



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

MANEL SRINIVAS NAYAK MEMORIAL  
BESANT INSTITUTE OF PG STUDIES

- Name of the Head of the institution **Dr. Molly S. Chaudhuri**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **08242482669**
- Mobile no **9945354024**
- Registered e-mail **msnmbesant@gmail.com**
- Alternate e-mail **msnmiqac@gmail.com**
- Address **MSNM Besant Institute of PG Studies, Besant Vidya Kendra, Bondel, Mangaluru - 575008**
- City/Town **Mangaluru**
- State/UT **Karnataka**
- Pin Code **575008**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **Mangalore University**
- Name of the IQAC Coordinator **Reema Agnes Frank**
- Phone No. **08242482668**
- Alternate phone No. **9945354024**
- Mobile **8150021686**
- IQAC e-mail address **reemafrank@msnmbesant.edu.in**
- Alternate Email address **msnmiqac@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://msnim.edu.in/documents/3/aqar\\_report.pdf](https://msnim.edu.in/documents/3/aqar_report.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://msnim.edu.in/documents/4/academic\\_calender.pdf](https://msnim.edu.in/documents/4/academic_calender.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.70</b>	<b>2013</b>	<b>05/01/2013</b>	<b>04/01/2018</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.09</b>	<b>2019</b>	<b>04/03/2019</b>	<b>04/03/2024</b>

**6. Date of Establishment of IQAC**

**05/02/2013**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 25

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Add on courses delivered every semester complimented the university curriculum Maintaining quality and timeliness in academic curriculum delivery Supporting research activities Involving extension activities towards academia, industry and society Inviting corporate leaders to address the students

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
To develop aptitude skills amongst the students	Institution trains students in building aptitude skills to succeed in corporate interviews and also competitive exams
Improving class room teaching and practical training by use of modern audio-visual teaching aids.	Modern tools such as LCD, PPT's and Audio visual class rooms are extensively used.
Designing certificate courses for the students and organizing seminars, guest lectures and conference	It helps the students to get the practical knowledge in the field of management
MOU's amongst other prominent academic institutions and also with the industries	Its helps the students to gain the real time work experience through internships and projects
students are prepared to organize intercollegiate fests and activities	This helps to build the necessary skills amongst the students

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	26/03/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• Designation	Director
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• Name of the IQAC Coordinator	Reema Agnes Frank				
• Phone No.	08242482668				
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• Mobile	8150021686				
• IQAC e-mail address	reemafrank@msnmbesant.edu.in				
• Alternate Email address	msnmiqac@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://msnim.edu.in/documents/3/agar_report.pdf">https://msnim.edu.in/documents/3/agar_report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://msnim.edu.in/documents/4/academic_calender.pdf">https://msnim.edu.in/documents/4/academic_calender.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	A	3.09	2019	04/03/2019	04/03/2024
<b>6.Date of Establishment of IQAC</b>			05/02/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			25		



Plan of Action	Achievements/Outcomes
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students are prepared to organize intercollegiate fests and activities	This helps to build the necessary skills amongst the students
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>Governing Body</b>	<b>26/03/2022</b>
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>Yes</b>	<b>18/02/2022</b>
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	



<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>1</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>120</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>44</b>
File Description	Documents
Data Template	<a href="#">View File</a>

2.3	76
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	12
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	12
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	35,57,720.11
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	61
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
In Academic Calendar, various programs, 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,

2. Academic Calendars:

Academic calendars have helped to plan and implement the activities.

3. Manpower Planning:

The tentative workload for the next semester is analysed at the end of every semester.

4. Subjects Allotment:

5. Program Sheet:

The timetable is finalized by the academic coordinator.

6. Teaching Plan:

The teaching plan helps the teacher to plan the curriculum delivery in time and reflects the use of innovative teaching methods.

7. Work Diary:

The teachers maintain the work diary detailing the implementation of the teaching plan.

8. Teaching - Learning Progress:

The Executive Council discusses about the progress of the teaching learning every week along with faculties..

9. Monitoring by IQAC:

The IQAC monitors the overall process through the collection of feedback from students and conducting occasional Academic Audits.

**10. Communication through Notice Boards and Social Groups:**

The students are periodically through the notice board/ WhatsApp groups/email.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p>	<p><b>B. Any 3 of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 658 529 712">File Description</th> <th data-bbox="529 658 1436 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 712 529 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="529 712 1436 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 529 956">Any additional information</td> <td data-bbox="529 898 1436 956" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
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Any additional information	<b>No File Uploaded</b>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
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Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>7</b></p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

120

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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.

