meetings coincide with the regular Executive Council Meetings / Staff Meetings. The respective coordinators record the minutes of the meetings.

Some of the major resolutions reviewed and implemented in these committees:

- Recruitment of staff whenever needed
- Inviting guests for the Manel Srinivas Nayak Memorial Knowledge Series, Dialogue Series and Health Series
- Encouraging faculty members to take up research

- Decision to organize National and International conferences
- Conducting workshops for undergraduate students
- Conducting placement training programmes
- Maintenance and upkeep of all the infrastructural amenities.

Executive Committee

The Executive Committee meets every week in order to review the performance of the various activities organized during the previous week and presents a plan of action for the next week. The respective faculty members coordinating various committees and assignments, share matters of concern, student participation, schedule of different events, outreach activities, guest lectures, etc. Suggestions to improve on the activities are put forth for discussion. Faculty members do share their experiences and learnings on conferences or development programmes attended by them. The Director as the Chairman leads and conducts the meetings. A designated faculty member (Prof. Usha Mogra) prepares the minutes which is circulated among the faculty members.

Grievance Redressal Committee

Mr. Raghav Kamath, the member of the Governing Council is the Chairman of the Grievance Redressal Cell. Director, Dean, Faculty and Student representatives are part the cell. The cell meetings are convened once in every three months to provide a forum for the stakeholders to convey their grievances, if any. Proper and swift actions are taken for the redressing the grievances and the action taken report is submitted in the next meeting.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The Director regularly interacts with faculty members that enable them to convey grievances or professional requirements. The weekly Executive Council Committee meeting provides a forum to convey and review matters that can help the faculty members grow professionally. The Director directly deals with the redressal of grievances of both the teaching and non-teaching staff. . Institute has invested a lot in providing quality physical amenities and human resources support to students. One of the pre-requisites of quality education is well-qualified and effective staff. Staff members are motivated by the various welfare measures provided. The Management and Governing Council also supports the Director and the Dean in policy matters that can enhance the quality of work life for the staff members.

- Faculty is encouraged to attend and present papers at national and international level conferences.

Financial support is also provided towards the reimbursement of registration fee for attending the conferences and faculty development programs.

- Institute organizes faculty development programs, staff development programs, seminars, workshops and conferences for the overall development of the employees.
- The institute believes in promoting research that can lead to good teaching and publishes its own Research Journal titled 'MSNM Besant Management Review' to promote research culture amongst faculty members and researchers.
- The following employee benefits other than salary are extended to all the employees as per the statutory requirements
 - Provident Fund as per PF Act.
 - Leave Benefits – CL-15 days, EL-30 days (10 Days for Vacation Staff), Sick Leave, Maternity Leave, Vacation Leave and Sabbatical Leave.
 - Gratuity as per Gratuity Act.
- Other welfare schemes provided to the staff members include Leave Encashment, Interest free Loan facility, etc.
- Leave relaxations and Sabbaticals are extended to the faculty while undertaking research related activities.
- The support staff of the institution is given an opportunity to pursue further education if in case they have discontinued it for various reasons. Faculty members take keen interest in guiding them by providing course material and coaching.
- The institute creates awareness about health by hosting Yoga Sessions in the campus for the staff.
- The institute has provided an opportunity for support staff to be invigilator during holidays in the newly set up TCS examination Centre on the campus.
- Training on general etiquettes, health & hygiene, work related training etc., are given with an objective to improve their proficiency to perform better and keep them updated.

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 59.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	8	4	7

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 23.61

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	2	3

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institute gives immense importance to teaching-learning and evaluation, the college attempts to provide quality education and strives to develop the holistic personality of the student. The institute reviews faculty performance through a structured Performance Appraisal System. The efficiency of the non-teaching staff is also assessed at regular intervals.

The objective of performance appraisal is to create awareness among the faculty regarding professional values based on knowledge, practices and relationship with stakeholders. Director and Dean deal in the mechanism with the concurrence of Governing Body. It plays a pivotal role for upgrading skills and performance of teaching and non-teaching staff.

The members of the Governing Council, Director and the Dean interact with the faculty members to review their performance in both teaching and other delegated duties. Members of faculty are given adequate opportunities for their academic progress and professional advancement.

Appraisal Process

Evaluation of faculty is based upon the self-appraisal reports. At the end of the year each faculty is required to submit a self appraisal report containing the details of his / her performance in academic and non-academic activities. Due weightage is also given to the contributions made for placements, brand building and institutional development activities. The final reports will be sent to the management. The institution has a transparent Performance Appraisal System for teaching and non-teaching staff. The system for Performance appraisal ensures both accountability and continuous improvement in the abilities and performance of staff. The appraisal focuses on the faculty on a 5 point scale unravelling various attributes related to

- Knowledge base of the faculty
- Communication Skills in terms of articulation and comprehensibility
- Commitment of the faculty
- Interest generated by the faculty
- Ability to integrate course material with environment /other issues, to provide a broader perspective
- Ability to integrate content of the course with other courses
- Accessibility of the faculty in and out of the class
- Quality of assignments and projects to evaluate students understanding of the course
- Temperament in the class

The Director / Dean appraises the statements made by the faculty and also records his comments on the appraisal report. Regular student appraisal of faculty performance is made at the end of the course. This

facilitates the Director / Dean to advise the faculty on any corrective measures to be taken by them, when necessary. The peer group also critically observes lectures of colleagues that can be conveyed to the Director. The institute encourages transparency and maintenance of a healthy environment among the staff to effectively and efficiently carry out their duties and responsibilities towards the institution, students and oneself. Appraisals are done annually and high performers are recognized on Founders Day. The Performance Appraisal is also supervised by the Management of WNES.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute diligently maintains its financial records under the guidance of Director and Administrative Officer. The financial accounts are maintained exclusively by an Accounts Officer of the Institute. The financial records are maintained in Tally as well as manually in journals and ledgers. The accounts of the institution are subject to internal and external audit.

