

Internal Quality Assurance Cell (IQAC)

Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

The Annual Quality Assurance Report (AQAR) of the IQAC

The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year.

Part – A

AQAR for the year (*for example 2013-14*)

2017-2018

1. Details of the Institution

1.1 Name of the Institution

Manel Srinivas Nayak Memorial Besant Institute of PG Studies

1.2 Address Line 1

Besant Vidya Kendra,

Address Line 2

Bondel

City/Town

Mangalore

State

Karnataka

Pin Code

575 008

Institution e-mail address

msnmbesant@gmail.com

Contact Nos.

0824-2482668/2482669

Name of the Head of the Institution:

Dr. Narayan Kayarkatte

Tel. No. with STD Code:

0824 – 2485267

Mobile:

9341446472

Name of the IQAC Co-ordinator:

Mr. Robin M. Shinde

Mobile:

9740612734

IQAC e-mail address:

msnmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

14727

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/62/A&A/159

1.5 Website address:

www.msnm.besant.edu.in

Web-link of the AQAR:

http://msnm.besant.edu.in/AQAR_2017-2018.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.70	2013	5 th January 2013 to 4 th January 2018
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

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

- i. AQAR -2013-14 - (03/06/2015)
- ii. AQAR 2014-15 - (14/12/2015)
- iii. AQAR 2015-16 - (20/08/2016)
- iv. AQAR 2016-17 - (17.07.2017)
- v. AQAR 2017-18 - (03.08.2018)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes AICTE

Type of Institution Co-education Men Women
 Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="7"/>
2.3 No. of students	<input type="text" value="4"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="26"/>
2.10 No. of IQAC meetings held	<input type="text" value="30"/>

2.11 No. of meetings with various stakeholders Faculty & Non-Teaching Staff

Students Alumni Parents

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Faculty Development Programme on ‘Sourcing and Execution of Research Projects.’
2. National Conference on ‘Family Business’.
3. Workshop on ‘Entrepreneurship Development Awareness’
4. Two days Workshop on ‘Positive Attitude’ for UG Students.’
5. Workshop on ‘Career Guidance.’
6. Workshop on ‘Resume Writing and Interview Skills.’

2.14 Significant Activities and contributions made by IQAC

- Evolving add on courses/inputs to supplement the University Curriculum
- Maintaining timelines and quality in academic deliveries
- Supporting and directing Research activities
- Involving in Extension activities
- Inviting corporate stalwarts to address the students
- Giving feed back to Governing Council and taking the management guidance to faculty team.
- Conducting various programs/seminars as above.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
The activities mentioned in the Academic Calendar were conducted in the Institute.	

The Academic calendar for the academic year 2017-2018 is enclosed – Annexure 1

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Details were discussed from time to time and advice sought. All the important activities are done as per the guidance and advice of the Governing Council. A committee consisting of two G.C. Members and the Director monitors NAAC and IQAC related activities.

Criterion – I**1. Curricular Aspects**

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: **CBCS**/Hard Core & Soft Core Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

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

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

****Please provide an analysis of the feedback in the Annexure (Provided in Annexure 2)***

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

The revised syllabus of M.B.A. degree programme under CBCS is implemented from 2016-2017.

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	8	1	2	1

2.2 No. of permanent faculty with Ph.D.

3

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	-	1	-	-	-	-	-	6	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	00
Presented papers	02	09	00
Resource Persons	00	00	00

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

- To provide a real/practical insight about the subject, the students are given tasks that make them collect information by visiting work places, discussing with the employees of various organizations and observing some situations.
- Field visits and simulated environment is created to get a feel about the real business world.
- Off the class room sessions (Beach classes, Dialogues with corporate professionals, Library classes, Industry visits etc.)

2.7 Total No. of actual teaching days during this academic year 210

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

Two Internal exams for 50 marks each are conducted by the Institute for 30% weightage and the Final semester exams are conducted by Mangalore University. Both exams contain descriptive and MCQs type.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2

2.10 Average percentage of attendance of students 90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I Class	II Class	Fail	Pass %
MBA 4 th Sem (17 th Batch)	81	29	45	7	-	100
MBA 3 rd Sem (18 th Batch)	80	5	69	6	-	100
MBA 4 th Sem (18 th Batch)	80	Awaiting Results				
MBA 1 st Sem (19 th Batch)	106	8	94	4	1	94.33
MBA 2 nd Sem (19 th Batch)	106	Awaiting Results				

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

1. Through periodical staff meetings
2. Through analysing academic results.
3. Through students feedback
4. Through Director & Peer Group feed back

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes (FDP)	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	06
Field visit to companies to gain practical insight	08

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	-	-	-
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- It maintains active research forum for the students and faculty members to carry research work in the academic year.
- Student projects are research based.
- Conducting additional sessions on Research methodology

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	Nil	Nil
Outlay in Rs. Lakhs	0.25			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	04	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	04	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	Women's National Educational Society	Rs.25000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs.25000	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from - Nil / NA

3.9 For colleges : NA

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	-	-	-
Sponsoring agencies		Management of the Institute	-	-	-

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

3.13 No. of collaborations: Nil

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency from Management of University/College
Total

3.16 No. of patents received this year NIL

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

Total	International	National	State	University	Dist	College
-	-	1	-	--		

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

1
1

3.19 No. of Ph.D. awarded by faculty from the Institution: 1

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

3.21 No. of students Participated in NSS events: Nil

3.22 No. of students participated in NCC events: Nil

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: Nil

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="27"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

