SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

POORNAPRAJNA INSTITUTE OF MANAGEMENT

POORNAPRAJNA INSTITUTE OF MANAGEMENT POORNAPRAJNA CAMPUS
UDUPI KARNATAKA-576101
576101
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Poornaprajna Institute of Management, Udupi established in 2006 is promoted and managed by Udupi Sri Admar Mutt Education Council. PIM is not only a dream but also a hard-earned vision of His Holiness Sri Vibudhesha Theertha Swamiji to provide management education to the committed students in bringing their dreams into reality. The Institute has now completed 12 years of existence serving for the cause of higher education. The Institute has 31 sister institutions spread all over the country under the management. Revered Swamiji is a pioneer in the field of education whose vision is a guiding light and a motivation for all Poornaprajna Institutions ever. The Institution is presently functioning under the direction of His Holiness Shri Vishwapriya Theertha Swamiji accompanied by the expertise of academicians in the Managing Council. The aim of the Institution is to attain social welfare through education and the Institute provides a valuable service to the most needy and deprived ones in the society.

The PIM is approved by AICTE, recognised by Govt. of Karnataka and affiliated to Mangalore University. It offers two years' MBA programme. Students are admitted as per the Govt. regulations. The intake of the Institute is only 60 per year. PIM admits only limited number of students to maintain the quality of resource as well as output, and admission is done through MAT/KMAT/PGCET exams. The MBA students of many of the earlier batches have secured Ranks and Gold medals proving their academic excellence. Further, the Institute has a meaningful partnership with industries, linkage with community, tie ups with premier Institutions and rapport with the experts in the field in order to achieve holistic development of the students of the Institution. Poornaprajna centre for Research and Development has been functioning very well as a constituent of the Institution.

The Institution is no doubt a centre of excellence. It's a pride to have a highly qualified and talented teaching faculty working for the well-being of the wards. The Institute enables the students to develop themselves competent and socially responsible, by paving the way for a student-centric approach and atmosphere.

Vision

"To be a leading B-School in the region with a focus to transform the youth to modern managers and build ideal business practices among the student community to enable them to meet the ever changing business requirements."

Mission

- Develop conceptual and practical business skills among the students to help them adapt to the dynamic business environment.

- Build leadership acumen among the students by promoting lifelong and essential learning skills.
- Provide an environment that enables innovation, creativity and out of the box thinking.
- Encourage transformational learning resulting in building a strong personality to face corporate challenges.
- Empower the students from diverse academic and socio-economic backgrounds by providing quality education and transforming them to become business leaders and professionals who are committed, dedicated and ethical.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Centrally located in a sprawling campus in the City of Udupi, the world famous Krishna Temple and Krishna Mutt.
- Good infrastructure facilities; separate building with multimedia enabled classrooms, well-equipped computer lab, and library in an eco-friendly environment
- Only institution in Udupi district affiliated to Mangalore University offering management education at affordable fees.
- Good academic track record in the University exams and etiquettes
- Academically well-qualified faculty with more than half the teachers having Ph.D.
- Trained and committed non-teaching personnel
- Visionary leadership and Progressive Management
- Students mentorship mechanism and field surveys
- Educative extension programmes to sensitise students to societal problems
- Outreach activities to contribute to the development of underprivileged sections of the society
- Presence of sister institutions in the campus has ensured continuous sustainability and growth of PIM.
- Hostel facility for male and female students
- High degree of discipline with a stress on imbibing values of life, thus motivating the students to become responsive and responsible.
- Student-friendly academic atmosphere providing scope for healthy student-teacher
- Competitive fee structure in comparison with nearby management institutions has made management education affordable to the economically weaker sections of the society.
- Non-discriminatory approach of PIM has facilitated in increasing the enrolment of female students to management education which is a strength in disguise.

Institutional Weakness

- Institute has no academic autonomy.
- PIM's time-schedule has to be rigid as students come from far off places.

Institutional Opportunity

- Schemes like start-up India, skill India promote industrial growth in the economy. Hence, more demand

for management education and corporate academic interactions

- Awareness schemes like Swachh Bharath, Unnath Bharath of GOI make management education all the more relevant. Moreover PIM has research projects through PCRD
- Involvement of students in project work and field surveys more actively and effectively, as students are highly motivated for self-employment /future career
- Conducting student-centred activities with the objective of creating a civic sense

Institutional Challenge

- Lack of computer know-how and dearth in spoken English among students at the entry level
- To invite more industries for placement, internships and projects
- Decline in the standard of education in UG level affecting comprehending capacity of PG students.
- Difficult to place female students due to their geographical preference.
- To attract government funding or grants for the proposals of faculty members of PIM in the competitive environment
- To keep pace with the rapidly changing industrial requirements.
- Establishment of collaboration with foreign universities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Poornaprajna Institute of Management is affiliated to Mangalore University and follows the syllabus prescribed by the University. The University has adopted Choice Based Credit System. However curriculum planning and implementation strategies are designed by the Institution. Subjects are allocated to the faculties and each faculty prepares a lesson plan for the allotted subjects, which gets approved at the Academic Council meeting arranged by the IQAC. Time-table committee prepares the time-table. Each faculty maintains a work dairy which describes the topic handled in each class. Director signs the work dairy periodically after verification. Smart classrooms are used for curriculum delivery. Student- centric teaching-learning methods such as case study, group discussion, quiz, role play, seminars, peer-teaching, peer-learning etc. are used. In addition to classroom learning students are sent for field visits and internship to make them have practical exposure.

University updates the courses from time to time and the faculties get involved in the process by preparing model syllabus.

Apart from the University curriculum the Institute offers Dual Specialisation, Computer Skills, Yoga for stress management and German Language as certificate courses. There are various value added courses offered by the Institute such as Soft-Skill –I and II, Communicative English and Personality Development.

The institute integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through various activities of the clubs set up in the Institute. Besides this, the syllabus prescribed by the University also makes provision for such integration.

Faculties participate in Board of Studies, Board of Examiners of various Autonomous Institutions as paper

setters and external examiners.

Stakeholders are the best judges. Therefore feedback is collected from various stakeholders such as students, alumni, parents and teachers. The feedback taken on syllabus, design and development is analysed and measures are taken after having absorbed them, to improve the quality of education of the Institute.

Teaching-learning and Evaluation

The Mangalore University affiliated MBA programme offered by PIM has an intake of 60 per annum. Of this, 50% seats are filled under the management quota, while the remaining 50% are filled under the government quota through PGCET. At present, there are 116 students in the Institute; 56 in first year and 60 in second year. Of this, four students are from other states. A bridge course curriculum is designed by the Institute and is implemented at the commencement of first semester classes. Remedial classes are conducted in first semester, especially in Accounting, for the benefit of non-commerce students. The institution has five ICT enabled classrooms and two smart classrooms. The total number of teaching faculty, including Director, is nine which consists of two Professors, two Associate Professors, four Assistant Professors, and one Professor Emeritus. Of the total nine, five have Ph.D. degree. Teachers make use of ICT facilities like power-point presentations, Google classrooms etc. in handling subjects. The ratio between formative and summative assessment is 30:70. Apart from assignments, seminars and other activities, two internal tests are conducted in each semester to decide internal component of 30 for each subject. Summative assessment of 70 is based on the exams conducted by University at the end of each semester. In the fourth semester, students submit a project report to the University based on field study. Though there is no viva-voce , PIM has initiated a presentation by each student based on his project work. The three specialisation-based forums – Human Resource, Marketing and Finance – conduct different types of in-house competitions for the students of the Institute. Soft skill training is provided to the students by the internal faculties. The institution brings out a weekly in-house magazine called '*Artha Prajna*' to enhance learning experience among the students, two hours per week is provided for a business related activity called '*Prajna Vaibhavam*'. Presently, the activity consists of three different events – Debate, Company Presentation, and Business Plan formulation. Students are made active participants of factory visits where they can interact with the corporate executives and experience how the organisations virtually function.

Research, Innovations and Extension

Poornaprajna Institute of Management has developed excellent research facilities for the knowledge seekers. The physical infrastructure of PIM facilitates and promotes research. PIM has a well-established computer laboratory with thirty computers. The digitalised library of PIM is updated with knowledge sources like N-list, e-copies of more than 30000 books. The institute has a research centre called Poornaprajna Centre for Research and Development (PCRD) headed by a researcher of high calibre who happens to be a state level trainer and resource person. The institute has well-read research oriented faculty members who guide the students in pursuing society oriented research. PCRD, the research wing of PIM has been able to attract funds from the governmental and non-governmental sources for projects concerned with rural development and thereby societal development. Faculties have publications in UGC listed journals and some publications are listed in

reputed Scopus and web science sources. PIM follows a stated code of ethics relating to research and has a policy of appreciating the work of faculty members who have won recognitions and awards in research. The faculty members are promoted to publish their papers in journals of high reputation. PIM has involved itself in a number of extension and outreach activities by associating itself with non–governmental organisations serving the interest of deprived sections of the society like Koragas and Kurubas. The activities like School adoption scheme, CSR activities along with Adarsha Hospital, research project of PCRD in association with Azim Premji University, community development activities, ashram visit, orphanage visit, and waste management model studies have seen the involvement of both students and teachers. The co-ordinator of PCRD has been the most invited resource person by all the neighbouring institutions. The faculty members in association with the co-ordinator of PCRD have involved in a number of societal researches which in turn has facilitated societal research. The institution has 15 functional MOUs and many student related programmes have been conducted in association with the industries of the neighbouring places. PIM enjoys excellent rapport with the industry, local government and other important sections of the society.