Internal audit is done by the management of WNES on the basis of Receipts and Payments statements submitted every month. The Manager and the Secretary at WNES scrutinize each expenditures incurred at the institute and call for explanations if need be. The receipts and payments of each month are also placed before the Governing Council for approval. Governing Council also minutely reviews the income and expenses and advises the Director if any special concerns are there. External audit is done annually by CA M. R. Kamath at the end of the financial year. There were no major audit objections in the preceding years.

The institute follows single entry system. The balance sheet and income & expenditure are prepared at the WNES for all the institutions under their control including our institute.

For the judicious use of the financial resources, a budget is prepared by the Director and Dean submitted for approval by the Governing Council for the financial year. The budget has provisions to cater for recurring, non-recurring and capital expenditure. The Governing Council elaborately discusses on the budget and its utilization

- Annual budget is prepared with the details of forecast from every department.
- Budgetary allocation for the department is made and communicated.
- Expenditure review meetings are held for utilizing the budget provision.
- The Governing Council recommends and the sponsoring society takes decision on financial resources mobilization and allocation for selected projects.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 8.18

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.02	2.61	1.52	1.71	0.32

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Academic and administrative financial planning in the institution is done in a participative manner to promote transparency and accountability. Funds are judiciously allocated and effectively utilized to make programs cost effective. Regular and standardized budgeting with requisite auditing procedures are followed. The Institution is guided by the WNES in strategies for mobilization of funds and the optimal utilization of resources. The systems and practices ensure that the college is able to effectively fulfill its aims and meet its requirements and obligations.

The preparation of Budget, its evaluation and the deviation if any from the previous year's budget are discussed in detail as a part of the Governing Council meet. The financial outlay and budget planning does take into account the academic planning and proposed activities for the academic year. In the process of fund allocation, considerable funds are earmarked for the library, encourage research initiatives for the faculty, infrastructural requirements, improvements in ICT etc.

Mobilization of Funds

The annual fees from the students serves as the major sources of fund for the college. The institute also conducts short term programs for outsiders which generate a small portion of the income. The institute strives to undertake consultancy projects to increase the revenue. As the Besant Institutions have a legacy of serving quality education to poor students, the institute taking into consideration the financial weak

background of the students, the fees structure is kept at minimal and optimal. The WNES also receives donations from alumni and philanthropists.

Optimal Utilization of Resources

The working expenditure including salary for employees is borne out of the above receipt. When there is a requirement to install any infrastructural/ICT facility, the Director scrutinizes the quotations before a final decision is made based on parameters like pricing, quality and terms of service etc. However, the capital expenditure relating to building and furniture are funded by Women's National Education Society (WNES). For the new building, the parent society (WNES) has borrowed Rs. Three Crores from Corporation Bank.. The institute resorts to the WNES if there is any financial deficit.

The significant cost saving measures practiced by the institute are :

- Keeping control on unnecessary wastage of electricity, air conditioning, lift, etc.
- Internal communication is circulated over emails.
- Students are encouraged to keep the campus clean to save avoidable expenses on cleaning.
- Optimal utilization of manpower in both academic and administrative areas.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) of the institute guides the institute to frame the policy for the academic and administrative growth of the institution. IQAC is playing a major role in designing and maintaining quality assurance within the academic systems. It monitors the proper implementation and analysis of overall academic and administrative performances of the college activities. The IQAC has contributed in institutionalizing the quality assurance processes, contribution of management, external members, students etc., institutional integrated framework for Quality assurance of the academic and administrative activities. The IQAC has framed a quality policy discussed in its meeting and also placed forth to the Governing council in its three consecutive meeting with the council. The policy is being adhered to and displayed at the entrance of the institute. The quality policy is stated below:

MSNM Besant Institute of Post Graduate Studies, as a dedicated team is committed to impart quality education and training leading to excellence. The Institute creates a learning environment by constantly upgrading the system and nurturing the talents to promote creativity and leadership.

Structure of IQAC :

The IQAC is formed with the Director as Chairman and active faculty member as its Co-ordinator. During the present NAAC Review period, Prof. Rashmi was the coordinator from 2013 to 2017 and Prof. Robin M. Shinde has been Co-ordinator since September 2017. All the faculty members and important functionaries from the administration section are members.

Quality assurance in academic and extracurricular ventures of the institute helps it to move on the path paved to achieve its mission and vision of developing students into able and socially responsible leaders. This is executed by formulating various Committees such as Samanvaya – Students Forum, Mentoring, Anti-ragging Cell, Women Development Cell, Library Committee, Wisdom Cell, Chaithanya – Extension /social service activities, Self Development Activity, Placement Training Activity.