School Chalo Abiyan
Save Girl Child
A Day with a Government School Students
Save Water Campaign
Smoking is Injurious to Life/Health
Save Trees to Save Life
Helmet Awareness
Pollution Control
Swachh Bondel
Don't Drink and Drive
Beach Cleaning: Panambur
Beach Cleaning at Thannirbavi
Save Water
Stop vehicle in the signal to avoid air pollution
Wear Helmete, Stay Safe

Child is meant to learn not to earn
Don't Drink and Drive
Clean City
Save Electricity
Save Tree
Career Guidance, Prepare for aptitude tests

Financial Education

Blood grouping and blood donation camps

Chilume for less privileged students.

Two days workshop on preparation for IBPS Exam

Career Guidance on Soft Skill

How to present Yourself Field Marshal K M
Cariyappa College

Campus To Company

Special lecture on Higher education

How to Crack aptitude Test

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.65 Acres			3.65 Acres
Class rooms	9			9
Laboratories	1			1
Seminar Halls	2			2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	9 Projectors 69 Computers 10 Laptops CCTV 1 Online UPS PA Sound System Voice Conference Video Conference	Nil	WNES	9 Projectors 69 Computers 10 Laptops CCTV 1 Online UPS PA Sound System Voice Conference Video Conference
Value of the equipment purchased during the year (Rs. in Lakhs)		Camera	MSNM Besant	
Others				

4.2 Computerization of administration and library

Library is computerized with Easylib Software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	7945	9,09,004.83	518	1,00,310.80	8463	10,09,315.63
Reference Books	366	3,28,691.00	07	1,400.00	373	3,30,091.00
e-Books	Nil					
Journals	21	44,672.00	-	-	21	44,672.00
e-Journals	-	-	-	-	-	-
Digital Database	2	2,08,700.00	-	-	2	2,44,260.00
CD & Video	102	29,705.50	-	-	102	29,705.50
Others (specify)	Nil					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	55	-	-	-	6	Lib. -7 Adm. -1	
Added	-							
Total	69	55	-	-	-	6	8	

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

Training is given to the students for the usage of digital database such as J-gate and Proquest by the respective Training Executives of the Company. J-gate training was given on 16.02.2018 and Proquest training was given on 17.10.2017.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.54443
ii) Campus Infrastructure and facilities	9.97770
iii) Equipments	0.09950
iv) Others	1.21588
Total :	12.83751

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Formulation of various Committees: Samanvaya – Students Forum, Mentoring, Anti-ragging Cell, Women Development Cell, Manel Srinivas Nayak Knowledge Cell, Guest Lecture Committee, Library/Lab Committee, Wisdom Cell, Chaithanya – Extension /social service activities, Self Development Activity, Placement Training Activity

5.2 Efforts made by the institution for tracking the progression

The progression of students is tracked through Self Development Activities/Classes, Placement Training Classes and Mentoring Sessions by the faculties. Internal Examinations are conducted for assessing the academic progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	187		

(b) No. of students outside the state

17

(c) No. of international students

NIL

Men	No	%
	76	40.64

Women

No	%
111	59.35

Last Year (2016-2017)							This year (2017-2018)						
General	SC	ST	OBC	Minority	Physically Challenged	Total	General	SC	ST	OBC	Minority	Physically Challenged	Total
21	5	7	101	27	-	161	24	8	5	129	21	-	187

Demand ratio: 84 Dropout % 1.0

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

The institute provides IBPS coaching as a non-credit course to prepare the students for aptitude tests and other competitive exams. Certificate course on taxation for students was conducted during the academic year 2017~18.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GA CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Faculty members are allotted as mentors to help the students in issues related to academics, institute and career guidance. Placement Training classes are also conducted to prepare the students for placements. Self-Development classes are conducted to help the students in improving communication skills. Guest Lectures are organized under Manel Srinivas Nayak Knowledge Series where top management executives from corporate world address the students on diverse topics and career opportunities

No. of students benefited

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	230	3	34

5.8 Details of gender sensitization programmes

The Institute has a Women Development Cell which organizes talks and programs by eminent persons in order to create awareness about gender equality.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events (Management Events)

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Besant Scholarship	17	85,000.00
Entry Level Scholarship	83	6,35,000.00
Alumni Scholarship	10	1,00,000.00
Distinction Scholarship	63	1,57,500.00
Total	173	9,87,500.00
Financial support from government (Karnataka Govt.)	95	34,31,870.00
Financial support from other sources (Jindal Foundation)	4	21,600.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VII

