प्रज्ञानं ब्रह्म

Manipal

INSPIRED BY LIFE

Annual Quality Assurance Report (AQAR)

2013 -14

School of Management

Submitted to

Manipal Academy of Higher Education

Manipal 576104, Karnataka

Vision

To be a pre-eminent B-School recognized for knowledge creation, dissemination and application.

Mission

Achieving excellence through fostering a caring and inquisitive learning community, promoting quality research, and offering management consultations.

Values

- Integrity
- Transparency
- Quality
- Teamwork
- Execution with passion
- Humane touch
- Professionalism

Annual Quality Assurance Report (AQAR)

in Accredited Institutions

(Revised in October 2014)

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its 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. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

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

1. Details of the Institution

1.1 Name of the Institution | School of Management

1.2 Address Line 1 | Near 9th Block

Address Line 2 | MIT Campus

City/Town | MANIPAL, UDUPI

State | KARNATAKA

Pin Code | 576104

Institution e-mail address | office.mim@manipal.edu

Contact Nos. | 0820-2571924

Name of the Head of the Institution: | Dr. Raveendranath Nayak

Tel. No. with STD Code: | 0820-2925311

Mobile: 9164623286

Name of the IQAC Co-ordinator: Raveendra Rao K

Mobile: 9845199836

IQAC e-mail address: iqac.som@manipal.edu

1.5 Website address: www.manipal.edu/som

Web-link of the AQAR: http://manipal.edu/som/about-som/internal-

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	1st Cycle	B+		2002	5 yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

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

  i.   AQAR _____ _____ (DD/MM/YYYY)4
 ii.   AQAR_____ _____ (DD/MM/YYYY)
iii.   AQAR_____ _____ (DD/MM/YYYY)
 iv.   AQAR_____ _____ (DD/MM/YYYY)

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 ☑   No ☐

   (eg. AICTE, BCI, MCI, PCI, NCI)

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 ☑

Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)* | Manipal Academy of Higher Education |

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

Autonomy by State/Central Govt. / University | |

University with Potential for Excellence | | UGC-CPE | |

DST Star Scheme		UGC-CE	

UGC-Special Assistance Programme		DST-FIST	

UGC-Innovative PG programmes		Any other (*Specify*)	

UGC-COP Programmes	

2. IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   6

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   NIL

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   NIL

2.9 Total No. of members   14

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No.   01   Faculty   02

   Non-Teaching Staff Students   02   Alumni   01   Others   NIL

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

   If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `0` International `0` National `0` State `0` Institution Level `0`

    (ii) Themes

> NA

2.14 Significant Activities and contributions made by IQAC

> 2 internal quality audits and review meetings.

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
Syllabus revision to incorporate industry feedback	Changed the syllabus and approved by Board of studies.
Alumni meet for getting student feedback on program	Conducted alumni meet

   Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

    Management ☑   Syndicate ☐   Any other body ☐

    Provide the details of the action taken

> AQAR is submitted to the quality department of University.

Part – B

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	1	NIL	NIL	NIL
PG	1	NIL	NIL	NIL
UG	NIL + 02	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	3	NIL	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**DOC - Semester**
Trimester	Nil
Annual	Nil

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

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

All courses revised based on feedback from alumni and employers.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Center for Entrepreneur Development & Dr. TMA Pai Chair for social entrepreneurship

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19 +15	10 + 14	7	02 +01	NIL

2.2 No. of permanent faculty with Ph.D.

07 + 01

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
10	NIL	7	NIL	2	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL		06		NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	NIL	NIL
Presented papers	08	NIL + 01	NIL
Resource Persons	01	02	NIL

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

> Learning through dramatization; Case Study presentations:
> Frequent study tour. India and Abroad

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

190+ 202

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

ONLINE + Double Valuation

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

10 + 04	18	18

2.10 Average percentage of attendance of students

95% + 75%

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	120	60%	23%	7	4	6

COMMERCE – Total Students Appeared **84**   Pass **66**   Above 60% **64 Students**

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

 Lesson planning and audits.

Online attendance system and audits.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02 + 01
Faculty exchange programme	01
Staff training conducted by the university	06
Staff training conducted by other institutions	03+08
Summer / Winter schools, Workshops, etc.	02
Others	02

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	08 + 04	nil	nil	nil
Technical Staff	02 + 01	nil	nil	nil

Criterion – III

3. Research, Consultancy and Extension

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

Research committee conducts/guides faculty for presentations.