The Internal Quality Assurance Cell has also initiated various programs such as:

1. MSNM Besant Institute of PG Studies Dialogue with Professionals provides an opportunity for the students to listen and interact with eminent leaders from the corporate world.
2. MSNM Besant Institute of PG Studies Knowledge series where eminent industry experts address the students on topics related to academics, human values and skills.
3. MSNM Swacch Campus Cell takes strides for promoting cleanliness in and around the campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

As per the norms, the IQAC constantly observes the functioning of the institute. The IQAC cell reviews the processes and outcomes of all activities conducted by the institute. The observations from the audit are discussed to arrive at resolutions for institutional improvement. The institute organises interactive meetings with all its stakeholders in order to communicate its quality assurance policies, mechanisms and outcomes IQAC ensures quality in the following academic and non-academic functions of the institute:

- The cell supports the teaching and learning goals articulated in the institution's strategic plan.
- As the institution has grown in size and stature, it has evolved certain quality assurance measures keeping in mind the academic and administrative requirements.
- Regular meeting of IQAC to discuss various measures related to quality enhancement in which the recommendations made by Governing Body and Academic Council are discussed and analyzed for further improvement.
- Ensuring maximum utilization of infrastructural facilities and the available ICT resources.
- On the basis of academic audit, a review of student's performance is made by IQAC.
- IQAC ensures the proper implementation of academic calendar.

- IQAC reviews the feedback received from the parent- faculty meetings organised during the college day.

Improvements in institutional activities initiated due to the outcomes of academic audit:

- Additional skill development programs
- Organizing more Faculty Development Programs
- Maintain consistency in participation and involvement of the faculty member in research publications
- Introduction of certificate programs and add on courses
- Live projects
- Improvement in internship program
- Organising Pool Campus drive.

Mechanisms to continuously review the teaching - learning process

- Appraisal report of teaching and non-teaching staff is received in the structured Performance Appraisal form and after evaluation by the Head of the Institution is forwarded to the Governing Council and WNES.
- Attendance registers are duly maintained.
- Faculty members maintain work diary which enables them to plan their academic programmes and adhere to the schedules
- Student feedback is sought on every faculty by distributing Appraisal forms at the end of the semester. This data is collected and handed over to the Director of the institute for review.
- The Governing Council members take immense interest in the development of the faculty members. They call for meetings with the faculty on a quarterly basis leading to increased transparency and accountability among the faculty members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 20.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	31	21	12	15

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The Institute has taken immense interest to improve its programs based on the recommendations of the NAAC Peer team for quality enhancement. The incremental quality enhancement initiatives for the period of 2013-2018 are:

- **Management Development Program:**

The institute organized Management Development Programs for enhancing the knowledge of Professionals and Businessmen/ Dealers. The resource persons consisted of experts from the field and Faculty members of the institute. The programs organized were:

1. Finance for Non- Executives- A programme focusing on basics of finance, personal investment and taxation for Professionals/ Non- Executives
2. Pragati- for LPG Gas Distributers in association with Hindustan Petroleum Corporation Ltd on Behavioural and Customer Relationship
3. Training on New Malaria Reporting Formats and Malaria Information System for Doctors by the Representatives of District Health and Family Welfare Office, Dakshina Kannada

• **Entrepreneurship Development Program:**

The Entrepreneurship Development Cell organized various guest talks, workshops and activities under its banner. The following Entrepreneurs visited the campus for guestlectures:

1. Ms. Komal. Chief Operating Officer, Hotel Maharaja Family Restaurant.
2. Mr. PrabhakarKini, MD, Firstbest Solutions
3. Mr. Ashith B. Hegde, MD, Arkieva Supply Chain Solutions
4. Mr. Karthik Raj, MD, Riverstream Data Services
5. Mr. K. Socrates, Dy. Director, MSME Development Institution
6. Mr. Mithun Bhat Kakunje, Entrepreneur, Kakunje Plastics and Food Outlets
7. Mr. AnkithKadri, MD, Astha Interiors

• **Courses on Commodity Trading and Finance:**

Dr. Narayan Kayarkatte, Director of the Institute is a Certified Trainer of Securities and Exchange Board of India (SEBI). Investor Awareness Programs in association with SEBI were organized every year for the students, non-teaching staff members, female students and staff of the institute etc. Certificate course on GST, Banking and Finance were also introduced.

• **Participation of faculty in Seminars, Conferences/workshop:**

The institute has improved upon the financial assistance being provided for faculty participation in conferences and development program. The institute also motivates the faculty to pursue research.

• **IQAC:**

1. The IQAC has framed a quality policy discussed in its meeting and approved by the Governing council.
2. Highlights of the initiative taken up by the IQAC are:
 - Inviting guests for the Manel Srinivas Nayak Memorial Knowledge Series, Dialogue Series and Health Series
 - Encouraging faculty members to take up research
 - Decision to organize National and International conferences
 - **Collaboration/ Consultancy/ MOUs:**

The institute has entered into MOU with

1. Ekudla.com Mangaluru for social strengthening
2. Trisha Class – A unit of Siddhanth Learning Solutions (P) Ltd. for leasing of computer equipment.
3. Tricies HR Solutions for organizing placement drive.
4. Sify Technologies Ltd to provide the Computer Lab of the Institute as Exam Centre.

- **Alumni Association:**

The Alumni meets every year as the alumni base has been strengthened through the usage of social networking media.

- **Automation of Library:**

The library has been partially automated with installation of Knowledge software to access e journals and publication namely ProQuest, J-Gate, Easylib and National Depository of journals.

The reading room is spacious to accommodate the students for references and library hours.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 23

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	6	3	4	0

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

One of the main objectives of the Institution is to produce socially committed and intellectually competent, independent men and women to confront the challenges of the twenty first century. To promote gender justice and the sense of harmony among students of the College, provided with various facilities and special attention.

1. Safety and Security

a. Hostel facilities:

The Annie Besant Hostel is a two storied building with 22 rooms, located within the institute campus has two segregated wings for boys and girls and can accommodate 66 students (21 boys & 45 girls). Facilities include:

- Attached washrooms in each room.
- Ceiling fans, beds, Cupboard, one study table with drawers and a chair.
- Common Room/ Recreation Room in each wing with chess and carrom.