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

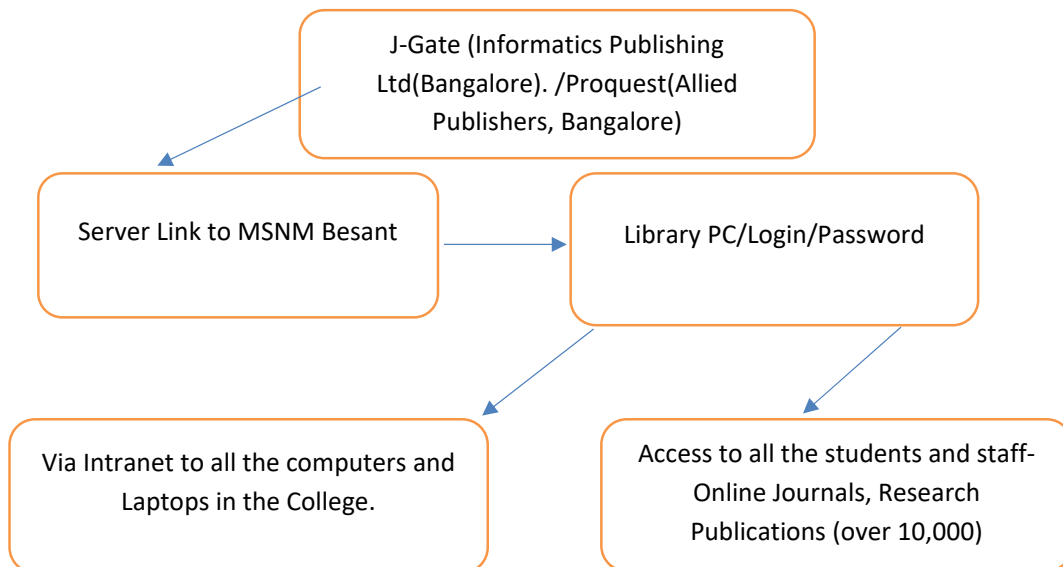
- To be a centre of excellence in the sphere of Post Graduate Education and Research, and to prepare business leaders having concern for human values and ethics.

The Mission

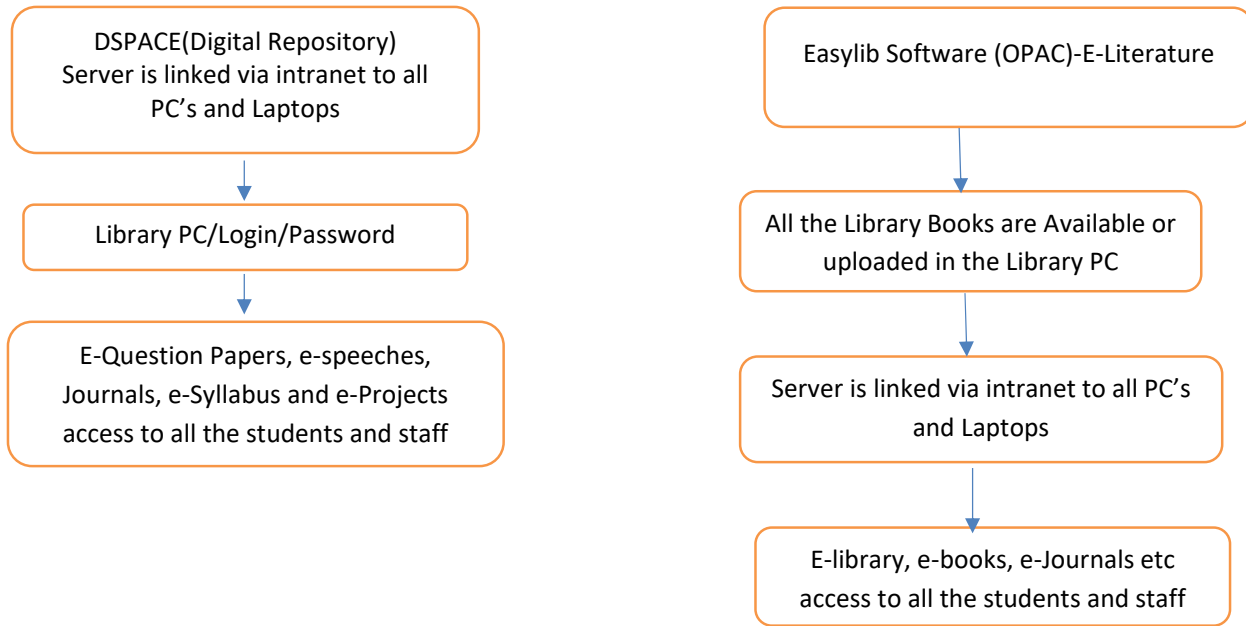
- To nurture high standards in academics, research and consultancy by upholding quality and continuous improvement so as to disseminate relevant contemporary knowledge and skills in the field of business management among students, researchers and corporate participants,
- To develop and shape future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