Infrastructure and Learning Resources

PIM is located in the picturesque, lush green Poornaprajna campus which is free from pollution spread over a vast area of seven acres of land. For the better output in the teaching and learning process and to keep pace with academic growth due attention has been given for the enhancement of the infrastructure. Institute has adequate number of class rooms with customised multimedia podium with sound system, computer, internet and LCD facilities. Further institution has a separate hall with AC, computer, internet, LCD and sound systems facilities. All the facilities are well maintained and upgraded time to time. Poornaprajna Institute of Management (PIM) has a well-furnished spacious library with all the modern facilities. PIM subscribes to a number of electronic databases. It is being made available through campus network in PIM Campus and can also be accessed in their homes. Apart from a good collection of Management Books and eBooks accessible through Reader for PC, a good number of databases are also accessible through National Digital Library of India, N List and J Gate. Several thousands of rare books are also available through our Library. Our faculty and students have been provided with user id and password.

A Computer Lab with 30 computers, internet facilities and LCD with latest software exists where students are exposed to various areas of computer applications including the latest development in the corporate sectors. Individual desktop with internet facility and sufficient number of laptops are also provided to the staff. All computers and LCD are maintained through AMC with the suppliers. Latest software installed to all the systems

Institute provides sports and games facilities to the students within the campus, adequate facilities provided for gymnasium, yoga, and cultural activities.

The Institute has a policy to facilitate proper systematic procedure towards maintenance of teaching-learning process and towards the welfare of the students.

Student Support and Progression

The Poornaprajna Institute of Management is committed to pursue excellence in all spheres; therefore, every student who joins Poornaprajna Institute of Management is extended academic, psychological and financial assistance and guidance to make a student's stay in the college an enriching and satisfying experience. The college provides a meaningful partnership between students and teachers. Students with financial constraints are offered a wide variety of support with scholarships and support from the management council. The college attempts to provide access to all kinds of reinforcements that students would need to complete their education such as remedial classes, bridge courses, imparting foreign language acquisition skills, yoga for good health, also conducting training programs on career counselling and guidance for competitive exams, soft skills and more. All of these increase the employability of students and give them confidence to face job interviews. PIM has a placement cell which strives to place the students in reputed organisations both in public and private sector. PIM promotes students progression towards achieving professional goals. Many of our students have brought laurels to the college not only in academic arena but also in sports and cultural activities. Students are motivated and also financially assisted to participate in management fests and other cultural and sports activities. The college has a system of identifying talented and meritorious students based on their performance and appointing them as student council representatives and support them in guiding other students to tread their path. Various intra and inter college platforms are provided to the students to showcase a wide array of extra-curricular activities. The students grievances are considered seriously and actions are taken on primary basis without any delay. The college has a registered alumni association and the alumni work closely with the students. The alumni also support the alma mater through financial and non-financial contributions. These activities give students a lot of benefits personally, academically and professionally.

Governance, Leadership and Management

The institution maneuvers under one of the oldest and most respected educational trusts of the region which has a history of 60 plus years. The Management is supportive in all the accomplishments of the institution. Each institution under the Trust has a Governing Council including Management members, Academia representatives, the head of the institution and senior faculty. While comprehensive policy decisions are taken at the Management board meetings, all major decisions regarding the operating of the institution are taken at the Governing Council meetings. Rigorous financial discipline is maintained through the external auditors. The management has introduced many social security schemes to both teaching and non-teaching staff such as E.S.I., Gratuity, Provident Fund, Maternity benefit etc.

The Director is the head of the institution who sets internal policies and programs of the college with the participation of the dean, senior staff, coordinators, conveners of different committees, librarian and non-teaching staff. The Director initiates the ideas in the staff meetings and decentralizes activities of the college under various committees. The college has well defined policies with clear goals for improving academic quality and infrastructure which ensures transparency and clear communication at all levels. The college networks with students through regular feedback mechanism, besides providing for the participation of students as members in several administrative committees. The society contributions are obtained through teacher-parents meetings and meetings with civil society and alumni association. The Institutional changes for in-house matters is stimulated by the head of the institution, however changes at higher level of the organizational hierarchy are carried out by the Governing Council and the Management of the Institution.

The Institution has a well-established IQAC which is helpful as a part of all round-developmental decisions of the college including infrastructural and academic progress. IQAC conducts regular meetings and suggestions are given to the various committees to ensure transparent and effective operation. Leadership is stimulated among staff and students by including them in various committees and suggestions of both students and staff are taken in the organisation of various college -events.

Institutional Values and Best Practices

Innovation is the crux of any Institute's overall development and success. To nurture this, Institute promotes innovations in the Teaching-Learning as well as in administrative processes.

The Institute always strives to adopt best practices in teaching-learning process to impart quality education to the students. There are many innovations and best practices implemented in the Institute.

i) In addition to the curriculum of the university the Institute has designed value addition capsules of general awareness, business communication, computer skills, personality development etiquettes, and sports activity aimed at grooming of the students.

ii) The Institute organizes educational tours to give students an industrial exposure.

iii) The institution upholds the sensitization of gender by organizing various programs

iv) The Institute has been striving hard to bring in the culture of environmental consciousness among the students. The display boards in every class room above the switch boards are hung to remind the students and staff constantly about the importance of saving electricity.

v) Institution has separate Mail ID for each Committee/Forums/students/faculty; communication is done through mails to prevent excess usage of paper with the objective towards paperless functioning.

vi) Solid, liquid and e-waste are managed as per green building standards.

vii) Events for promoting truth, love, nonviolence, peace, as well as the birth and death anniversaries of great personalities are organised. Institution maintains complete transparency in financial, academic and administrative functions.

 The Institute has also implemented the best practices which have contributed in achieving the Institutional objectives and in the improvement of quality. These are:

i) Encouraging and sponsoring research related activities.

ii) Relationship and interaction with industry and industrial organizations.

The Institute has taken many initiatives to make the campus eco-friendly and for energy conservation.

The Institute has many best practices for creating a contemporary educational environment. Mentor- Mentee system has facilitated enhancement of skills, performance and also increased self-esteem and confidence. The Institute is ready to adopt the best practices which can lead to the benefit of students and other stakeholders.

PIM celebrates all national festivals and promotes the spirit of unity, integrity and patriotism.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	POORNAPRAJNA INSTITUTE OF MANAGEMENT
Address	POORNAPRAJNA INSTITUTE OF MANAGEMENT POORNAPRAJNA CAMPUS UDUPI KARNATAKA-576101
City	UDUPI
State	Karnataka
Pin	576101
Website	www.pim.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	BHARATH V	0820-2531401	9880156947	0820-2531402	office@pim.ac.in
IQAC / CIQA coordinator	NAVEEN KUMAR K R	-	9845233694	-	naveen@pim.ac.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	28-11-2005

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Karnataka	Mangalore University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	[View Document](#)	04-04-2018	12	Applied for the Extension of Approval for the next academic year

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	POORNAPRAJNA INSTITUTE OF MANAGEMENT POORNAPRAJNA CAMPUS UDUPI KARNATAKA-576101	Urban	1.31	2540

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
PG	MBA,Management	24	Under Graduation	English	60	56

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				3				2				4
Recruited	3	0	0	3	1	1	0	2	3	1	0	4
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	1	1	0	0	0	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	1	0	3

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
PG	Male	20	0	0	0	20
	Female	34	2	0	0	36
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	0	0	2
	Female	0	2	2	0
	Others	0	0	0	0
ST	Male	0	2	0	0
	Female	2	2	0	0
	Others	0	0	0	0
OBC	Male	22	10	20	17
	Female	23	27	29	24
	Others	0	0	0	0
General	Male	5	11	1	7
	Female	7	6	8	10
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		60	60	60	60

Extended Profile

1 Program

1.1

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

Response: 91

File Description	Document
Institutional Data in Prescribed Format	[View Document]

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
119	120	119	114	114

File Description	Document
Institutional Data in Prescribed Format	[View Document]

2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	30	30	30

File Description	Document
Institutional data in prescribed format	[View Document]

2.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
59	60	59	54	58

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

3 Teachers

3.1

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

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

File Description	Document
Institutional Data in Prescribed Format	[View Document]()

3.2

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

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

File Description	Document
Institutional data in prescribed format	[View Document]()

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 6

4.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
41.92841	34.41176	32.66562	35.35075	33.66664

4.3

 Number of computers

Response: 42

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Poornaprajna Institute of Management is affiliated to Mangalore University and follows the syllabus prescribed by the University. However, Curriculum is the responsibility of the Institution and hence, curriculum planning, delivery strategies and mapping of the same for review and improvement is taken care of by the Institution. Subjects are allocated to the faculties and each faculty prepares a curriculum plan for each allotted subject. The faculties have to present the curriculum plan at the Academic Council meeting arranged by the IQAC. The curriculum plan is approved at the meeting after sufficient discussion. Each faculty has to record each day's work in the work dairy provided by the Institute. This will be verified and signed by the Director periodically. An academic calendar will be prepared by the Institute at the beginning of each academic year taking into consideration the academic schedule of the university. The faculties participate in the workshops and seminars on curriculum conducted by the university and other institutes. The Institute also makes an effort to supplement the curriculum with value added courses and certificate courses to enable the students to improve their skills and become successful in the corporate world.