Faculties sent for various research workshops conducted by other institutes

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	Nil	Nil
Outlay in Rs. Lakhs	Rs 61,750	Nil	Nil	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05 + 18	02 + 02	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	01	Nil
Conference proceedings	05 + 09	02	Nil

3.5 Details on Impact factor of publications:

Range   0.583   Average   NA   h-index   NA   Nos. in SCOPUS   NIL

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	2013	DST	40,500	30,083
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | Nil | Chapters in Edited Books | NIL + 01 |

ii) Without ISBN No. | Nil | | Nil |

3.8 No. of University Departments receiving funds from

UGC-SAP | Nil | CAS | Nil | DST-FIST | Nil |

DPE | Nil | DBT Scheme/funds | Nil |

3.9 For colleges   Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | Nil |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

3.13 No. of collaborations   International | 03, 05 | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | 5 +8 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Rs. 61,750 | From Management of University/College | Nil |

Total | Rs. 61, 750 |

3.16 No. of patents received this year

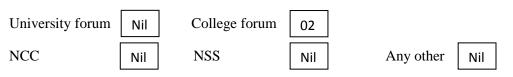| Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

8 + 1

0

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

Nil

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

JRF   nil   SRF   nil   Project Fellows   nil   Any other   nil

3.21 No. of students Participated in NSS events:

University level   nil   State level   nil

National level   nil   International level   nil

3.22 No. of students participated in NCC events:

University level   nil   State level   nil

National level   nil   International level   nil

3.23 No. of Awards won in NSS:

University level   nil   State level   nil

National level   nil   International level   nil

3.24 No. of Awards won in NCC:

University level   nil   State level   nil

National level   nil   International level   nil

3.25 No. of Extension activities organized

University forum | Nil | College forum | 02 |

NCC | Nil | NSS | Nil | Any other | Nil |

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

Blood Donation Camp, Lake Side Cleaning, Career orientation for school kids. Visit to NGO and Schools of specially abled students

Criterion – IV

	Existing		Newly added(2013-14)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12801	44,46,379=00	1573	7,66,436=00	14,374	52,12,815=00
Digital Database	4	22,35,776=00	-	20,11,920=00	4	42,47,696=00
Total						

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1543.93	NIL	University	1543.93
Class rooms	545.72	NIL	University	545.72
Laboratories	77.86	NIL	University	77.86
Seminar Halls	NIL	NIL	University	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	NA	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	2	University	0.6
Others	NIL	NIL	NA	NIL

4.2 Computerization of administration and library

> Student information systems implemented for all student data, library has facility for access of Digital subscription.

4.3 Library services:

4.4 Technology up gradation (overall)

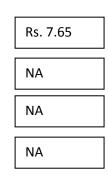|	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	68 + 72	60 + 64	68+72	NA	60	4+4	02	19 + 02
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	68 + 72	60 + 64	68 + 72	NA	60	4 + 4	02	19 + 02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Computer training given to teaching staff

4.6 Amount spent on maintenance in lakhs:

i)   ICT   Rs. 7.65

ii) Campus Infrastructure and facilities   NA

iii) Equipments   NA

iv) Others   NA

Total: Rs. 7.65

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Feedback system introduced for courses, Complaint/Suggestion box introduced, Student Information System introduced for maintaining student records, Teacher Guardian allotted for every student.

5.2 Efforts made by the institution for tracking the progression

> Regular internal audits, Management review meetings for discussing

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
127	120 + 26	NIL	NIL

(b) No. of students outside the state

20 + 88

(c) No. of international students

3 + 5

Men

No	%
79+87	68+68

Women

No	%
37+41	31+32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout %

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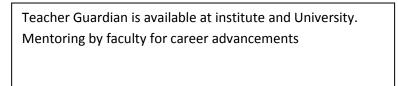
> NA

No. of students beneficiaries   NA

5.5 No. of students qualified in these examinations

NET [NIL] SET/SLET [NIL] GATE [NIL] CAT [NIL]

IAS/IPS etc [NIL] State PSC [NIL] UPSC [NIL] Others [NIL]