6.2 Does the Institution has a Management Information System

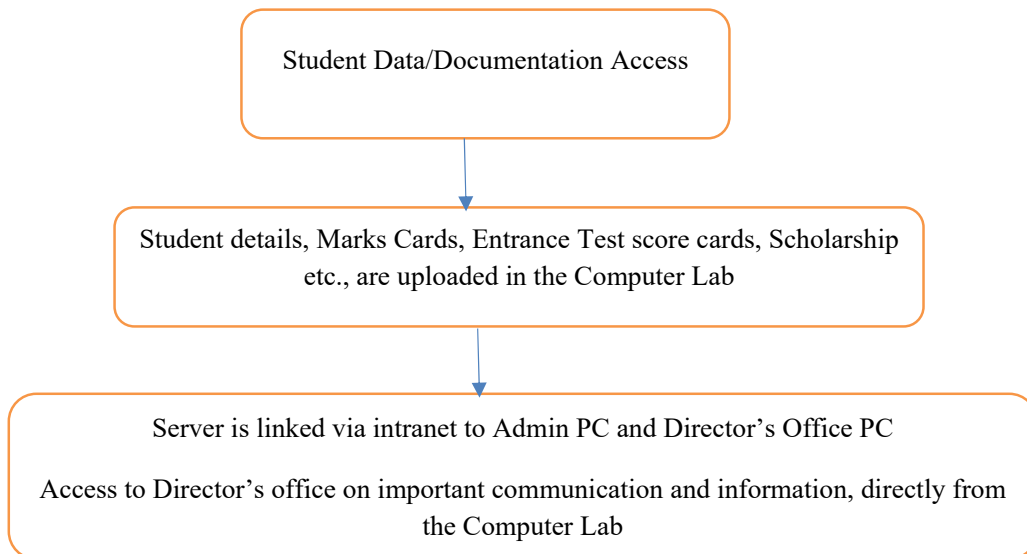
MIS - Library/Computer Lab



MIS - Library



MIS - Lab



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

6.3.1 Curriculum Development

The base curriculum is developed by Mangalore University. The institution offers several add-on courses with an objective of overall development and updating of a student in terms of domain knowledge, computer literacy, employability skills and enhancement of soft skills.

6.3.2 Teaching and Learning

Faculty members are encouraged to take up advanced courses to enhance their knowledge in their respective disciplines handled by them. They are also encouraged take up NET/SLET exams and pursue PhD.

They are also encouraged to attend FDP Programs, Workshops, Seminars etc., organised by various institutes and universities to enhance their teaching abilities.

The institute organises programs under the banners like MSN Knowledge Series, MSN Health Series and MSN Dialogue Series, where dignitaries of international and national repute who are successful in the corporate world, leading bankers, specialised doctors, spiritual leaders, academicians, etc., are invited for interaction with both students and faculty members.

The institution has various forums and clubs like Innovation Club, Gavel Club, Women Development Forum, Placement Cell, Samanvaya (an intra-collegiate management competition) for the overall development of the students in communication, innovation and creativity, employability skills and also to foster healthy competitions within the peer groups.

6.3.3 Examination and Evaluation

The semester examinations are conducted by Mangalore University. In maintaining sanctity of the examination the question papers and all the stationary requirements are supplied by the university.

The Director of the institution is the Chief Superintendent of the semester examination and a faculty member serves as an Office Superintendent and external examiner from another MBA institute will be deputed to the institute by the university as a Deputy Chief Superintendent. Final evaluation is on the basis of the marks secured in these examinations.

The institute conducts two internal tests every semester Apart from the tests class participation presentations, class tests, quiz, projects, assignments, role plays, case studies, group discussions and extra circular activities participation are considered in finalizing the internal marks.

6.3.4 Research and Development

Faculty members are encouraged by the management to take up research related activities by providing them financial aids. They are also supported to enrol for the doctoral program by liberal leave policy.

Students are motivated to present papers in the national conferences and the expenses are borne by the institution.

Students are guided by the faculty members to undertake their final projects which are research based.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution has a spacious library which is having more than 8463 books and a digital repository with access to online journals, eBooks etc.

The institute has a well arranged computer lab equipped with latest configurations.

The institute has auditorium with a seating capacity of 700 people, an air-conditioned academy hall with good acoustics and a seating capacity of 200 people, an air-conditioned seminar hall with a seating capacity of 250 people, where guest lectures, presentations and seminars are held. The institute also has a recreation room for indoor games, ladies room, medical room and a sports room with essentials amenities.

There are 6 class rooms and 2 seminar halls which are ICT enabled.

6.3.6 Human Resource Management

The institute's human resource comprises of the Director, 11 Faculty Members and 16 Support Staff.

The compensation plan includes Basic Salary, Provident Fund, Dearness Allowance, Leave encashment for all the staff members and ESI facility for eligible staff.

The leave schemes include Casual Leaves (CL), Earned leaves (EL) and Vacation Leaves for the faculty members and Casual Leaves (CL) along with Earned leaves (EL) for the support staff.

The institute also has a Gratuity plan for employees eligible for the same.

6.3.7 Faculty and Staff recruitment

- 1) Dr. Sukanya Rao, Ph.d
- 2) Mr. Robin Shinde
- 3) Mr. Madhukar
- 4) Mrs. Usha Mogra
- 5) Ms. Varsha D.P.
- 6) Mrs. Shilpashree

6.3.8 Industry Interaction / Collaboration

The institute collaborates with people from corporate so as to impart industry related knowledge and recent developments in the different sectors to students.

The institute organises frequent industrial visits for students so as to educate them about the practical aspects of management.

The institute invites guests from different industries to share their expertise with students and staffs, under the banners of Manel Srinivas Nayak Knowledge Series and Dialogue Series.

Pool Campus interviews and Campus placements are held to provide placement opportunities to the students.

To have hands on experience the institute mandates two months internship along detailed report presentation of their learning.

6.3.9 Admission of Students

Total students admitted in the academic year 2017~18 are 106.

6.4 Welfare Schemes

Teaching Staff	Group Insurance, Funding for Self Development activities , Provident Fund, Opportunities for pursuing higher studies, Free transport facility, In-house health clinic
Non-Teaching Staff	ESI, Provident Fund and Free Transport Facility, in-house health clinic
Students	Group Insurance, In-house health clinic

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	y			
Administrative			Y	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The Director and the staff prepare the needed changes in the syllabus and examination patterns and submit the recommendations to the Registrar (Evaluation) of Mangalore University every year. University has been introducing more ICT enabled reforms in their exam system.