. Women Development Cell: Majority members are females representing members from faculty, non teaching staff and students from each class. We are delighted to state that there have been no incidents of sexual harassment of women students in our institute due to the discipline and gender sensitivity.

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.

3.Human Rights: The institute conducts various programs 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 up-liftment of the society-

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

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

120

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

76



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

40

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their Degree marks and the entry level test conducted by each department. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. The tutors of the respective classes of UG and PG extend valid support in classifying the students with reports based on observation and class tests.

? The institution organizes Orientation programmes/Induction programmes for freshers both at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions. Apart from this, sessions are also included to inculcate positive attitude and competitive spirit. This process helps as a base for monitoring the future progress of the students.

? Bridge Courses are conducted at the departmental level to lift the students to the level of higher education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
120	13

File Description	Documents
Any additional information	No File Uploaded

### 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

**.Case Study Method:** To acquaint the students with the real-life situations.

**b.Group Discussion:** The faculty members organize group discussions in their subjects to familiarize the students with the concepts.

**c.Seminars:**

**d.Management Games:** The experimental exercises drawn from the standard text books and unique management games

**e.Video Clippings:** Interesting video clippings collected from famous movies and documentaries are presented

**f.Assignments:** Students are encouraged to refer various library resources and e-resources and prepare assignments

**g.Article Review:** To instil interest in reading among the students, the institute organizes 'Article Review'.

**h.Role Play:**

**i.Quiz:**The quizzes are organized to improve the general awareness of the students.

j. Guest Lectures:

k. Industry/Field Visits: To facilitate industry interface the students are taken to the local industries periodically.

l. Educational Tour:

m. E-Learning: The institute facilitates ICT oriented learning using internet, digital library, Excel, SPSS etc.

n. Yoga and Meditation Classes:

o. Cross word puzzles:

p. Summer Internship Projects:

q. Subject specific activities:

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	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information & Communications Technology (ICT) enabled teaching methodologies and advanced technology are being followed by the faculty members in class rooms.

? The academic plan with budget, lesson plan and question banks are made available at the very beginning of the semester.

? The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops/tablet systems are usually in use in classroom.

? The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the

students using the resources from National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience.

? Sufficient number of books, Journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.

? Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

23

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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.

University puts forth guidelines for the continuous and comprehensive evaluation of students. 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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 Academic Coordinator. 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

**2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.**

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

99



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[Nil](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**2**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="http://www.mangalorecitybus.com">www.mangalorecitybus.com</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Institute is proud to start an incubation center to enable its students get firsthand experience in promote innovation driven activities at the institute and provide a comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits. We believe that an incubation center is equally essential in today's competitive and fast changing world. Through the incubation center, students gain hands-on experience in innovation while being nurtured and encouraged by faculty, management and industry experts. The Institute aims to be the hub of innovative and high impact ventures in social, educational, commercial and other domains. It hopes to bring forth a revolution in how and what students learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

22

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

43

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Every Year, programme are organized under which students and staff participate voluntarily in community based activities with neighborhood.

- Every Year, programs are organized under which students and staff participate voluntarily in community based activities with neighborhood. Various awareness programs, workshops, rallies and road shows with themes like cleanliness, green environment & tree plantation, gender sensitization, traffic rule awareness, demonetization and digital payment, and empowerment of girls are organized.

- Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, old and infirm, refugees and displaced persons etc.

1.To help people in need and distress

2.To understand and share the need of under privileged children

3.To promote cleanliness in all span of life and common places

4.To acquire social values and a deep interest in environmental related issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 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., during the year

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

120

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 2 tutorials with good air circulation.
- Library as Learning and Research sources:
- 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) and it is well-furnished with a seating capacity of 200/130 members. All the 3 halls are equipped with Audio and Visual Systems.
- Admissions and Placement cell:
- The Institution has a functional Admission and Placement Cell in the campus with dedicated Admission Co-coordinator

and Placement Officer.

- Computer Lab
- LCD projectors.
- Laptops & Computers.
- Internet Facilities and Wi-Fi facility.
- Other ICT resources such as Camera, Scanners, Printers, and Photocopy machines are available.
- The institution has separate homely hostels for boys and girls inside the campus with 22 well-furnished rooms to accommodate
- There is a Canteen facility available in the campus for the staff and students
- CCTV Camera were installed for surveillance, 33 CCTV cameras were installed in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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.