5.6 Details of student counselling and career guidance

> Teacher Guardian is available at institute and University.
> Mentoring by faculty for career advancements

No. of students benefitted [116]

5.7 Details of campus placement
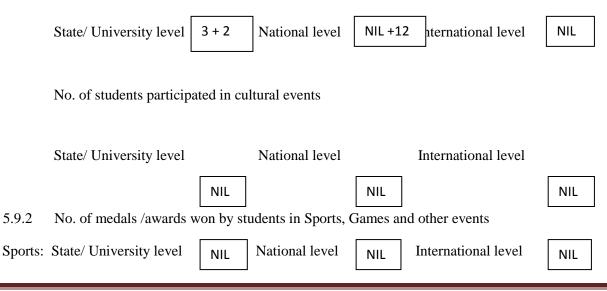
On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15 + 03	100 + 58	50 + 50	13 + 03

5.8 Details of gender sensitization programmes

> Gender sensitisation program conducted for students and faculty.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [3 + 2] National level [NIL +12] International level [NIL]

No. of students participated in cultural events

State/ University level   National level   International level

[NIL]   [NIL]   [NIL]

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

Sports: State/ University level [NIL] National level [NIL] International level [NIL]

Cultural: State/ University level [NIL] National level [NIL] International level [NIL]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	62 + 45	41,21,112 + 5,92,100
Financial support from government	NIL	NIL
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level [NIL 02] ational level [NIL 12] nternational level [NIL 01]

Exhibition: State/ University level [NIL] National level [NIL] International level [NIL]

5.12   No. of social initiatives undertaken by the students   [02]

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Quality Policy: "School of Management recognizes the students and their parents as its esteemed customers. The institute is committed to provide Quality Management education in order to enhance customer satisfaction and thereby meeting the expectations of the corporate world."

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Feedback from Alumni, Industry, Board of Studies and Employers.

6.3.2 Teaching and Learning

Online quizzes, skype guest talks, Industry-academia interface for practical knowledge

6.3.3 Examination and Evaluation

Regular quiz/test conducted

Plagiarism check using softwares for assignments / projects

6.3.4 Research and Development

Faculty sponsored for both national and internal national conferences/FDPs/Seminars/workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New online data bases added.

6.3.6   Human Resource Management

FDPs, outbound training programs, Personality Development workshops. Training for non- teaching in

6.3.7   Faculty and Staff recruitment

6.3.8

New method of selection designed and adopted

Guest talks by industry experts.

6.3.9   Admission of Students

Written test introduced for admission process.

6.4 Welfare schemes for

Teaching	Nil
Non-teaching	Nil
Students	Restroom for girls provided.

6.5 Total corpus fund generated

NA

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	Yes	Yes	Yes	Yes
Administrative	Yes	Yes	Yes	Yes

6.8 Does the University/ Autonomous College declares 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?

- Online evaluation system

- Double valuation system

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

NA

6.11 Activities and support from the Alumni Association

Alumni involved in admissions, admission process, curriculum revision and placements.

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

Training in computer skills and English language.

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

Usage of online forms to reduce paper usage.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> - Knowledge Centre created
>
> - Depository of various articles

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

> Reduction of paper usage due to online learning management systems.

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

> Scheduled quality audits.
>
> Social service forum established.

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

7.4 Contribution to environmental awareness / protection

> Mock fire drill for all students and staff.
>
> Reduction of paper usage by promoting online forms.

7.5 Whether environmental audit was conducted?   Yes ✓ No ☐

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

Strength

- Young faculty members
- Faculty members with doctoral qualifications
- Brand name of University
- Good industry contacts
- Infrastructure

Weakness

- No industry experience for our intake
- Placement due to location disadvantage
- Lack of diversity in student cohort

Opportunities

- Increasing demand for MBA graduates
- Possibilities of introducing new areas of specialisation
- International collaborations through Manipal University
- Increased student intake
- Build reputation through NBA and international accreditation

Challenges

- Intense competition due to increasing number of MBA colleges
- Reduced median salary for fresh MBAs
- Increased competition for public research funding
- Increasing student/parent expectations
- Inadequate availability of quality faculty members

8. **Plans of institution for next year**

International collaborations.

MBA-Healthcare Management.

Name; Mr. Raveendra Rao K   *Name*: Dr. Raveendranath Nayak

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____