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

Mangalore University has conducted two programs for Principals/Directors on Autonomy.

6.11 Activities and support from the Alumni Association

Since the Institution has a history of 19 years it is backed with a strong Alumni base. Every year alumni meetings are conducted and the proceedings are recorded.

The alumni visit our institute regularly and shares their experiences and provide career tips to the students to succeed in the corporate world.

They help us in placing the present students of the institution in reputed companies.

Alumni have given scholarships to students having low family income.

6.12 Activities and support from the Parent – Teacher Association

The institution does not have a formal Parent-Teacher association set up, but it is ensured that, there is constant exchange of communication through regular Parent Meets..

The parents are informed and invited for all the major occasions held in college.

The institute organises a parent teachers meet so as to keep the parents informed about the functioning of the college, various events that are hosted in the institute, dignitaries delivering special talks, Placement records and more specifically the performance and the scope for improvements in their respective ward.

The last Parents meet was on 27-04-2018.

6.13 Development programmes for support staff

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 and also providing course material to support the cause.

The institute creates awareness about health by hosting SDP, Trainings and Yoga sessions in the campus for the staff.

The institute has provided an opportunity for support staff to be an invigilator in the newly set up TCS examination centre.

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.

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

The campus has a lush green environment with well maintained gardens and more than 50 trees inside the campus.

There is also a tradition of planting of saplings by outgoing batches on the day of their farewell and also when a dignitary visits the campus.

We have the in-house gardeners performing the routine chores and some outsourced experts from nurseries to maintain the beauty of the green campus.

Cleanliness is given utmost importance and waste disposal measures are taken care in the campus. Also necessary measures are taken to make the campus plastic free.

Criterion – VII

7. Innovations and Best Practices

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

The institute conducted intensive Placement Training to make the students ready for employment. Students were given training in resume writing, facing interview and, aptitude skills. Group discussions, mock interviews and other exercises were held.

A Management Development Program, ‘Finance for Non Finance Executives’ was conducted in the institute, for students and industry employees of non finance streams.

A National Conference on ‘Family Business Opportunities Challenges and Issues’, which witnessed eminent business leaders in family run businesses sharing their views on Family Business. The research papers received were published in a CD with ISBN number.

The institute has brought out its journal MSNM Besant Management Review containing research articles from various scholars, academicians and students.

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

Self-Development activities and placement training, Outreach activities and case study development from students on entrepreneurs, progressive Language Lab activities, Swachh Bondel – Cleanliness campaign, MSNM Knowledge series, MSNM Dialogue series with professional managers, MSNM Health series, Industrial visits for practical learnings and experiences.

List of activities planned and conducted is given in the annexure.

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

The institute has a **Mentorship** program where new entrants are assigned to faculty members as mentees. The objective is to identify the weakness of students in terms of communication skills, analytical ability and other areas. Students are evaluated At the entry level, mid course and at the end of the course. Mentors organise various activities to develop students skills.

Extensive **outreach programs** are conducted regularly by students and faculty. The focus is on overall development of participants. Programs include Aptitude development.

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

7.4 Contribution to environmental awareness / protection

- 'Model Making' and 'Best out of Waste' competition for sustainable development was conducted in the institute for the students to create awareness for a clean and green environment and sustainable development.
- Specific movies and clippings on environment protection and green concepts have been telecasted to the faculty and students of MSNM Besant to increase the awareness.
- Swachh Bondel – Cleanliness campaign was conducted by students of MSNM Besant
- Moving towards a paperless office: reducing the amount of paper used by using electronic means of communication, submission of reports online, reuse and recycle paper.

7.5 Whether environmental audit was conducted? Yes No

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

- Meditation Camp was organised by Heartfulness Institute to improve the students level of concentration and provide stress relief.
- Vigilance awareness week was conducted, with presentations from the Anti Corruption Bureau, and essay Competitions for staff and students.
- Blood donation camp was held in the institute, with a presentation from the RedCross society on awareness of blood donation
- As part of Womens day celebrations, a talk by a leading Gynaecologist was held to educate the female students on the importance of maintaining health and hygiene.
- Investment Awareness programme in collaboration with SEBI was conducted for women.

8.Plans of institution for next year

- To introduce relevant Certificate courses in tune with the industry requirements.
- To seek autonomy and be an autonomous institute.
- To increase the industry and institute interface by internships and live projects