- Mess and Dining Hall.
- Medical checkup by a practicing doctor twice in a month.
- Sports facilities such as Volleyball, Badminton and cricket.
- Institute has a large 3.62-acre campus with garden for morning and evening strolls, yoga etc
- TV facility with cable connection is provided to the hostel students.
- Facilities for medical emergencies – There is a first aid kit and a separate room is made available in the hostel for medical attendance for attending to emergency medical needs. A well-equipped Primary Health Centre is functioning adjacent to the institution.

b. **CCTV:** CCTV has been installed in the institute ensuring a safe, secure and healthy learning environment

c. **Security:** The hostels are monitored by wardens and guarded by a watchman.

d. Health & Hygiene:

To maintain the hygienic environment the institute focuses on the following points:

- Special cleanliness drives – Swachh Campus.
- Encourage growing of plants.
- Prohibition of smoking inside and outside the institute.
- Proper use of dustbins and waste disposal.
- The canteen is scrutinized regularly by the wardens.
- Health awareness programmes and seminars are organized regularly for the benefit of the staff and students.
- The institute has an in-house medical room equipped with first-aid facilities.
- Well known hospitals are located at short distance from the Institution.

B) Counseling

- Responsive Grievance Redressal Cell
- Anti-Women Harassment Cell.
- Displays made in Notice board regarding strict observance of gender dignity and abstaining from any form of sexual harassment.
- Lectures on Human Rights, Anti ragging etc.

C) Common Room

Details of the common facilities	Description
Staff Rooms	Director’s Chamber -1, Faculty Rooms -13, Admin Office -1 and Admission/Pl

	Chamber -1	
Common Room	Girl Students Common Room-1, Staff Common Room -1, Faculty Common Room	
Wash room	Wash Room for Director-1, Staff Wash Room-1, Faculty Wash Room – 2, Separate Rooms for boys and girls students	
Canteen	Separate Dining halls for students and staff, each can accommodate 60 students respectively.	
Health care	First Aid Kit, Primary Health Care Centre	
Intercom and public address system	Intercom facilities to all the departments of the Institution.	

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 12.02

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 7200

7.1.3.2 Total annual power requirement (in KWH)

Response: 59888

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

SOLID WASTE

Proper solid waste management practices are adopted in the institute. The campus is well kept with no garbage littered around. Even inside the buildings dustbins have been placed to enable the students and staff to dispose the waste into these bins. The institute uses less paper in its office work and reuses paper for draft office use as far as possible. All unusable paper waste is collected and sent for recycling. Important and confidential reports/papers are sent for pulping and recycling after completion of their preservation period. Metal and wooden waste is stored and given to authorized scrap agents for further processing. The paper wastes from offices and classrooms are collected and sold to external agency on a regular basis. A compost pit has been constructed and all organic waste is deposited in the pit to convert it into manure. This manure is used for the campus garden. Besides this there is adequate provision of dustbins in within the campus.

LIQUID WASTE

A proper system has been implemented to discharge the liquid waste generated on campus for watering the saplings and trees planted. The institute does not generate enough liquid waste to allow for a dedicated sewage treatment plant. The liquid waste is directed to a septic tank constructed for the purpose. Sanitary waste from the college and hostel is collected by the municipal corporation on a daily basis.

E-WASTE

The number of computers and accessories purchased are increased considerably over the years as the College is gradually switching over to paperless concept. E-waste management is dealt with concern as this affect the environment negatively. Obsolete devices and materials from computer lab are sold to the e-waste management companies. Most often, the minor repairs are taken care by the lab technicians and the staff. Major repairs are handled by the professionally trained personnel. UPS batteries are recharged or repaired whenever possible or exchanged with the supplier when condemned. A constituted committee gives recommendations and suggestions on disposal of e-waste in aspects of to whom to dispose and when the disposal of e-waste could be done.

Bins are provided across the campus to collect the E-waste across the campus. The collected material is disposed for recycling through authorized vendors. All CRT monitors are replaced by the LCD monitors. The e-waste (excluding unusable computers and other dead stock items) is collected in store room. They

are disposed-off in the scrap to the agencies involved in recycling of e-waste on a regular basis. The list of the non-working computers including the accessories and other non-working instruments is also maintained for effective E-waste management. Equipment to be written off is prepared annually. After the approval from Management of the institute this dump of written off items is further delivered to e-waste recycling agencies.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus:

Rainwater harvesting is the accumulation and storage of rainwater for reuse on-site, rather than allowing it to run off. Rainwater can be collected from rivers or roofs, and in many places, the water collected is redirected to a deep pit (well, shaft, or borewell), a reservoir with percolation, or collected from dew or fog with nets or other tools. Its uses include water for gardens, livestock, irrigation, domestic use with proper treatment, indoor heating for houses, etc. The harvested water can also be used as drinking water, longer-term storage, and for other purposes such as groundwater recharge.

In our Institution all the buildings are architect designed taking into account for maximum utilization of natural resources. Awareness among the students and staff on water conservation is created. The landscape of the campus is designed to reduce the amount of runoff of rain and to allow maximum percolation of water underground, thereby enabling rain water conservation.

There are adequate open spaces within the campus that are not covered by concrete/ tiling for rain water to be absorbed by the soil directly such as the ground, landscaping and gardens.