Effective implementation of curriculum

- Copies of the curriculum are provided to the students to create awareness about the course objectives and outcomes.
- Industrial visits are organised to provide hands on experience on how actually the industries operate. This bridges the gap between theory and practice.
- To keep the faculties abreast of latest developments they are deputed to various workshops and conferences.
- To integrate cross cutting issues like gender, environment, human values and ethics various activities are conducted under various cells
- Students are sent for internship and project work to understand the practical world.
- Guest lectures from experts in various fields are arranged to enhance the knowledge of the students.
- The lecture halls are enabled with ICT related arrangements like LCDs, internet connection and audio-visual paraphernalia.
- Computer lab with 30 computers, internet facility and LCD is provided
- Students are encouraged to refer J-gate, N-list, e-books and other knowledge resources for presentations, seminars and assignments.

Effective curriculum delivery

- The Institute encourages the teachers to prepare curriculum plan which enables them to plan the classroom strategies to be used, time allocation for each topic and methods to be used for assessing the students.
- To inculcate analytic skill, reasoning ability and logical analysis student centric teaching-learning methods are used by the faculties such as case study, group discussion, role play, quiz, seminars, etc.
- To develop team spirit, effective communication and co-ordination skill, peer-teaching and peer-learning are used
- Bridge course is conducted at the beginning of first semester to acquaint the students with management education.
- Remedial classes are conducted for non-commerce students and slow learners.
- Faculties participate in the framing and modifying of the university syllabi by giving suggestions and preparing model syllabus.
- Feedback is received from students on teaching and curriculum and from various other stakeholders on curriculum. The inputs received are used for quality improvement and quality assurance.

File Description	Document
Any additional information	View Document

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	0	02	06

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

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

Response: 362.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	06	06	06	06

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

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

Response: 68.13

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

Response: 62

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

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

Response: 100

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

Response: 01

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
119	120	119	114	114

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The Institutions strongly believes in integrating cross cutting issues like Gender, Environment, Human Values and Professional Ethics besides other important values with a view to ensure holistic development of the students. Besides growing into empowered professionals fit for purpose, the graduates of this institution must be successful, happy, responsible and humane individuals who can contribute to the society in a variety of ways. Hence, systems are put in place for effective curriculum delivery, imparting skills, besides integrate values into the curriculum so as to enable students grow into mature and responsible citizens. Various Clubs and Cells have been established which integrate these values into curriculum. Besides the syllabus prescribed by the University also makes provision for such integration.

- The list of core courses

GENDER	ENVIRONMENT	HUMAN VALUES	PROFESSIONAL ETHICS
Employee relationship management	Human resource management	Principles and practice of management	Accounting for managers
Stress management	Marketing management	Organization behaviour	Business Research Methods
Global HRM	Indian Business Environment	Human resource management	Entrepreneurship development and small business
Compensation management	Supply chain management	International business environment	Principles and practice of management
Organisational behaviour	Entrepreneurship and small business	Marketing research and consumer behaviour	Computer applications in business
	International business	Training and	Human resource management

	environment	development	
	Marketing research and consumer behaviour	Employee relationship management	Marketing management
	Employee relationship management	Stress management	Indian business environment
	Rural marketing	Corporate financial restructuring	Tax planning
	Global HRM	Service marketing	Marketing research and consumer behaviour
	Strategic Management	Global HRM	Retail management
		Compensation management	Promotion and distribution management
			Training and development
			Employee relationship management
			Stress management
			Corporate financial restructuring
			Service marketing
			Global HRM
			Compensation management
			Performance management
			Strategic financial management
			Financial services
			International financial management
			Strategic Management

Women empowerment cell works for gender sensitivity and gender equity, Human Rights Cell works for integrating human values, constitutional rights and responsibilities by observing various birth anniversaries and commemoration days like Independence day, republic day, teacher's day, women's' day etc. ETICA the H R forum of the college visited hospital and distributed fruits on Independence Day. Visits to Asha Nilaya(a school for specially challenged students) and old age home was organised. Green Deepavali was celebrated in the college. All these activities stress on human values. Eco Club held a guest lecture on the topic "Environment and Sustainability". Human Rights Cell organised a talk on "Empowerment of weaker sections of the society" and "Gender Equality". Ekta Divas was celebrated.

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

Response: 35

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

Response: 35

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 49.58

1.3.3.1 Number of students undertaking field projects or internships

Response: 59

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

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

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

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

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

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 1.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	0	01	03

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 98.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	60	60	60	56

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

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

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	30	30	30

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Admission for MBA programme at Poornaprajna Institute of Management is done in two phases: 50% of the total intake i.e. 30 seats fall under management category where the admission is done internally based on merit (through KMAT/MAT); while the remaining 30 seats are filled by the government through PGCET counseling. The assessment of Students' Learning levels is essential so as to draw strategies for effective and efficient teaching-learning practices to become operative. Students are assessed based on their performance in the Undergraduate level examinations and two groups are identified as Advanced Learners and Slow Learners. On the commencement of first semester classes, a well designed Bridge Course is conducted that provides the teachers an opportunity to bridge the gap among the undergraduate students and the requirements of MBA programme. This is done to acquaint the students with the requirements of corporate world and this kind of bridge course is conducted in the regular class hours. A customized curriculum containing different modules is prepared in consultation with the teachers and the same is adopted for Bridge Course.

Some of the other specific practices at PIM to strengthen the learning process and to make it more effective are:

- As admission for MBA is open for students from across streams, bridge course makes space for topics like Accounting and Finance for non-Commerce students.
- Remedial classes are conducted for slow learners in the area of research methodology and financial management after the regular hours.
- Communication skills/etiquettes are imparted to students.
- Though the standard work load for every course is four hours per week as per the University guidelines, PIM allots one additional hour for certain courses, especially for quantitative courses. This enables advanced learners to have more insight into the topic while slow learners are able have better conceptual clarity.
- ICT facilities are provided in every classroom which is used by both faculty as well as students

while making presentations. You Tube videos, e-resources are accessed in the classroom.

- Advanced learners get representation in the IQAC
- To help the slow learners, whenever group activities are given they are encouraged to make presentations on behalf of the entire group
- Advanced learners are motivated to make paper presentations at conferences held at other institutes and also to participate in other academic events.
- Class representatives of first year are nominated based on their graduation marks and in the second year, they are nominated based on their first semester MBA marks.
- In the second year, based on the specialisation, three forums are created namely, Finance, Marketing and Human Resource Management. The advanced learners coordinate various activities of the forums. The finance forum brings out a weekly in-house magazine named '*Artha Prajna*'. The advanced learners get a representation in the editorial board and the slow learners can contribute to the magazine.
- All the three forums have their respective slots in the students' notice board. Slow learners take up the responsibility of maintenance which includes display of various matters on the notice board.

File Description	Document
Any additional information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 119:8

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

In addition to usual lecture oriented method, a lot of diverse, innovative student-centric teaching methodologies are practiced at PIM. Some of these are:

- In IT subject, advanced learners are given tasks which they solve using software related application. As part of computer skill training, different office management applications are taught and discussed to enhance their computer skill. (LINK)

- Students are encouraged to work out problems after necessary introduction to the subject
- Students of HR domain gain hands-on experience regarding various training practices (LINK)
- After giving bird's eye view of the chapter, specific topics are allotted for seminar presentation (LINK1, LINK2, LINK3) under the supervision of concerned faculty. Necessary feedback, additional inputs is given by the teacher after the presentation.
- Students also make '*on the spot presentations*' on topics of their choice. Case study approach is an integral part of management education. Students are given case studies in advance which they have to present in groups on rotation basis (LINK1, LINK2, LINK3, LINK4). Concerned faculty gives review of the presentation and feedback for future improvement.
- Core finance specialisation students analyse research articles from finance journals in groups and present the gist of the article. Such an activity is likely to enhance their research skill.
- Finance students are also responsible for bringing out a weekly in-house newsletter '*Artha Prajna*'. Teams on rotation basis take up the responsibility for rolling out this newsletter. The editorial board consists of one chief editor, one technical editor and two language editors and the board's function is co-ordinated by the staff-in-charge.
- Apart from subject related specific activities for enhancing the learning experiences, weekly two-hour slot is provided for a unique business related activity for students called '*Prajna Vaibhavam*'.The activity consists of different events like debate, company presentation (samples: CP1, CP2, CP3, CP4, CP5) and business plan (samples: BP1, BP2, BP3, BP4, BP5). Each team consists of six members and each team has to make presentation using power point for about thirty minutes in front of all other students and faculty members. The performance of the teams is judged by a panel of two judges on rotation basis and due recognition is given to the winning teams and to the outstanding performers. Such an activity is supposed to enhance team spirit, team coordination, communication skill, business knowledge and also supposed to get rid of stage fear as every student has to make part presentation of the task assigned to the team.
- Students are also taken for factory visits (LINK1 LINK2)at least once a year wherein the executives brief the students about their business practices, different business problems they come across and how these problems are handled. Students get a chance to see how the organisations practically work and seek clarifications on various issues..
- HR Specialisation students of second year initiate a programme called AARAMBH to welcome the first year students. Such a healthy initiative taken exhibits the professional committments of budding HR Managers.