#### 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.

#### 1. Outdoor Sports



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

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

## 2. Yoga Centre

An open area of 1600 square feet is dedicated as a Yoga centre in the institution and regular Yoga training sessions are organised by a certified Yoga trainer to students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

#### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7,83,996/-

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

- 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.
- 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.
- Students are also encouraged to view the books.
- Monthly new arrival list is displayed on the library notice board.
- In addition, the library also subscribes to on-line Journal Databases.
- The Library has a Library Committee consisting of faculty members and student representatives.
- 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 has three computers with Wi-fi internet connection.
- Registered member of National Digital Library (NDL)
- The photocopy machine in the library has the provision of printing and scanning
- Training on information retrieval for online database (Jgate) is arranged with the Jgate Trainers.
- Training on Ebooks usage has been arranged with Pearson the

**Publisher of the Ebooks.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**Rs. 1,29,902**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**58**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Sixtywell 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 4 computers. To facilitate internet connectivity, the Institution has Wi-Fi facility. 5 printers and 2 photocopy machine and 2 scanners are available for academic and office purposes.

- 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
- 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.
- Internet facility is updated from broadband to OFC

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

**61**

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

**1709214**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The institution has full time care taker to look after the immediate need of repair/ renovation of infrastructure, maintenance and AMC works. the suggestions and feedback on the need for the maintenance and upkeep of classrooms, seminar halls, staff rooms, library, computer lab sports etc are given by the respective departments to the director. the computers and other ICT's are maintained by the technician and system administrator.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

67

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

23

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://msnim.edu.in/">https://msnim.edu.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

120

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

120

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

**35**

File Description	Documents
Self-attested list of students placed	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

**NIL**



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

- As a member of college community students have greatest interest in the governance of the institute. Students are encouraged to participate in the governing process of the institute. They have given the responsibilities to organize some of the academic and non-academic activities. This commitment is based on the premise that students participation is vital to rigorous intellectual exchange and support the objectives of the college effective appropriate and productive involvement from the student is ensured through the participation of the students in the governance.
- 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 form a student body at a later stage according to the requirement of the event.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

5

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni s are in regular interaction with the institution for the progress of the organization. they advise us on the add on courses, certificate course. gives assistance in project work and internships and also the final pacements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The Governing Council meetings are held to devise and execute strategic plans.

- The Director is the administrative head of the institute and is given financial autonomy for all routine operations within the budget approved by the Governing Council.
- 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.
- Faculty member accompany students for field trips, industrial visits and other events outside the institution when necessary.
- 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.
- Faculty members constitute the Executive Council, which meets weekly.
- 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices the The Human Rights Cell conducted a Quiz Competition on the 28 th December 2020, at Swarna Hall for the 2 nd year MBA

Students on basic Human rights existing around the world. There were 10 teams consisting of 2 participants each. There were 3 rounds, the first two rounds consisting of 8 questions each and the final round with 10 questions. In the First round 3 teams were eliminated. In the Second round 2 teams were eliminated. 5 teams were qualified for the final round. The first place was bagged by Mr. Adarsh and Mr. Deekshith. The second place was bagged by Mr. Norvin and Mr. Vikyath Naik. Ms. Shama, Ms Sharvya, Mr. Basavasgar, Ms Likitha, & Ms Shivani were the students who coordinated the entire program who were also assisted by Mrs. Nanditha Sunil who was the Faculty Coordinator.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategic plan:

- The Institution has moved into a state of the art academic block
- The Institute Aims to achieve the status of Autonomy

### Deployment Documents:

- Plans articulated by the Management and the Director are communicated to the target

groups through meetings, mails and other forms

- Institution Handbook
- Service Rule Book

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

### MSNM has a good governance

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

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.

- 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.

**Non-Teaching:** Leaves, pension, gratuity, loan etc as per Govt. Rule, opportunities for career development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

12

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

6

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

**Attendance: Punctuality is one of the strongest virtues an employee can possess. They must arrive on time, take the**



designated time breaks to ensure efficiency and productivity.

**Innovative and creativity:** Creativity and the free exchange of ideas can only flow when employees have a healthy work environment. But interpersonal conflicts and strict hierarchical work culture can hinder an employee from expressing freely. As a Director, it is my responsibility to appreciate employees who help foster a creative environment and approach employees who have trouble doing so.