Programs on Rainwater harvesting are organized by the institute to educate the students, faculty and general public about the benefit and need of RWH. Eminent environmentalist and Founder Editor of Adike Patrike, Mr. Shripadre was invited to give a **Knowledge Series talk on Rainwater Harvesting: A guide for the common man on 13-4-2017**. This program was open to the students, faculty and general public. His talk gave a practical insight into various rain harvesting methods that could be implemented by individuals to add to the water table.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Most of the students come from around the city of Mangalore, which has an efficient public transport system. The institute has a bus which conveys both staff and students from the campus to the center of the city. Students coming from outside the city avail of this bus transportation. Students and staff who reside in the immediate environs of the institute walk to the campus.

The institute does not make use of excessive plastic. Any plastic object used is either reused or sent for recycling. The institute is progressing towards a paperless office. All communication is sent through email or telephone.

The campus has a well maintained landscaped garden with a variety of plants and trees include peepal, mango, coconut, banana and a variety of fruit trees. Various flowering plants are grown around the campus. The institute has a practice of having its special guests plant saplings in front of the main building. The area around the hostel and canteen has been cultivated as a kitchen garden, with plants such as chilli, coriander, banana, tomato and other herbs.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.59

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.94	0.57	0.35	0.32	0.25

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 45

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	9	7	9	7

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	1	3

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years				
Response: 26				
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	2	5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institute celebrates many national and regional festivals. The students and staff members involve themselves very actively in the celebration of these festivals. As we have a very diverse group of students belonging to various regional and linguistic backgrounds, celebration of these festivals brings everyone together irrespective of their cultural and religious differences.

Amongst the various national and regional festivals celebrated at the institute, the most important festivals are:

1. **Independence Day:** Independence Day is celebrated every year on August 15th at the institute. As part of the Independence Day Celebrations, the students belonging to all the different streams come together with the teaching and non-teaching staff assemble in the ground for the flag hoisting ceremony which is presided over by an eminent personality, usually a freedom fighter or a person from the armed forces.
 2. **Rashtriya Ekta Diwas (National Integration Day),** to mark Sardar Vallabhbhai Patel's birth anniversary on October 31: To commemorate the birth anniversary of Late Sri Sardar Vallabhbhai Patel, the staff and students undertake the safety pledge which reads "I take this pledge in the spirit of unification of my country which was made possible by the vision and actions of late Sardar Vallabhbhai Patel. I also solemnly resolve to make my own contribution to ensure internal security of my country."The students and staff undertake this pledge every year on October 31st.
 3. **Onam Celebrations:** Onam, the biggest and the most important festival of the state of Kerala is celebrated with joy and enthusiasm all over the state by people of all communities. According to a popular legend, the festival is celebrated to welcome King Mahabali, whose spirit is said to visit Kerala at the time of Onam. Onam is celebrated in the beginning of the month of Chingam, the first month of Malayalam Calendar(Kollavarsham). This corresponds with the month of August-September according to Gregorian Calendar.
- All the students and staff come together for the celebration of Onam. Students come dress in traditional outfits. A flower carpet called Pookalam is laid at the entrance of the institute as a mark of the celebrations.
4. **Navarathri and Deepavali Celebrations:** As part of the Navarathri and Deepavali Celebrations, the students, faculty and staff members involve in a host of celebrations such as Saraswathi Pooja, by Worshipping Goddess Saraswathi, the goddess of Knowledge and Ayudha Pooja, where all instruments and vehicles used by the staff and students are worshipped.
 5. The institute celebrates our founder Dr. Annie Besant's Birthday every year on 1st October.

6. Teachers Day Celebration: Every year Teacher's Day is celebrated in the institute. The students come together to recognize the contribution of the teachers towards building their future and present them with mementos.

7. Celebration of Birth Anniversary of Late. Sri Manel Srinivas Nayak happens every year on 8th February. On the occasion, apart from conducting various cultural activities, prizes and awards are distributed to students and faculty for exceptional performance.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Financial Transparency:

1. The Institute has a well laid out process for allocation of budget for every financial year.
2. Estimated budget proposals are prepared by the departments and sections keeping in view the development and updation of the facilities, computing facilities, teaching-learning process enhancement, training and recurring expenses.
3. Discussion with faculty and non-executive staff is held in the institute by the Director to review the proposed budget based on which budget proposals are submitted to the Management.
4. After obtaining the budget approvals from Governing Council of the Management and Managing Committee of the sponsored society, institute releases the allocated budget towards the planned activities.
5. All the financial transactions in the institution are carried out through Cheque/Demand draft/Online mode.
6. The student fee is charged as per the State Government norms and is paid by Cheques / DD / Online Banking.
7. The salary paid to the employees is as per the scales of AICTE and UGC and are completely through bank transactions.

Academic Transparency

1. Academic transparency creates a motivating environment for the faculty. The faculty in our institute has the academic flexibility of choosing the subjects for teaching every semester. The classrooms have elevated platforms which enhance the visibility of the faculty who have the freedom to select the mode of classroom delivery.
2. Decisions related to academics are approved by the Academic Council and the minutes of the committee are recorded.

3. Courses offered, curricula and prospectus are uploaded on the website and in University website.
4. Academic calendar, Academic plan, Timetables are displayed to the students prior to the starting of the semester.
5. Examination related notifications and circulars are widely displayed, circulated.
6. Internal marks are displayed on Notice Board and students are given an opportunity to verify the evaluated papers and discuss their concerns with the faculty.
7. Provision for students to apply for revaluation and recounting at university examination level.
8. Faculty members strive to provide equal opportunity to students for their academic development.