Name :Mr. Robin M. Shinde

Name : Dr. Narayan Kayarkatte

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

MSNM Besant Institute of PG Studies
ACADEMIC CALENDAR
July 2017 – June 2018

SN	MONTH	ACTIVITY
1.	August 2017	<ul style="list-style-type: none"> • Orientation Programme for newly inducted Faculty, • Commencement of 3rd Semester Classes • Orientation Programme for New MBA Batch • Guest Lecture • Introduction of Mentoring Sessions • Summer Internship Presentation • MDP on Finance for Non Finance Executives
2.	September 2017	<ul style="list-style-type: none"> • Guest Lectures • MSN Knowledge Series • Ankur (Academic Launch of MBA 19th Batch) • Commencement of MBA 19th Batch 1st Semeter
3.	October 2017	<ul style="list-style-type: none"> • Commencement of Workshop on MS-Excel • 1st Internal Examination for 3rd Semester • Guest Lectures • Governing Council Meeting • MSN DIALOGUES ON PROFESSIONAL MANAGERS • Proquest Training • Industrial Visit for MBA 18th Batch Students
4.	November 2017	<ul style="list-style-type: none"> • ONE DAY NATIONAL CONFERENCE, On Family Business: Opportunities, Challenges and Issues • MSNM Health Series • MSNM Besant Beach Fest (at Panambur Beach) • MDP for LPG Distributors of HPCL • Internal Exam for 3rd and 1st Semester Students • Project orientation programm for MBA 3rd Semester students • MSN Knowledge Series • Industrial Visit
5.	December 2017	<ul style="list-style-type: none"> • A Quiz on Indian Constitution for MBA 19th Batch students • Guest Lectures • Mangalore University 3rd Semester Exam • Briefing on Resume writing • Alumni Meet • 2nd Internal Examination
6.	January 2018	<ul style="list-style-type: none"> • Mangalore University 1st Semester examination • Commencement of MBA 4th Semester Classes • Blood Donation Camp in association with Indian Red Cross • Meditation Classes • Inauguration of Language lab

7.	February 2018	<ul style="list-style-type: none"> • MSN Health Series • MSN DIALOGUES ON PROFESSIONAL MANAGERS • MSN Knowledge Series • Placement Training Programme • J-Gate Training • Mehndi, Nail Art and Hair styling competition • Guest Lectures • Digital Proficiency Classes • Workshop for undergraduate students on Positive Attitude • Certificate course on Taxation
8.	March 2018	<ul style="list-style-type: none"> • Women's Day Celebration • Inter collegiate Management fest – Edify (Global Quest) • Chilume (Community Service Programme) for students of Government Schools • MSNM Besant Kabbadi • Placement related activities (Review of resumes) • Rangoli competition • Guest Lectures • Internal Examination
9.	April 2018	<ul style="list-style-type: none"> • Placement Training • Rotary MSNM Besant Biz Quiz - 2018 • Alumni Meet • Campus Interview • Annual Day / Parents Meet
10.	May 2018	<ul style="list-style-type: none"> • 2nd Internal exam for 2nd and 4th Semester students • MSN Knowledge Series • Mangalore University MBA 4th Semester Exam
11.	June 2018	<ul style="list-style-type: none"> • Governing Council Meeting • PGCET Training for MBA aspirants at the Campus • Campus Interview

MSNM Besant Institute of PG Studies
ACADEMIC CALENDAR
July 2017 – June 2018

SN	MONTH	ACTIVITY	FACULTY CO-ORDINATOR
1.	9 th August 2017	Orientation Programme for Newly inducted Faculty Members (Prof. Babu Narayan, Professor, NITK, Surathkal)	Director
2.	10 th August 2017	Commencement of 3 rd Semester Classes	
3.	16 th August 2017	Guest Lecture by Mr. Prabhakar Kini, CMD of Firstbest Consultants Pvt. Ltd.,	Mrs. Usha Mogra
4.	28 th August 2017	Orientation Programme for 1 st Semester students	
5.	August 2017	Introduction of Mentoring Sessions	All Faculty
6.	21 st & 22 nd August 2017	Summer Internship Presentation by MBA 3 rd Semester Students	All Faculty
7.	26 th & 27 th August 2017	MDP on Finance for Non Finance Executives	Mr. Prashanth/ Mr. Suresh Shenoy
8.	9 th September 2017	Onam Celebration	
9.	14 th September 2017	Guest Lecture by Mr. Suresh Prabhu, Advocate & Professor on Intellectual Property Rights	Mrs. Usha Mogra
10.	23 rd September 2017	MSNM Knowledge Series – “All you wanted to know about mutual funds” by Mr. Gopal Menon, Chief Operating & Finance Officer, Axis Mutul Fund	Mr. Vinay Krishna
11.	25 th September 2017	Ankur (Academic launch of 19 th Batch)	Mr. Suresh Shenoy
12.	26 th September 2017	Commencement of MBA 19 th Batch 1 st Semester	
13.	27 th September 2017	Guest Lecture by Mr. Sukumar of Geojit Financial Services on various investment avenues	Mrs. Usha Mogra
14.	October to November 2017	Workshop on MS-Excel	Dr. Vasanth G.
15.	9 th 10 th , 11 th October 2017	1 st Internal examination for 3 rd Semester	
16.	10 th October 2017	Talk on Sustainable Development Goals by Dr. Shivakumar Magada, Professor of Aquatic Biology at College of Fisheries in association with Nehru Yuva Kendra, Ministry of Youth Affairs and United Nations	Mrs. Usha Mogra
17.	12 th October 2017	Governing Council Meeting	
18.	12 th October 2017	Guest Lecture by Mr. Naveen Julian Rego, SEBI Registered Investment Adviser on Wealth Management and Financial Planning	Mrs. Usha Mogra
19.	14 th October 2017	MSN DIALOGUES ON PROFESSIONAL MANAGERS with Mr. Prakash Padukone, Badminton Player	Mr. Madhukar S.M.
20.	17 th October 2017	Proquest Training by their official	Mrs. Ashalatha
21.	26 th October 2017	Guest Lecture by Mrs. Asha Lobo, Asst. Professor, Roshni Nilaya on the topic Sexual Harassment at the Work place	Mrs. Usha Mogra
22.	30 th October 2017	Talk by Mr. Sudhir M. Hegde, DYSP, Anti Corruption Bureau on National Vigilance Week	Mrs. Usha Mogra
23.	31 st October 2017	Industrial Visit for MBA 18 th Batch Students, (Ace	Mr. Vinay Krishna