File Description	Document
Any additional information	[View Document](#)

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 8

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 119:8

2.3.3.1 Number of mentors

Response: 8

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

PIM encourages innovation and creativity in every domain and the eco system is such that every faculty is autonomous to negotiate the tools, strategies and innovative practices to facilitate better teaching, learning and research practices. Individual teacher has his/her own innovative and creative practices in teaching-learning. Some of such practices are:

- The institute has implemented G-suite for education (LINK).
- Using ICT, expert talk reviews on different topics is displayed and discussed enhancing students' knowledge in the area. (LINK)
- Students make review of corporate/management related books in groups and the findings are presented and discussed in the class.
- Websites like *BSE, NSE, SEBI, moneycontrol.com* etc are displayed and discussed in the core finance classes while teaching the students various finance concepts.
- On watching videos from *You Tube*, students get to know more about specific topics; for e.g. how finance scandals have taken place and unearth the root cause of such scandals.
- Drop box facilities (LINK1, LINK2) are used for circulating subject-related materials.
- In HR specialisation classes, each student becomes the trainer/resource person for a week. He/she is designated as *Chief Happiness Officer* (CHO). His/her role is to conduct activities for other students (trainees) and also to update and maintain the HR notice board. All these are done under the supervision of the concerned HR faculty.
- As part of learning global HR practices, each HR student becomes '*Global HR Manager*' of a particular country. He/she prepares about country specific HR practices. The learning process is done in three phases – firstly, a documentary/video for one hour is presented in the class. Next, updating the HR notice board with respect to HR practices of the specific country. Lastly, conducting a quiz competition for other students on the same theme.
- HR specialisation students also make outside visits to learn about certain HR practices, in specific

(LINK).

- In the general HR classes, students are made to learn basic elementary HR practices in three phases. First, '*I Say*' – each student has to speak for two minutes on a quote selected by him/her; Second, '*Impact*' – he/she has to select an image/picture/personality of his/her choice and speak on that for five minutes; and Third, '*In Case*' – a case is given to a team of six members in advance. Teams have to present it for ten minutes. Feedback is given by the faculty for further improvements.
- Core *marketing specialisation*, students make *short video presentations* relating to different marketing practices. While the source of the availability of such videos is told to the students, the students have to choose the videos of their choice. On displaying the video, students have to analyse the marketing concept in it and explain the concept to the class. Additional input is given by the faculty.
- *Recent developments* in the area of *marketing* like car rental, zoom car or artificial intelligence and how the companies are successfully practicing them are explained with relevant video clippings. (LINK)

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 40

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	05	03	03	02

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 16.5

2.4.3.1 Total experience of full-time teachers

Response: 132

File Description	Document
Any additional information	View Document

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

Response: 12.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

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

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

Response: 0

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

As per University guidelines, the ratio between Summative and Formative Assessment is 70:30. As part of CIE, two Formative Assessment tests are conducted in each subject in a semester. In addition to this, a variety of other activities is practiced by PIM at the institutional level. Some of these are:

- In the regular classes questions are asked on topics discussed to know the understanding levels of students.
- Students work out problems on the board with necessary explanations on topics covered.
- Students are given seminar topics in advance on which they have to make presentations on rotation basis. On completing their presentation, useful feedback is given for improvements in future.
- Students make brief '*on the spot presentation'* on topics of their choices in the class. This is likely to improve their confidence level and remove stage fear.
- On submitting assignments, either related or unrelated to the subjects, students are given feedback about the content/structure of the assignments, if found necessary.
- Subject related *management cases* are given to students either in advance or on the spot in the class. Students analyse the cases in groups and make presentations about the case, the related management issue in it and the solution to the issue. Such an exercise enhances team spirit among students, their analytical and presentation skill.
- In the soft skill classes, different *skill improvement techniques* like group discussion, role play, debate, turn quote etc. are practiced on regular basis and on the spot feedback is given by the faculty.
- After teaching how to solve different business related problems using *software related applications*, students are given similar tasks to solve on their own.
- In fourth semester, students prepare and submit a project report to the university based on their field study. Though university has not designed any viva-voce, PIM initiates *presentations* on such studies by the students. Each student of second year MBA has to make a PPT presentation of about 20 minutes in the class about their study and major findings of the study (sample: PP1, PP2). Two hours per week is reserved for this and two faculty members will be present during the presentations. On completing the presentation, there will be questions asked by the faculty members and the student has to defend his presentation/work. Finally, the faculty members give their feedback on presentation and suggestion for improvement.
- Another activity which provides for CIE is that of '*Prajna Vaibhavam'*. Students take on different events under this and perform in groups. This provides yet another chance to evaluate the students on a continuous basis. The panel of judges and other faculty members present give useful tips for future improvements. The coordinator of Poornaprajna Center for Research and Development who is also an active and renowned researcher is present at these '*Prajna Vaibhavam'* sessions. He gives his expert comment about the students' presentations and shares his vast experience with

students about the art of public speaking and the dos and don'ts in public speeches.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The internal assessment component of 30 marks for each subject is finalised as per the guidelines of Examination Committee of the Institute. The committee is headed by the Director and is assisted by one Staff Coordinator. The guidelines of the committee are as follows:

- The duration of the test is 2 hours and maximum marks is 50
- Two tests are to be conducted in a day; one in the forenoon and another in the afternoon
- Time table of the test is to be displayed on the notice board at least 15 days in advance.
- Question papers are to be submitted to the office at least one week in advance
- The office manager is responsible for the smooth conduct of the test
- Valued answer papers are to be distributed among the students within 15 days. Any grievance of the students has to be attended by the concerned faculty.
- Within 7 days of the completion of the semester, internal marks are to be finalised and submitted to the institute's office by the respective faculty.

The mechanism of internal assessment, how transparent and robust it is in terms of frequency and variety could be explained as under:

- Two internal tests are conducted in each semester. Students have to compulsorily write both these test. In case a student is unable to write any one of these tests due to genuine reason, retest may be conducted at the discretion of the subject teacher. Marks obtained out of fifty in each of the two tests are later reduced to five. This reduced marks out of five in each test is summed up to aggregate out of ten.
- In each subject at least one assignment is given to the students. The timely submission of assignment in standard format will carry a maximum of ten internal marks. As part of ICT initiatives, students also submit assignments through google classroom.
- Next, the regularity in attending the classes, active participation in the class about the discussion on the subject and quality of presentation of seminar topics given on the subjects, surprise test, case analysis will carry another ten marks; also, the involvement of students in various other programmes and activities conducted, leadership quality and team spirit exhibited in organising such activities are considered while awarding the last ten internal marks. (LINK)
- The concerned office staff compiles the internal assessment marks awarded by different teachers, class wise and prepares the master list. The students get a chance to know how much he/she has got in each subject and are free to seek any clarification from the concerned teacher on the marks they got.
- Only after all the students are fully convinced about the marks they got, the concerned staff in the office sends the master list to the university online which will later be added to the term end

examination marks of the respective student.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The mechanism to deal with examination related grievances at the institute is of two types – Formative Assessment related grievance and Summative Assessment related grievance. Formative assessment related grievances will be handled by the concerned faculty as per the guidelines of the examination committee. The internal evaluation process is made known to the students well in advance so that there is transparency and fairness maintained throughout. After distributing the valued answer papers of the tests, teachers discuss the standard way of answering the specific questions and, thus, maintain transparency in the valuation process. Similarly, after returning the assignments to the students, necessary feedback is given.

To handle Summative assessment related grievances, an Examination Grievance Handling Committee is formed at the institute level and a liaison officer among the office staff is appointed by the Director. The liaison officer takes care of the followings:

- Any delay in the online availability of students' hall tickets is followed up by the office staff with the university and ensured that they are available on time.
- In case the students misplace/lose the hall tickets already issued, duplicate copy is issued by the office at no extra cost.
- If the results of some of the student/s is withheld, follow-up action would be taken by the office
- On receiving the marks card, in case there are mistakes in the name of the student or in the marks entered, the correction of the same is done through the institute's office. The matter is periodically followed up with the university officials till it is resolved.
- On announcement of results, if the students have grievances relating to marks, they can opt for '*challenge valuation*'. Necessary arrangement is made by the committee to forward the filled-in application form through the institute. Such applications are accompanied by covering letters from the institute. The committee also makes necessary arrangement for payment of the prescribed fee through challans. Time to time follow up is made by the office.
- On announcement of the results of challenge valuation, if the revised marks is different from the original marks by 10 percent or more, then 50 percent of the fee earlier paid is refundable to the student. Again, the committee initiates forwarding of filled-in application forms in this regard along with covering letters. and is credited to the institute's bank account. On receiving the amount, the institute issues the cheque drawn on its account in favour of the concerned student.
- When student loses the original marks card, the committee also initiates the application for duplicate marks card along with challan for payment of prescribed fee and covering letter from the institute.
- As per University regulations special provisions are made for differently abled, visually challenged students and students with health related issues for smooth conduct of the examination.