Administrative Transparency:

1. Transparency is also maintained in admission of students and the Admission policy is as per the State Government norms.
2. Service rules are made available in the institution.
3. The Student Handbook is made available to all the stakeholders where the roles and responsibilities are well defined.
4. The institution has a participative management model where the faculty and the students are members of various committees of the institution and take part in decision making.
5. Grievance redressal committee/ Internal Compliant Committee/ Mail ID are all in place.
6. All capital purchases are done through a committee after seeking competitive quotations from suppliers.

Auxillary:

1. Research and Consultancy policy is kept transparent to all the stakeholders.
2. Information about the opportunities for training and development are shared with the staff members in advance.
3. Training and Placement activities are mailed to all the students from time to time.
4. Student attendance is communicated to them on a regular basis.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

1. Title of the Practice

MENTORSHIP

2. Objectives of the Practice

- The basic objective is to shape and polish the academic skills of the students and also to provide education coupled with co-curricular activities in a way that leads to their holistic development.

- The institute aims at develop the students as ambassadors of transformation and agents of the much needed change. This effort shall also develop their organizational skills and orient them towards a more humane approach.
- It is also aimed that the students get a suitable place for recreation after their strict academic schedule and the same can be achieved by the interaction with the society.
- To facilitate the mentees to share their concerns and difficulties with the mentor so as to get guidance, motivation and emotional support.

3. The Context

Mentoring as a comprehensive activity encompasses a diverse set of activities that need to be carried out both by the faculty mentor and the student mentee. It requires a lot of individual attention by the faculty that needs to be extended to the student in order firstly identify his/ her individual career goals and then develop a road map to achieve the same in a systematic manner. The mentoring in order to be successful requires elaborate and detailed follow-ups to ensure that the student progression is on the right track. Continuity is the essence of this activity as the student is assigned to the mentor for the duration of the course, i.e, 2 years as this helps the student to gradually scale up to achieve his/her performance levels to match mutually set objectives.

4. The Practice

The institute has a **mentorship** program for the students. Every year, the new entrants are assigned to a faculty member as mentees. Typical mentor group in the institute contain 10 to 15 students assigned to a faculty member as mentor. This relationship continues in their second year as well. Though the time table allows an hour every week for students to meet their mentor, mentorship is not restricted to office hours. The students may take guidance of the mentor anytime they feel the need. The objective of this program is to identify the weakness of students in terms of communication skills, analytical ability and any other area. The students are evaluated at the entry level, at the end of the first year, and at the end of the second year. Various activities such as group discussions, interview handling skills and resume creation are also organized by the mentors to develop different skills of the students.

5. Evidence of Success

The students who have been actively part of the mentoring process in the institute have gained from the continuous feedback and appraisal from the faculty. A lot of students who were very weak in communication and subject knowledge have successfully managed to bridge the gap. The practice has enabled more students to get placements successfully thereby making a positive impact on their lives and well-being.

6. Problems Encountered and Resources Required

- The major problem encountered with this practice is to handle the continuity of the mentoring activity due to the already busy schedule of the students.
- Mentoring being an individual activity is time consuming and sometimes results in a scenario where all the students may not get the adequate attention due to time constraints.

Best Practice 2

1. Title of the Practice

OUTREACH ACTIVITIES

2. Objectives of the Practice

- To share the knowledge and expertise available in the institute with the larger section of the society.
- To prepare students for ethical decision-making guided by the values, principles & standards of the social work profession, particularly the values of self-determination, empowerment, & regard for diversity
- To improve a society's overall well-being, especially for the most vulnerable populations.
- To educate underprivileged people about various current and important career and self development initiatives.
- To make the society around us a better place by imparting knowledge for people to make informed decisions.

3. The Context

The most challenging issues that need to be identified in successfully implementing this practice of outreach activities are:

- Identifying the audience for the activities in terms of their location, educational backgrounds and other demographic details.
- Understanding the individual needs of the identified audience groups.
- Designing individual activities with relevant details for implementing each of the programs/activities.
- Identification of resource persons and locations for delivery of these programs/activities.
- Larger number of opportunities in Banking and other sectors arise where students need skills for solving aptitude related questions.
- Young students of various colleges lack proper career orientation in addition to routine academic activities.

4. The Practice

The institute has extensive outreach programs conducted regularly for students and faculty members of various colleges. These activities focus on the overall development of the participants concerned. As a step towards sharing the resource available with the Institute, we have ventured in to various Academic, Social activities which would help the needy students around.

The following activities are conducted by sharing the expertise available with us.

1. Programme on Aptitude Development (English, Reasoning, Quantitative ability and General awareness) – for preparing to competitive testes like IBPS, NET/SLET, PGCET, KMAT etc.,
2. PGCET coaching for various UG students to better prepare themselves for competitive exams.
3. Workshops on Financial Literacy (Banking, Investments and personal financial decisions) in association with SEBI

4. IBPS Coaching for UG/PG Students.
5. Career guidance workshops for various UG students to give them a direction on choosing a career path.
6. Soft Skill Workshops for various UG students to improve one's personality and build self-confidence.
7. Guest Lectures on various career oriented topics conducted at different locations.
8. Quiz – (to UG/PG Students on Business, politics, Commerce etc).,
9. Awareness programs such as road safety, save water, cleanliness drives, save the girl child and so on.
10. Faculty orientation programs conducted to empower them with better teaching skills.
11. Resume writing and Interview Skills workshops for UG Students.

5. Evidence of Success

We have been conducting various outreach activities for more than 5 years and this has resulted in us being able to make a tremendous social impact. The participants of our various workshops have been helped by the content and delivery of the workshops. Most of them have been able to secure jobs with the training received by us in various banking and industrial entities.