		Foods, SKF Boilers, Soans, Moodabidri)	
24.	3 rd November 2017	ONE DAY NATIONAL CONFERENCE On Family Business: Opportunities, Challenges and Issues	Mrs. Ashalatha Dr. Ravish Mr. Suresh Shenoy
25.	11 th November 2017	MSNM Health Series- Talk on protect your heart by Dr. Subramaniam, HOD, Dept. of Cardiology, KSHEMA, Deralakatte.	Mr. Prashanth
26.	15 th November 2017	MSNM Besant Beach Fest (at Panambur Beach)	
27.	16 th November 2017	MDP for LPG Distributors of HPCL	Mr. Robin Shinde
28.	20 th , 21 st and 22 nd November 2017	2nd Internal Examination for 3rd Semester and 1st Internal Examination for 1st Semester	Dr. Ravisha B.
29.	22 nd November 2017	Project orientation program for MBA 3rd Semester students	Director
30.	25 th November 2017	MSN Knowledge Series, A Talk on RERA- Game Changer by Mr. D.B.Mehta, Chairman Director, Allegro Ventures India Pvt.. President, CREDAI-Mangalore	Mr. Vinay Krishna
31.	28 th November 2017	Industrial visit for MBA 20th Batch (Manipal Press, Bisleri Bottling Plant and Anagha Refinery)	
32.	7 th December 2017	A Quiz on Indian Constitution for MBA 19th Batch students	
33.	7 th December 2017	Guest Lecture by Mr. Sachin R. Chandra on the topic The Power of Nothing	Mrs. Usha Mogra
34.	8 th December to 20 th December 2017	Mangalore University 3rd Semester Exams (MBA 18th Batch)	Mrs. Ashalatha - OS
35.	20 th December 2017	Briefing on resume writing	Mr. Madhukar
36.	22 nd December 2017	Alumni Meet	Mr. Vinay Krishna
37.	21 st , 22 nd , 23 rd and 26 th December 2017	2nd Internal Examination for 1st Semester students	Dr. Ravisha B.
38.	11 th January to 22 nd January	Mangalore University 1st Semester examination	Mrs. Ashalatha
39.	22 nd January 2018	Commencement of MBA 4th Semester Classes	
40.	30 th January 2018	Blood Donation Camp in association with Indian Red Cross	Mr. Suresh Shenoy
41.	31 st January, 1 st and 2 nd February 2018	Meditation Classes was conducted by Heartfulness Institute, Bejai	Mr. Suresh Shenoy
42.	31 st January 2018	Inauguration of Language lab (Mrs. Samina Nayak, Ms. Shivani Baliga)	Mrs. Varsha D.P.
43.	2 nd February 2018	MSN Health Series -Dr. Aditya V. Bharadwaj, Consultant Physician & Intensivist, Indiana Hospital, Mangalore Food – A source of Health life style	Mr. Prashanth
44.	7 th February 2018	MSN DIALOGUES ON PROFESSIONAL MANAGERS with Mr. Ullas Kamath, Joint Managing Director and CFO, Jyothy Laboratories Ltd.,	Mr. Madhukar
45.	10 th February 2018	MSN Knowledge Series – The Inside story of Mumbai Dabbawalas - Mr. Jaysing Pingle, Treasurer, and Mr. Anantha Thalekar, Speaker & Coordinator, Nutan Mumbai Tiffin Box Suppliers Charity Trust	Mr. Vinay Krishna
46.	16 th February 2018	Placement Training Programme by Hire ME	Mr. Prashanth and