File Description	Document
Any additional information	[View Document](#)

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

Response:

University calendar of events (LINK) for MBA program intimates commencement and closing dates of semesters as well as commencement of term end examinations. Taking this as the base we, at PIM, design our own academic calendar. Commencement of third semester MBA classes is usually in the middle of July based on the date announced by the university while the commencement of first semester classes depends upon the completion of all rounds of counseling for government quota (PGCET) students. There is often more than a month gap between the commencement of two classes. Therefore, the institution needs to plan the academic calendar of the odd semester separately for first and third semester.

The entire teaching faculty meets before the commencement of academic year to decide about various activities for the odd semester. In the odd semester, most of the activities scheduled are focused on first and third semester, separately. Though the commencement dates of the two classes are separate, second internal for third semester and first internal for first semester are usually scheduled together.

Apart from the internal tests, many other events are hosted by the institute which gives opportunities to evaluate the improvement in students' performance, internally. Prajna Vaibhavam is one such event which provides opportunity internally to evaluate the students' performance. The three main activities – Debate, Company Presentation and Business Plan provide an ideal platform for the teaching faculty to evaluate the students on the basis of their public speaking skill, group coordination, question handling ability etc.

During the second half of the academic year, the three forums based on the specialisation streams – Human Resource, Marketing and Finance conduct different types of in-house competitions for the students of the institute. These competitions are - FINSPARK by Finance forum, MARKSPROUT by Marketing forum and ZEST by Human Resource forum. The winners in these competitions are recognized and rewarded at the end of the event.

In the regular time table, provision is made for soft skill training for the students. During these hours allotted for soft skills, the internal faculty members provide necessary soft skill training to the students. Activities like group discussion, debate, role play, turn quote, pick and speak, pick and act dumb charade etc. are conducted for students. At the end of the session, on the spot feedback is given by the trainer for future improvement of the students. Finally, during the fourth semester, students make PPT presentations in the class about their project work which they submit to the university at the end of the fourth semester. Two faculty members will be present during the students' presentation and will give feedback at the end of each student's presentation for future improvement.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The MBA program offered by PIM is affiliated to Mangalore University. The program outcomes (PO) are:

- PO1 – Make the students '*corporate ready*' on completion of two years of MBA program
- PO2 – Enhance the ability of the students in developing suitable business strategies in taking their organisation to new heights
- PO3 – Preparing the future entrepreneurs to initiate their own start-ups
- PO4 – Developing leadership skill required not only for the corporate world, but also for the betterment of the society and the nation at large

Program specific outcomes (PSO) are:

- PSO1 – Inculcating analytical skill, reasoning ability and logical analysis in handling specific business situations
- PSO2 – Developing team spirit, effective communication and co-ordination skill
- PSO3 – learning about healthy practices to make professional life stress-free and enjoyable

Course outcomes (CO) are:

- CO1 – Assist in understanding and familiarising established management concepts and strategies and enable students in implementing them at corporate work place
- CO2 – Upgrade corporate knowledge among students; also to improve their decision making ability
- CO3 – To strengthen their knowledge in different functional areas of management to master the students in the area of their interest
- CO4 – To update and familiarize students with latest and emerging management concepts.
- CO5 – Enabling students the use of technology, especially information technology, in handling everyday business challenges and managing the organisation better
- CO6 – Helping students in understanding and implementing different quantitative tools at work place and taking better decisions using such quantitative tools
- CO7 – Introducing techniques like case study, group discussion, seminars, management competitions etc. to further enhance the knowledge of students in the area of business, corporate world and economy, at large
- CO8 – Providing inputs about external environment of business, especially government policies and legislations affecting business or emergence of opportunities and threats in new/different areas and enhancing their ability to cash these opportunities and handling the threats more effectively
- CO9 – integrating cross cutting issues like Gender, Environment, Human Values and Professional Ethics besides other important values.

Description of Mechanism of Communication:

The staff and students of the institution are familiarized with program outcomes, program specific outcomes and course outcomes in the following ways:

- The syllabus of the MBA program is designed by the university and the institution has to abide by it. In this syllabus, for each course/subject, the objective or outcome of learning is mentioned specifically. Both hard and soft copy of this syllabus is made available to students as well as faculty in the library of the institution
- Expected program outcomes and program specific outcomes are briefed to the students at the beginning of the MBA program, especially at the time of commencement of first semester classes
- Every time while introducing individual course/subject in each semester, specific course outcomes are briefed to the students by the respective faculty
- Program outcomes, program specific outcomes and course outcomes are uploaded on the official website of the institute (LINK). Anybody who opens the website can access these outcomes.

File Description	Document
Any additional information	[View Document](#)

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

Response:

- The program outcomes of MBA program is measured by the institution based on students getting placed in organisations upon the completion of two years of MBA program.
- Program outcomes are also measured based on academic performance of students in the term end examinations conducted by the university and in the internal test conducted by the institute, and also in different co-curricular activities and management competitions organised by the institute. It is also measured based on students' participation in management fests organised by other institutions.
- In addition, program outcomes are also measured based on the ability of the students in initiating new start ups and/or managing their existing family business better.
- Program specific outcomes are measured based on the domain specific placements i.e. human resources, marketing and finance. PSOs are also measured based on students' involvement in various management competitions – both as organisors and contestants.
- The course outcomes are measured based on course specific activities like assignments, seminars, paper presentation, case analysis etc. All these are in addition to the performance of students in two internal tests and in the term end examination in the respective subject.

The degree of attainment of program outcomes, program specific outcomes and course outcomes are measured by –

- Formative and summative assessment results test the concept clarity, depth of knowledge, analytical skills of the students

- Seminars, presentations, group discussions test the communication & convincing skill, leadership skill and presentation skill
- Case presentation tests the problem solving skill and decision making ability
- Awards won in different event/management fests organised by other institutes exhibit the degree of attainment of all the above outcomes
- Organising various events at the institute exhibits their organising and leadership skills

2.6.3 Average pass percentage of Students

Response: 100

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

Response: 59

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

Response: 59

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.7

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 11.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
9.06	2.15	0	0	0

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 25

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	[View Document](#)

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

Response: 2.5

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

Response: 04

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

Response: 8

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Research Centre: Poornaprajna Centre for Research and Development (PCRD is a Research and Development wing of PIM which acts as a Social Laboratory. Faculty members are encouraged to 'incubate' such ideas which can take the shape of *a Research Paper or an Assistance* to the sister Institutions of *Poornaprajna group* or *other institutions*.

Faculty members, specializing in various areas visit other Institutions and through interactions spread ideas which may be new to those Institutions. In creating such an atmosphere, PIM's Research Center wing PCRD plays an important role, along with the Faculty members and Students of the Institute. The Centre, through various initiatives, links the Institute with the Rural areas/ Local Self Governments. 'COMMUNITY CONNECT' is one of the main objectives of the Centre and the Institute. Thus, PCRD as a "SOCIAL LABORATORY' is trying to connect Faculty members and students to rural issues. The Centre with other Faculty members are regularly assisting Research Scholars coming from various institutions. Ideas get incubated here.

Internships for students from outside the state to PIM (PCRD). Students from Maharashtra, Andhra Pradesh, Shillong, Jharkhand and Gujarat were placed at PIM (PCRD) as a part of their placement exercise.

Extension Programs by PCRD: The students of PIM through PCRD were taken to organisations such as GP-Kumbhashi /Vandse, CWC (Namma Bhoomi) and other places which exposed them to socio centric activities .

Student Researches: Students are encouraged to write RESEARCH PAPERS and present them in other Institutions. Ideas to solve the societal problems were generated through students.

Research Personnel of Higher Caliber: Co-Ordinator of the Research Centre got involved with other institutes as well. (Last Mile Delivery, Farmers Suicides in Mandya District Vision 2025 GPDP)

Collaborations with Communities (Unnata Bharatha Abhiyan), Government, Non-Governmental Organisations, Universities, Colleges (Seminars, Conferences, Workshops, Discussions etc.) Rural Institutions, SHGs etc. facilitate incubation of ideas and research environment. Eg: (Vision-2025, Chintana-Manthana, Sanjeev Rao Trust etc.)

Activities of Societal Importance: The Institute is represented on various Committees. where again ideas get incubated. Institute has taken up activities of national importance to serve those causes. (Entrepreneurship Awareness Programme, Women Empowerment Programmes, Programs for Presidents of the Societies etc.)

Short Movies: Students are encouraged to prepare short movies on societal issues resulting in to solutions for societal problems.

Library and Lab resources: PIM has good library resources which consist of six thousand hard copies of textbooks on different subjects and around three thousand e-books. Digital library with easy-lib software consists of J-Gate Software, and N-list database comprising of Jester, Ebsco e-books and e-bray. It has a media centre and 5 computers for browsing and knowledge building up of students. PIM has a spacious computer lab with 30 computers which can be effectively utilized.

Industry-academic interactions through industrial visits and corporate interactions promote the incubation of ideas.