**Communication Skills:** Communication is one of the core functions of dynamic work culture. Clear communication makes employees comfortable with each other, makes sharing and exchanging ideas more frequent. Effective teams can only be built when team members communicate with each other honestly and clearly.

**Collaboration and team work:** When teams work together, they can reach solutions faster. They brainstorm ideas in order to arrive at a decision and generate these ideas together. In order to ensure collaboration, you need a healthy team environment. But not all employees are natural-born team players. But with appraisal comments, you can help employees overcome their personal conflicts and contribute to the team.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of

audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

##### Financial Management and Resource Mobilization:

- Internal and external financial audits
- Internal audit is done by the management of WNES on the basis of Receipts

and Payments statements submitted every month

- External audit is done annually by CA M. R. Kamath at the end of the financial

year

- 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

We conduct regular meetings and telephonic contact with the parents. Feedback

from parents is given due consideration.

- Parents are always invited for Appreciation Ceremony of Meritorious Students

College has been permitting the faculty members to attend seminars, conference

and related foundation course, Orientation courses, training programmes.

2. Continues guidance and advice giving to all the faculty members by the

principal to carry on their curriculum activity effectively and efficiently

3. Regular Personal mentoring of support staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

- Internal Quality Assurance Cell (IQAC)

**IQAC has initiated various programs such as:**

- MSNM Besant Dialogue on Professional Managers
- MSNM Besant Knowledge Series
- MSNM Health Series
- MSNM Swacch Campus Cell

**Incremental improvements-Post accreditation quality initiatives**

- Management Development Program
- Alumni Association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

##### 1. Hostel facilities:

The Annie Besant Hostel is a two storied building with 22 rooms, has two segregated wings for boys and girls and can accommodate 66 students.

- Attached washrooms in each room
- Ceiling fans , beds ,cupboards, one study table
- Common room / recreation room
- Mess and Dining Hall.
- Medical Checkup twice a month
- Sports facilities
- Institute has a large 3.62 acre campus with garden for morning and evening Stroll , yoga etc.
- TV Facility with cable connection
- Facilities for medical emergencies

##### 1. CCTV: CCTV has been installed in the institute ensuring a

safe, secure and healthy learning environment.

1. Security : The Hostels are monitored by wardens and guarded by a watchman.

1. Health & Hygiene:

- 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 organised regularly for the benefit .

B ) Counselling :

- 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

C) Common Room

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u><a href="#">Details Of the common facilities</a></u>  <u><a href="#">Description Staff Room Director's Chamber -1 , Faculty rooms -13, Admin office- 1 and admission /placement Chamber -1 Common Room Girl student common room -1 , staff common room -1, Faculty common room -1 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 hall 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 departments of the institution.</a></u></p>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p><b>SOLID WASTE</b></p> <p>Proper Solid Waste management practices are adopted in the institute. Even inside the buildings dustbins have been placed to enable the students and the staff. 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</p>	

recycling. The paper waste from offices and classrooms are collected and sold to external agency on a regular basis. A compost pit 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 tress 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.

#### 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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded



<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of bicycles/ Battery-powered vehicles</b> <b>3.Pedestrian-friendly pathways</b> <b>4.Ban on use of plastic</b> <b>5.Landscaping</b>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage</b>	<b>D. Any 1 of the above</b>

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**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 Kind 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. 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.

**Navarathri and Deepavali Celebrations:** As a part of the celebrations, 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 the instruments and vehicles used by the staff and students are

worshipped .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens**

1. Independence Day : is celebrated every year on August 15th at the institute. As part of the Independence day celebrations , the students belonging to all 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.
1. Rashtriya Ekta Diwas : (National Integration Day ) , to mark Sardar Vallabhbhai Patel 's birth anniversary on October 31st . 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 y 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 31st October.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute celebrates International Women 's Day every year on the 8th March . This day a formal function is planned with a notable Lady guest as a Chief guest for the event. There are lots of events planned for the ladies staff and students for the rest of the day .

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Mentoring:**

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

**Best Practice 2 :OUTREACH ACTIVITIES**

**1. 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 and standards of the 5pm social work profession , particularly the values of self determination , empowerment ,& regard for diversity.

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 participant 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

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

We conduct MSNIM Dialogue , MSNIM Knowledge and MSNIM Health Series.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To seek autonomy and be an autonomous institute. To introduce relevant certificate courses in tune with the industry requirements.