Those students who have been part of our competitive exam trainings have appreciated and given us a positive feedback with respect to their knowledge enhancement and skill improvement after participating in the workshops and acknowledge success in exams like IBPS.

The various drives/ campaigns conducted by us in different parts of the city have been well appreciated by the general public and the concerned authorities. These initiatives have contributed to awareness about specific aspects.

The Quiz conducted by us at various institutes has enabled the students not only to enhance their knowledge but also be competitive in today's world. Moreover it has given an opportunity to various students from economically poorer backgrounds to be part of an initiative like this.

The Guest lectures and various workshops conducted by us as part of the outreach activities have significantly contributed to knowledge and skill enhancement among the participants.

6. Problems Encountered and Resources Required

The major problems encountered in executing this initiative of Outreach Activity and the resources required are:

- Identifying the institutions that are willing to accommodate these activities based on their time and resource constraints.
- Synchronizing the availability of the resource person with the available time slots.
- Extensive travelling by the institute team to reach these locations most of them which are in very remote areas.
- Time constraints often limit the quality of the content that is delivered to the target audience.
- Identification of the right resource persons to handle the individual outreach activities is critical as each activity is considerably different and requires different skill sets, knowledge, experience and expertise.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Knowledge dissemination and assimilation by renowned leaders through structured lectures through **Manel Srinivas Nayak - I Want To Know Series** disseminated through Knowledge Series, Dialogue Series and Health Series.

Manel Srinivas Nayak Knowledge Series

Conceptualized in the year 2014, **Manel Srinivas Nayak Knowledge Series** is a brainchild of our mentor and Governing Council member Mr.V.Leeladhar, former Dy.Governor of RBI who has made available esteemed resource persons for delivering the lecture. It provides a platform for students to interact with and initiate conversations with Industry experts like CEO's, MD's, Entrepreneurs from Banks, Multinational Organizations. Since its inception, dignitaries have visited our institute to deliver a lecture and interact with the students under the banner of Manel Srinivas Nayak Knowledge Series. This initiative has helped students to listen to an expert on an emerging and current topic so that they improve their knowledge in that domain.

The students draw inspiration from the stories and develop a positive attitude after meeting and listening to successful entrepreneur and CEO's.

Sl. No	Manel Srinivas Nayak Knowledge Series	
1	Shri.G.Padmanabhan, Executive Director, RBI- Topic –“Is India ready for full Capital Account Convertibility?”	
2	Shri.Swami Sarvasthanandaji, Head, Sri Ramakrishna Ashrama, Rajkot Topic -“Integrating Life Skills, Culture and Values in our Education System”	
3	Mr. PandurangaHegde, Finance Director, Deutsche Bank, Singapore Topic -“Tightening Regulation Driving Global Banks to Adapt”	
4	Mr. Monish Suvarna, Head, Product Development, Intellectual Ventures' Invention Development Fund(IDF) Topic - “Changing World order with Innovations in Technology”	
5	Mr. Mohan V. Tanksale, Chief Executive, Indian Banks' Association	

	Topic – “Future Direction of Indian Banking and Career Opportunities in Banking Sector”	
6	Ms. Sunalini N. Menon, CEO, Coffee Labs India (P) and Independent director in the board of TATA Coffee Ltd'	
	Topic – “Coffee and the Professional Opportunities provided by the bean”	
7	Dr.M.Subramanyam, IRS, Commissioner of Customs, Central Excise and Service Tax, Mangaluru	
	Topic – “Indirect taxation in India with specific reference to the goods and service tax”	
8	Mr. Jeevandas Narayan, Former Managing Director, State Bank Of Travancore	
	Topic - “State Bank every Indians Bank”	
9.	Shri Padre, Founder Editor, AdikePatrike	
	Topic - “Rain Water Harvesting – A Guide for Common Man”	
10.	Gopal Menon - COO & CFO - Axis Mutual Fund	
	Topic - All you Wanted To Know about Mutual Funds	
11	Dr. D B Mehta - Chairman & Director Allegro Group, President - CREDAI Mangalore	
	Topic - RERA - A Game Changer	
12	Anantha Thalekar & Jayasingh Pingle - Mumbai Dabbawalas	
	Topic - Inside Story of Mumbai Dabbawalas	
13	Management Concepts in Yakshagana - Prof.Varadesh Hiregange, Director of Gandhian and Peace studies, MAHE & Guru Bannanje Sanjeeva Suvarna, Principal, Yakshagana Kendra, Udupi	
14	Telecom Industry- Cencepts and Challenges – Shri. Gopal Vittal, MD and CEO, Bharathi Airtel	

Manel Srinivas Nayak Dialogue on Professional Managers

Manel Srinivas Dialogue on Professional Managers series was introduced with the objective of interviewing and having a dialogue with persons who have reached the pinnacle of success in their career. The interactions were capably conducted by Sri. V Leeladhar, Former Deputy Governor, RBI, representing our institute.

The students observe, deliberate and imbibe the qualities of role model leaders. The dialogues are centered on their life and achievements.

The experience shared by these dignitaries also emphasize on the struggle and hardships they had to overcome to be in a position they are at present. The unique strategies used by them in their life and business to achieve success and to overcome failures, have triggered a spark of motivation among the students.

The main objectives of **Manel Srinivas Nayak Dialogues on Professional Managers** are:

- Develop better understanding among students in choosing a righteous career.
- Increase the visibility of the institution by inviting and having a dialogue with CEO's and Chairpersons of companies of national and international repute.