Thus, the Institute has, to a great extent has proved its usefulness with the rural communities and panchayat /taluk/district administration, other Institutions/ Organisations/NGOs through **RESEARCH, EXTENTION, TRAINING, and CONSULTANCY**

File Description	Document
Any additional information	View Document

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

Response: 29

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

2017-18	2016-17	2015-16	2014-15	2013-14
07	08	05	04	05

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

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 3

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 6

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
URL to the research page on HEI web site	[View Document](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	4	3	7

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 5.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	19	11	6

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

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

Response:

PIM in association with Udupi Zilla Kanakadasa Seva Samithi an NGO working for the welfare of Kuruba community conducted number of extension programmes through its clubs over a period of five years. The students of the institute, in turn, gained knowledge pertaining to organising, /communication/presentation skills. The programs have boosted their managerial skills.

Health awareness, Aids awareness, and participation in blood donation campaigns of the *CSR club of PIM along with Adarsha Hospital* have sensitised the students to the necessity and problems involved in creating a healthy society. *School adoption programmes* have given the students the fulfillment of their socialistic aspirations and sensitised them to the problems of the poorer sections of the society.

Extension activities through project execution: Through the execution of VHSNC Research Project

students were exposed to the issues connected with rural health, sanitation, nutrition, waste management etc. Through this exposure, students could understand issues handled by the Grama Panchayats/PHCs/Anganawadi's etc. It enlightened the students about the district /taluka/GP administration and gave a lot of insights to students aspiring to get into administrative services. It also resulted in students deciding to take up careers in the area of public administration and rural development.

Working of a co-operative society, empowerment of women through SHGs etc. were the major takeaways students could get through visit to one of the reputed Co-operative Societies. Students got an idea that economic empowerment of women is possible through Diary Cooperatives and SHGs.

Students who were taken *to Namma Bhoomi an NGO* learnt a lot about the rights of the children and responsibilities as young adults apart from knowing a great lot about various self-employment avenues etc. This has directed few students to enter voluntary sector.

Seminars, Workshops, conferences & discussions by the Faculty: Faculty members participated as resource persons in various seminars, conferences, workshops, on varied topics and imparted knowledge to the participants.

Entrepreneurial development cell (PCRD) in association with District industries center conducted workshop on awareness programmes for entrepreneurial development. Women empowerment club (PCRD) in association with Women and Child Development department conducted Saviruchi Sanchari Canteen training programme where the students also presented a business plan named 'Mobile Canteens'. Faculty members of the institution also trained the women participants in the programme.

Through an Orphanage visit: The students not only understood the hardships and miseries of orphans but also had an idea as to how an orphanage is run. Students could understand the way in which these excluded sections of society are to be brought in to the mainstream.

Understanding a Primitive Tribe of the District: The visit to Koraga Colony created a remarkable impact on the students as they could learn the problems (education, health, vices etc.) which the primitive community is facing. Students could also understand the traditions, related issues of Koragas and learnt the various government facilities which are given to Koragas. Our wards showed their willingness to get connected with them which would result in the enhancement of their academic and professional front.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government

/recognised bodies during the last five years

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document

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

Response: 109

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

2017-18	2016-17	2015-16	2014-15	2013-14
34	32	19	14	10

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

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

Response: 92.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
119	120	107	114	83

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

3.5 Collaboration

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

Response: 298

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	64	55	54	65

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

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

Response: 60

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	11	11	10

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The Institute has enough and adequate infrastructure as per AICTE norms. Following are the facilities provided by the institution for quality achievement in the teaching-learning process.

Classrooms

The institution has a sufficient number of well-furnished, well ventilated, with comfortable seating and spacious classrooms with a seating capacity of 60 students for conducting theory classes. Green boards are available in all the classrooms.

Additional Classrooms

Poornaprajna Institute of Management has enough well-furnished 3 additional classrooms with a seating capacity of 20 students for soft skill activities and specialization classes.

Technology Enabled Classroom

All the classes have been provided with LCD Projectors, Optical Fibre based high-speed internet facility, quality furniture, fans, Customized Computer Fitted Podiums and sound system in main classrooms to enable the faculty to communicate with students effectively. There are five technology-enabled classrooms in the institution having in a total of 2540 sq.mts.

The Auditorium, "Prajna Hall"

The Poornaprajna Institute of Management has an Air Conditioned well-furnished, multimedia enabled, LCD fitted with digital recording facility auditorium, namely, "Prajna Hall", it has a seating capacity of 150 persons.

UPS Facility

The institution further has provided the UPS facility for providing uninterrupted power and all 60 computers of the Institute are backed up by a Centralized UPS System.

Staffrooms and Faculty Lounge

The Institute has two separate sets of staffrooms. Independent furnished cabins have been provided to all the staff with computers and internet facilities. Totally, there are 12 faculty cabins. There is a separate faculty lounge to facilitate discussion and relaxing.

Placement Cell and Academic Counselling Hall

Institute has a separate room with AC for placement activities which is called as Poornakash.and a room for academic counselling.

Spacious Office and Student Facilities

Institute has furnished the spacious office with all the **modern office** facilities. Students can easily access the staffrooms and offices. Standard restrooms, washing and drinking water facilities are provided to the staff and students. It has a spacious cafeteria also.

Library

Well-furnished library having the computer, internet facilities and photocopying services is provided to students and the faculty with a seating capacity of 38. It has newspaper and magazines section got N-List, NDLI, ebooks.

Computer Laboratory

A Computer Lab with 30 computers, internet facilities and LCD with the latest software exists.

- Beyond the mandatory requirements of the University Syllabus, the institution imparts computer skill training to the students. The PIM has license obtained through Microsoft Volume Licensing.

- Latest computer application is taught to the students, the institute has appointed two staff members exclusively to teach computer skills to the students.
- Separate hours are allotted to the students to learn computer skills.
- Some corporate or other universities are using our lab to conduct an online test for our students as well as for others.

File Description	Document
Any additional information	[View Document](#)

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

Response:

As a business school of repute with 12 years of standing, the Poornaprajna Institute of Management attaches greater importance to the holistic development of the students. Besides providing infrastructure for effective and efficient teaching-learning systems, the college also provides the necessary infrastructure and support systems for sports, games cultural activities, co-curricular and extra-curricular activities which are necessary for the holistic development of the students. PIM also has got Ladies' Hostel.

Sports and Games

Facilities for various sports and games are available in our own campus. Our students usually play volleyball, basketball, throw ball etc. The ground is also used by our other sister concerns. The institute uses the qualified and experienced sports instructor.

Events

Annual sports are conducted every year. The infrastructure facilities are available for organising indoor sports like table tennis, chess and carom, outdoor sports like shuttle badminton and volleyball are provided to students. During their free time normally in the evening students prefer to play few indoor games like chess, carom, badminton etc. Even students play other indoor games.

Gymnasium: Institution has a gym centre which provides conducive environment in fitness training with fully equipped instruments to assist students. The facilities are also used by our other sister institutions.

Details	Area/Size	Year of Establishment
Indoor Sports	3000 metres track	2010
Outdoor Sports	190 metres track	2007

Yoga

Institute has a spacious hall to conduct yoga classes to the students. Weekly two days at evening from 4.p.m. to 5 p.m., trained yoga teacher teaches yoga classes to our students. A good number of students are showing interest in the yoga, in addition, resource persons are invited to deliver the lecture in the subject of yoga and pranayama to all the students. World Yoga Day is being organised on June 21st of every year. Yoga exam is also conducted for the participants and certificates are issued to them.

Cultural Activities

The institution has a cultural club called "Poornosthava" coordinated by a staff member. Annually two times various programmes are conducted by the students. The institute has a big auditorium named "Poornaprajna Auditorium" with a seating capacity of 1030 persons at a time with gallery facility. The institution has a mini auditorium called "Prajna Hall". The hall is provided with AC, audio video facilities like LCD projectors, computer with internet facility and Green Room.

In addition to academic activities, Institute encourages students to celebrate cultural programme on different occasions and competitions to encourage talent, fresher's welcome/ induction programme, farewell, Sharada Pooja, Founder's Day, activities of different clubs i.e., Marketing, HR, Finance and Women Empowerment cell are organising varieties of programme. On a regular weekly basis"Prajna Vaibhavam"–the inter-class competitions are conducted to the students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

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

Response: 11.46

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

2017-18	2016-17	2015-16	2014-15	2013-14
9.59	4.35	3.29	3.16	.93

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

- Library automation work started during February 2010. 4.3.3 version was the software module supplied by EASYLIB Software Pvt. Ltd., Bangalore.
- PIM Library is Fully Automated
- A majority portion of EASYLIB uses Client Server Technology and runs on windows. EASYLIB uses a standard RDBMS. (EASYLIB 4.3.3)
- Training about the usage of software modules was given to library staff members
- OPAC search facility was made available to the users

Easylib provides extensive features that a library requires and desires. Basic features include: Acquisition, Cataloguing, Membership Management, Circulation, Periodical and OPAC

Main menu

- Cataloguing and Accessioning
- Circulation
- OPAC
- Setup and Securities
- Members
- Periodicals
- Registration
- Digital Library

Cataloguing and Acquisition:

This module basically distributed in ordering, receipts monitoring invoice processing, accessioning and payment monitoring

Circulation module:

A circulation system module includes most of the elements of circulation section required in a library. Each sub modules include activities of different aspects of work normally carries in the circulation section. It has got a provision to automatically calculate overdue charges. This module helps to have effective control over financial as well as circulation activities.