			Mr. Madhukar
47.	16 th February 2018	J-Gate Training (J-Gate Official)	Mrs. Ashalatha
48.	19 th February 2018	Mehndi, Nail Art and Hair styling competition	Ms. Varsha
49.	22 nd February 2018	Guest Lecture by Mr. Prof. K.R.Prabhu on the topic Fortune Career	Mrs. Usha Mogra
50.	24 th February 2018	Commencement of Digital Proficiency Classes	Mr. Shrikrishna Bhat
51.	27 th & 28 th February 2018	A Two day Workshop for undergraduate students on Positive Attitude Chief Guest for Inaugural: Dr. K.S. Babu Narayan, Professor, Dept of Civil Engineering, NITK, Surathkal. Chief Guest for Valedictory: Dr. Sulatha Rajaram, Principal, BGS College, Kavoor	Mr. Suresh Shenoy
52.	February 2018	Commencement of Certificate course on Taxation	Mr. Prashanth
53.	8 th March 2018	Women's Day Celebration – Talk of Dr. Priya Ballal, HOD Dept. of Gynaecology, KMC ON Women's health and talk by Dr. Narayan Kayarkatte, Director on Investment opportunities	Ms. Varsha D.P.
54.	9 th March 2018	Inter collegiate Management fest – Edify (Global Quest)	Mr. Vinay Krishna and Mr. Prashanth
55.	12 th March 2018	Chilume (Community Service Programme) for students of Government Schools	Mr. Ravisha B. /Ms. Varsha
56.	13 th March 2018	MSNM Besant Kabbadi – Chief Guest Sri Pramod Madhwaraj, Honourable Minister for Sports and Youth Empowerment and Fishers, Govt. of Karnataka	Mr. Madhukar
57.	19 th March 2018	Review of resumes of students	Dr. Narayan Kayarkatte, Mr. Madhukar and Mr. Prashanth
58.	19 th March 2018	Rangoli competition	Ms. Varsha
59.	22 nd March 2018	Guest Lecture by Sadanand, Manager, L & T Mutual Fund on Mutual funds and systematic investment plans	Mrs. Usha Mogra
60.	26 th , 27 th and 28 th March 2018	1 st Internal exam for 2 nd and 4 th Semester students	Dr. Ravisha B.
61.	2 nd & 3 rd April 2018	Placement Training by Mr. Ramani Venkat	Mr. Madhukar /Mr. Prashanth
62.	5 th April 2018	Rotary MSNM Besant Biz Quiz - 2018	Mr. Suresh Shenoy
63.	9 th April 2018	Demo on Electronic Voting Machine and VVPAT device by the Election Officer	
64.	11 th April 2018	Campus Interview of TriCies	Mr. Prashanth/ Mr. Madhukar
65.	21 st April 2018	Alumni Meet	Mr. Vinay Krishna
66.	27 th April 2018	Annual Day / Parents Meet	Mr. Ravish B.
67.	2 nd May to 4 th May 2018	2 nd Internal exam for 2 nd and 4 th Semester students	Mr. Ravisha B.
68.	5 th May 2018	MSN Knowledge Series – Management Concepts in Yakshagana (Prof. Varadesh Hiregange, Director of Gandhian and Peace Studies, Manipal Academy of Higher Education and Guru Bannanje	Mr. Vinaykrishna

		Sanjeeva Suvarna, Principal, Yakshagana Kendra, Udupi	
69.	12th May 2018	State Assembly Election Booth	
70.	16th May 2018	MSN Knowledge Series Talk by Mr. Gopal Vital, CEO & MD of Bharati Airtel on the topic Telecom Sector Prospects and challenges	Mr. Vinay Krishna
71.	28th May 2018	Mangalore University MBA 4th Semester Exam	Mr. Prashanth
72.	7th June 2018	Governing Council Meeting	
73.	11th & 12th June 2018	PGCET Training for MBA aspirants at the Campus	
74.	15th June 2018	Campus Interview of Odessa Technologies	Mr. Prashanth/ Mr. Madhukar
75.	18th June 2018	Campus Interview of Just Dial	Mr. Prashanth/ Mr. Madhukar

Annexure 2 (Feedback from Stake Holders)

Students Feedback about Faculty and the Overall programme:

Towards the end of every semester, feedback from the students are taken through administering online Google form presently. The students respond to a structured questionnaire and offer feedback of the Faculty and the overall programme. The responses so obtained are summarised and the reports are automatically generated for each of the faculty Members. These feedback reports are scrutinized by the Director and is discussed in detail with the concerned Faculty Members.

The feedback is collated on Google and analyzed. Whenever the feedback is extreme, the concerned Faculty was informed and discussed to take remedial action.

The Analysis format is as follows:

Faculty Name	No. of Responses obtained	Very Good %	Good %	Satisfactory %	Unsatisfactory %	Poor %

For example:

The parameters are as follows:

1. Knowledge base of the Teacher (As perceived by you)
2. Communication Skills (in terms of articulation and comprehensibility)
3. Sincerity/Commitment of the Teacher
4. Interest generated by the Teacher
5. Ability to integrate course material with environment/other issues, to provide a broader perspective
6. Ability to integrate content of the course with other courses.
7. Accessibility of the Teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)
8. Quality of quizzes Tests/assignment/examinations and projects to evaluate students understanding of the course.
9. Temperament in the Class
10. Overall rating.

Feedback from Alumni

The alumni meet was conducted on 27th December 2017 and 21st April 2018 at the Institute Campus in Bondel.

The key feedback from the alumni were as follows:

- Uniform should be mandatory to the students.
- Students domain knowledge based on opted specialization are to be strengthened.

- New subjects based on the present market needs to be offered as special courses to students.
- A professional e-mail ID is to be created by the students and trained how to write emails.
- Students should register in job portals like Naukri.com, Times.com etc.,
- A good placement brochure has to be designed in a professional manner

Action Taken:

Uniforms are made compulsory on Monday and Wednesday and on special occasions.

Presently to enhance the employability skills of students every week self-development classes and placement training is conducted. Additional courses on MS Excel and Taxation have been offered to the students. Students are trained as regards the email correspondence.

Feedback from Parents

Parent's meet was held on 10th May 2017. More than 70 student's parents were a part of this meet. Parents were given a chance to interact with the Management members, Director and Staff

The major suggestions that came across in the meet were:

- Internal marks to be posted to the parents so as to know how the ward is performing academically.
- More Training programs should be organized to enhance the employability skills of the Students.

Action Taken:

More Number of Training Programme would be offered to the students during the academic year 2017-2018. Parents are kept informed whenever the student performance is very high as well as extremely below expectation.