Sl. No	Manel Srinivas Nayak Dialogues on Professional Managers	Date
1	Sri. Praveen Kadle, MD and CEO, TATA Capital Group Pvt. Ltd., in conversation with Sri.V. Leeladhar, Former Deputy Governor , RBI	2/4/2
2	Sri. V. G. Siddhartha, Chairman, Coffee Day Group in conversation with Sri. V. Leeladhar, Former Deputy, Governor , RBI	10/9/
3	Sri. Prakash Padukone in conversation with Sri. V. Leeladhar, Former Deputy, Governor , RBI	14/10
4	Sri K Ullas Kamath, Joint Managing Director & CFO Jyothy Laboratories Ltd.in conversation with Sri. V. Leeladhar, Former Deputy, Governor , RBI	7/2/2

MSNM Health Series

MSNM Health Series invites eminent doctors and physicians of various specialties to address the audience on matters of health. The students have to interact with the guests, asking questions relating to their personal health issues. The aim is to make students aware of the different health problem afflicting both youth and elderly, to be able to avail treatment the ailment at the earliest. This initiative also helps students and staffs understand the need for a healthy lifestyle.

The students gain knowledge of the different fields of medicine, and the diseases they treat. An awareness of the different specialties in medicine, allows the patient to identify which doctor to approach when the need arises. They are able to learn practices leading to a healthy lifestyle.

Sl. No	Manel Srinivas Nayak Knowledge Series	Date
1	Dental Healthcare for Youngsters - Dr.Ashita Uppor	27/02/2016
2	Diabetes Today - Dr. Arjun Nayak	21/03/2016
3	Self Medication - Dr. Vishnu B Chandran	31/08/2016
4	Cancer Awareness - Dr. Guruprasad Bhat	25/10/2016
5	Coping with Psychological Stress- Strategies for Students - Dr. Smrithi Chhabra	20/03/2017
6	First Aid Procedures - Dr. Shubash Shetty	09/05/2017
7	Ayurveda And Health - Dr. Ravi Ganesh	13/09/2017
8	Protect Your Heart - Dr.Subramanyam	11/11/2017
9.	Food - A Source of Healthy Lifestyle - Dr. Aditya Bharadwaj	02/02/2018
File Description		Document
Any additional information		View Document

5. CONCLUSION

Additional Information :

The Institute has adequate infrastructure, supporting academic facilities, state of the art computer lab with well qualified and experienced faculty members. The Institute gives highest priority to teaching- learning process. Emphasis is given on extra and co-curricular activities for holistic development of students. The attempts to deliver the best quality in Teaching-Learning and overall development of our students, Faculty and Staff members are continuously reviewed and updated.

More precisely, the institution is fulfilling its responsibilities in the following ways:

- Corporate stalwarts and people of eminence in the board constantly review and suggest for the improvement of the institute.
- A practice of quality assurance to regularly address, monitor and evaluate the quality of education offered to students, and promoting effective teaching-learning methods for the benefit of both students and teachers and making the institution a place for excellent temple of knowledge in the management science.
- Three exclusive series viz., Manel Srinivas Nayak Memorial Knowledge/ Health / Dialogue series under 'I Want to Know' series are very much appreciated by the stakeholders.
- Best standards and practices of good governance, are put in place to bring in transparency of operations and improve credibility at all levels.
- Skills among students are developed through Interactive Teaching-Learning Process, Corporate exposure by Industry Internship and project work and thus make them ready to get into industry soon after the completion of their course.
- Research work among staff members is encouraged in-order to update their knowledge.
- Reputed Industries are invited for campus placements.

Institute Mandate:

MSNMIPS is committed to provide educational opportunities in Management discipline by:

- Exposing students to the latest aspects of management
- Striking a balance between class room learning and practice
- Maintaining healthy competitive environment
- Developing confidence and explore potential talent for meritorious leadership
- Continually improving the effectiveness of education
- Complying with applicable statutory requirements

Concluding Remarks :

Institute has a well framed vision and mission based on the legacy of Besant Institutions and also considering the needs of the society. Best academic delivery, infrastructure, library and computer centre, industry-interaction, self-learning and co-curricular and extra-curricular activities are some of the special features which cater to the comprehensive development of the students.

The governance setup comprises of Governing Council, Academic Council, Internal Quality Assurance Cell, and various institute level committees and functionaries. The management of the institution has been quite experienced and dynamic. The governing members are industrialists, businessmen, top corporate executives by profession and of highest calibre who have deep understanding of importance of quality education. They have been very supportive and quick in implementing various measures for development, branding and strengthening of the institute. Their foresight, holistic approach towards education and keen interest has been pivotal strength for the growth of the institute.

The Institute believes in promoting a culture of delegation of powers through strategic policies. The Director of the Institute is assisted by Dean, faculty members, Administrative staff, and coordinators of various committees in decision making process at the Institute. Institute executes strategic planning from time to time for producing quality managers and overall growth of the institute.

Institute has well established organizational structure to execute smooth functioning of administrative and academic processes. Institute regularly conducts 'reviews' for implementation of strategies and quality procedures with the staff and faculty members. External audit by various agencies like LIC of the University, AICTE, and internal audit is undertaken periodically to monitor institutional activities.

Choice Based Credit System, Continuous Internal Evaluation systems, domain based electives, non-credit courses, Professional Skills courses, student personality/ communication/ leadership Enhancement Programme, co-curricular and extra-curricular activities along with teaching learning processes and appropriate use of ICT tools are contributing to the improvements in all round student performance.

The institute is self-sufficient in its resources for revenue expenses. The capital expenses for the new building was partly financed by term loan by Corporation Bank. The institute believes in regulatory compliant practices. There are no legal proceedings whatsoever pending against it.