- One of the major attractions of Easylib is that it has a powerful online institutional access catalogue with the choice of search option and variety of display formats. User in library can search the bibliography database and find specific information online which would not normally be possible form traditional catalogue. The search facility also tells the availability of each item for circulation includingcurrent status of individual copies of a title.

- Membership is assigned to every student. Student's details are entered and soon after the completion of their two years course membership will be inactive automatically.

- The issue of books through library software were made

- Barcode labelling for MBA books were made
- MBA question Papers were scanned and made available to students

- Data entry of bound volumes of journals of MBA were made
- Xerox machine was purchased

- HP Scanner was purchased to scan question paper

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

Data Requirement for last five years:

The PIM library has a very good collection of rare books. As PIM has online culture with fully operational G Suite for Education, many of these books are stored on online. Apart from this a rare collection of these books are available offline. Hence, the knowledge in these books can reach to all without any limitations of location and time.

The Rare Book Society of India (RBSI):

The College Library has joined the open virtual platform of rare digitised collection of books, paintings, artefacts, sculptures, artefacts, articles, essays, videos which are under open access and can be freely downloaded for teaching and research purposes. The College Website has got a link depicting lakh of rare books available freely on the website. These links are updated regularly.

Muktabodh Digital Library of Muktabodh Indological Research Institute:

Muktabodh Digital Library is a project of the Muktabodh Indological Research Institute to preserve endangered texts from the religious and philosophical traditions of classical India and make them accessible for study and scholarship worldwide. It consists of three separate collections namely:

1. Vedic Manuscripts of Gokarna Collection (open access and freely downloadable PDF files)
2. An on-line searchable digital library of rare Sanskrit texts, initially focused on Kashmir Shaivism, then broadening to Trika-Kaula, Saiva-Siddhanta, Pancaratra, Natha Yoga and other tantric works. (open access and freely downloadable PDF files)
3. The Paper Transcripts of the French Institute of Pondicherry. (Registration required)

The Rare Books Section of College website has got a link to this page, which can be accessed by students and faculty. Though, online access of rare books are very easy, we have some collection of rare books in our Adobe Pdf Book Collection and some hard copies.

Provide the description of library enrichment which includes – In addition to thousands of rare books where links are updated regularly at our Institute Website, efforts are being made to provide online access to all the resources available in our library without any constraints.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

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

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.93

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.44	1.52	2.59	3.11	0.98

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

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 44.09

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 56

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Well equipped computer labs, LCD projectors and OHPs are available in the institution for promoting quality enabled teaching-learning and for conducting seminars, workshops in various fields related to the subjects.

The Institute has separate computer lab with internet browsing facility. The students of the institute can access internet during their free time. Individual desktop with internet connection and laptops is also provided to the staff. The institute is optimising as far as the infrastructural upgradation is concerned. The Institute upgrades or replaces the computers with latest configuration on regular basis. All the computers and LCDs are maintained through AMC with the supplier. Computers and LCD are wi-fi enabled. Latest software is installed in all the systems. The following tables shows the number of computes available over the last five years.

Multimedia Podium

Multimedia Podium (Inbuilt PC), Internet, Microphone, Speaker, Mixer, Green Board are all provided in the main classrooms. All other classes are provided with LCD Projector, Slide Presenter, Internet facility, Green Board, if required faculty will be provided with speakers.

Shifting to Cloud:

Since the beginning of starting of this institution during the year 2006-07, the Institute used google tools. First came the transition to Gmail, then G Drive, now the institution has access to complete G Suite. The faculty and students have been oriented and trained to use the tool. Because of the Google Tools, the cloud barriers have been overcome and unlimited access to the digital world is enabled. The institution has

permission to use the following services with full access:

1. Domain name-based email services provided by Google. All the email addresses of our faculty and students end with our domain name, i.e. pim.ac.in.
2. Unlike, free email services provided by Gmail, our email space is unlimited, it also helps institution to have the benefit of branding. Due to the policy of the Google we have been able to provide these serves freely to students, in case of non-education institutions; it catches a price of G Suite license @ 1250 rs/user/year.
3. All the services of Google, such as Unlimited G Drive, Docs, Slides, Google Classroom, Google Sites – 61 services are available to our faculty and students without any limit.
4. All the students are being given domain name-based email services together with other services, which will be used to circulate all the notices, other services and when they leave the institutions after completion of their course from PIM, converted into alumni group email. Our transformation to G Suite provides an easy, unified suite of email, storage, calendar, file sharing, and collaboration tools.

Poornaprajna Institute of Management has decided to have web-based Content Management System (CMS) based new website where the Institute can manage all the work connected with websites. It also got a vibrant blog, which contains tons of latest information about the institute. It is also linked to our CMS Website. Our Calendar is updated regularly.

Plus, lifelong Google accounts are given to all alumni and faculty.

File Description	Document
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 17:6

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

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

Response: 88.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
32.73	31.52	29.52	31.71	31.23

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

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

Response:

The institution has a policy to facilitate proper and systematic procedure towards maintenance of teaching learning process and towards the welfare of the students. The institute takes care to maintain the infrastructure facilities and update the systems. The day to day maintenance work is carried by office staff. Usually equipments are maintained through AMC with supplier. The office ensures security and safety of electrical fittings, UPS, generators etc.

The playground and gardens are maintained by the estate officer of the campus. Classroom, Corridor, extra rooms etc are regularly cleaned (on daily basis)

The institute has a well formed policy in order to facilitate proper and systematic procedures towards maintenance of teaching learning process. Infrastructure facilities are regularly well maintained and upgraded as well as updated to maintain the quality, value and performance of the services. Day to day maintenance work is carried by experienced in house staff. Computers UPS Aqua guard, generator and AC

facilities are maintained through AMC with supplier. In case any equipment needs calibration or repairs, service providers are consulted to set it right. Institute has electrician who looks after the maintenance of electrical fittings and UPS in the building. Supply is maintained through electricity board or generators.

The whole building is also protected from fire safety devices as per the requirement of AICTE. Building is supervised by the security supervisor. There is a separate estate officer appointed by the management to take care of the full campus. The play ground and gardens are maintained by the gardeners of the campus who periodically trim and weed out unwanted growth of plants. Classroom, other rooms and corridors are cleaned on daily basis. The fest treatment is provided periodically to safeguard the campus.

Library

Books	Purchase of Books	- Circulation will be sent by the principal to all faculty to send book list - List should be given to the librarian - Principal will obtain the quotation from 3 different vendors - After receiving quotation comparative statement will be made for each titles - Comparative statement will made mentioning supplier titles, volumes and discount quoted by supplier. Put up for the approval - Supplier who gives highest discount for the titles order copy will be given - At the time of supply of books order list along with booklist will be checked - Books will be numbered, book details are entered in accession register, book card will be written book pocket, due date slips will pasted and seal will be put - Books are entered in the accession register - Bills are verified and send to the payment - Data entry of the books will be made and one copy is kept in the reference section, remaining copies sent to circulation section - Books are classified as per call no, one copy displayed in the new arrivals - Every semester book bank books are given to all the students
2	Library membership	- All students are members of library - Students details are entered in the library software - Books will be issued on card for period of 15days

		○ After 15days of the demand is not there book will be renewed further 15 days
		○ For late return of books Rs.1 fine per day will be collected
3.	Reference section	○ In reference section reference books, current journals are available. Students and faculty can use the facility.
		○ Newspaper, Magazines and Project reports are available
4.	Digital Library	○ Digital library with 4 system with internet facility is available. Students and staff can avail this facility
		○ Resources such as J-Gate online journal and E-Books can be downloaded.
		○ Students and faculty can have access to N List, National Digital Libraryof India (Sponsored by MHRD), Rare Book Section.
		○ **N List**- JSTOR(Provided by Eshodha Consortium, Ebrary, EPW, Indian Journals, Oxford University Press, HW Wilson, Cambridge University Press, Indian Journals, EBSCoHost-Net Library, Springer eBooks, Sage Publication eBooks, Taylor Francis eBooks, World -ebooks Library (30,00,000 titles),
		○ **Our own Digital Books through Reader for PC -**We have several thousands of Digital Books – a rare collection, indeed. It comprises books on Management, Technology, Computers, Leadership, Psychology, Human Body, Ethics, Philosophy. All the Library computers are linked with this rare treasure. It also includes some the rare books.
		○ **National Digital Library of India -**- Educational materials are available for users ranging from primary to post-graduate levels. All the faculty and students have been assigned their respective passwords in consultation of NDL.
		○ NDL has been designed to benefit all kinds of users like students (of all levels), teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners. This is thus like a 'customised service' provided in a 24x7 integrated environment where learners can find out the right resource with least effort and in minimum time.
		○ Repository hosts contents from multiple subject domains like Technology, Science, Humanities, Agriculture and others.
		○ More than 60 types of learning resources are available - books, articles, manuscripts, video lectures, thesis, etc.
		○ Items are available in more than 70 languages. Repository integrates contents from different Indian Institutional Repositories.
		○ It includes Librivox – More than 2 lakh audio books available to our students, Shodha Ganga – 38000

		thesis and Synopsis Reports available to our faculty and students.
5.	Discipline	○ Students should maintain high discipline inside the library ○ Library rules and regulations are displayed in the library notice board

Sports

Sports and games facilities are provided. Students are using them only in their free time. Annually, the institute purchases required new items, keep the useable items or replace the items to be replaced as per requirements of the students. Secretary is in charge of purchasing sports materials.

Poornaprajna College the sister institution of Poornaprajna Institute of Management is in charge of ground and other facilities. They will take care of the maintenance and expenditure is shared. Events are conducted through mutual consultation.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 51.57

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

2017-18	2016-17	2015-16	2014-15	2013-14
96	97	75	21	17

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

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

Response: 4.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	04	06	04

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

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

Response: B. Any 6 of the above

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

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

Response: 49.48

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

2017-18	2016-17	2015-16	2014-15	2013-14
59	60	59	54	58

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

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

Response: 0

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

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

File Description	Document
Details of the students benifitted by VET	

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

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 48.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
34	31	31	25	19

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

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

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

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

Response: 0

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) year wise during last five years**

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

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

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

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

5.3 Student Participation and Activities

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	5	7

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

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

Response:

The Poornaprajna Institute of Management believes in participative management and transparency in all its domains. Students as important stakeholders are supposed to play a role in the progressive development of the institution and its activities. The college strongly believes that representation of energetic and active students in the student council and fair process of selection of such students is important. In this regard,

The student council representatives are selected by holding on a meeting with Head of the Institution presiding over the meeting and all faculties are its members. The meritorious students' one male and one female are selected both for I MBA and II MBA. So every year there will be four students' two boys and two girls will be representing the student council.The Student Council shall at all times protect and uphold the democratic rights and welfare of the students. It is dedicated to the promotion of social awareness and involvement among the students of the College. The student council members are also representatives of student grievances redressal committee. The communication and coordination responsibilities with respect to any event or activates are routed through the student council representatives. Supervising the stationary needs and constant monitoring of gadgets used in the class rooms such as projectors, computers, boards etc. and coordinating with office manager for the same. The student council representatives are the important pillars who bridge the gap between faculties and students and make efforts for the smooth conduction of day to day activities. All these responsibilities gradually empower the students by inculcating the planning, coordinating and managerial skills in them and helping them in being job ready.

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

Response: 8.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	9	9	9

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Cell was started in the year 2016. The alumni cell functions by forming members by registering the names of the students. The alumni cell was officially registered in the year 2018. The alumni cell registration number isDRUD/SOR/88/2018-2019 These Alumni are invited to the college for the ALUMNI meet to share their expertise and information and thus contribute to the well-being of the Alma Mater. Several Alumni members are entrepreneurs and many hold management positions at leading industries/organization. The Institution invites Alumni and their employers for various academic activities such as Seminar, workshops, Guest Lecture etc. and gets their feedback about curriculum enrichment. Also, during alumni meetings these points are further discussed and brought to the notice of Academic Council for further consideration. Alumni cell brings mutually beneficial lifetime link between Institution and its community of alumni. It acts as a bridge between college and the industries for interaction on new developments in different disciplines of institution. Alumni are invited for the ALUMNI meet to share their expertise and information and thus contribute to the well- being of the Alma Mater. To achieve life time link the institution offer communications, events, benefits and services for the current and future alumni. Their input is used by the college as the link between the department and its industry partners and the students move to corporate fields as professionals. The faculty conducts informal conversation/ collects questionnaire, to elicit feedback about the relevance of the course content, coverage etc. It also promotes and extends support for activities like industry interaction, placements, curricular and extra-curricular activities. They support and contribute towards the improvement of institute. The interaction between alumni and students helps to provide guidance in academics. It provides a forum to reunite alumni and continue to have association with the Institution

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	5	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION:

"To be a leading B-school in the region with a focus to transform the youth to modern managers and build ideal business practices among the student community to enable them to meet the ever changing business requirements."

MISSION:

- **Develop conceptual and practical business skills among the students to help them adapt to the dynamic business environment**
- **Build leadership acumen among the students by promoting lifelong and essential learning skills**
- **Provide an environment that enables innovation, creativity, research and out of the box thinking.**
- **Encourage transformational learning resulting in building a strong personality to face corporate challenges.**
- **Empower the students from diverse academic and socio-economic backgrounds by providing quality education and transforming them to become business leaders and professionals who are social, committed, dedicated and ethical.**

Poornaprajna Institute of Management has established itself as one of the leading business schools in South India. With talented faculty and renowned research center, the school sits among top-ranked business schools. Poornaprajna Institute of Management is dedicated to advancing the understanding of management through research, putting research knowledge at the service of business and society, and providing the highest quality education for business and not-for-profit leaders worldwide.

To ensure the implementation and actualization of the Vision, Mission and the Values college has a competent secretarial constitution.

The top management comprises – The President, Secretary, Joint-Secretary, The Treasurer and the Governing Council members, and other members of the Council. The President holds the Executive Committee Meeting with the Director to review the academic administration, research and development and consultancy services and any other agenda planned for the growth of the institution. Major policy decisions are being taken in such meetings.

The Governing Council of the college is administered by the Management, which in turn has an active role in the overall management. The Director is part of the Governing Council and takes

major decisions that are related to Students, Academics, Alumni, PTA, IQAC and all other clubs/cells and committees.

In addition to the above the conducts weekly meetings with all the faculty members regarding academic activities, following up of the academic calendar, students' progress, placement and training details, research and extension activities, industry interaction, consultancy assignments, alumni interaction etc.

The Director also empowers the various committees/cells/committees so that there is transparency and delegation in the responsibility and authority.

The Director also conducts monthly meetings with all the faculty members to ensure the progress and motivates them for their continued good performance and contributions.

The Director plays an all-important role in in the running of the Institute. The director is an enabler, influencer, change agent, mentor, and sometimes-even business person and is in-charge of leading new imperatives and possibilities within the institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The top management involves the President- His Holiness Sri Sri Vishwapriya Theertha Swamiji, followed by the Secretary, Joint-Secretary, Treasurer and the Governing Council members, and other members of the Council. The President holds the Executive Committee meeting with the Director to review the administration and implementations as well as initiate measures to strengthen the quality of teaching learning.

The Governing Council includes the Chairman and members from the Management who take active role in the overall development of the Institution. However, the Chairman delegates most of his administrative powers to the Secretary, Joint-secretary and the Treasurer who take major decisions related to the Infrastructure, Sanctioning of funds and overall management of the Institution. Further, the Director of the College is empowered with all the rights to take timely decisions like academic obligations, staff management, student welfare and takes care of the administration. The Dean of the Institution helps in building good rapport among the staff, and is empowered to take decisions regarding curriculum and methodology, and is a major stakeholder in planning and delivering classes. The staff association coming under the Director and Dean is motivated to take up new initiatives and develop creative lesson plan and methodology thus giving a free hand to deliver the best to the students. There is an employee friendly

environment at PIM where the faculty members are encouraged and motivated to participate in various decision making process of the institution activities. This decentralized form of management increases the level of job satisfaction in the faculty members. It also has a positive impact on the quality of teaching and learning process. The students at the Institution are encouraged to ideate new concepts, exploring the corporate challenges and build their creativity and innovation. They are also empowered to participate in various Management Fests and events that build their mental & physical personality. The student association is very positive in building a conducive culture in the Institution. They are committed to plan and execute a variety of programs to develop their knowledge and intellect. The student association is independent in nature and is responsible for organizing various events at the Institution level with the help from the Director, Dean, Teaching and Non-teaching Staff. The students are an integral part of the various committees and clubs that plan a number of activities throughout the year. The PTA (Parent-Teachers Association) holds meeting twice every year to express their opinions and suggestions. The Management considers the views and opinions of the parents for mutual benefit. **Director is the chairperson of administrative and academic activities of the institution. The Dean and the other Faculties take the responsibility of heading all the administrative and academic activities. They possess both the academic and the financial autonomy in accordance with all academic aspects. The Principal, HODs and Team leaders are sanctioned amount for seeing the execution of multiple events scheduled. Based on the experience and the expertise of the faculty members, senior faculties have been identified to lead different initiatives which are functioning effectively.**

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

Poornaprajna Institute of Management Studies (PIMS) has the custom of preparing the Strategic Perspective Plan evey year which is short term and once in five years, which is long term. The Long term Plan includes:

1. Imparting Quality Education among the students
2. Transforming the youth to meet the obligations of the modern business world
3. Provide an environment that facilitates out of the box thinking.
4. Orient students to research activities.
5. Imbibe social, ethical and human values in the students.
6. Human resource development.
7. Promote outreach and extension activities to make students responsible for Social responsibilties.

1. Introduction of new certificate courses which enhances the employabalilty skills of the students.
2. Expert Guest lectures from industry experts are organized for the students which enables them to comprehend the industrial challenges and opportunities.
3. Students are not restricted to the classroom teaching but are exposed to brainstorming, group discussion, case study analysis, field visits etc. which forces the students to think out of the box.
4. Students are involved in various research activities like publications and conducting social surveys which gives a good exposure to nuances of investigation and examination of various real-time challenges.
5. The Insitute organizes regular talks and interactions through various committes and clubs which implants social and ethical values among students.
6. The Institute ensures merit based recruitment of teaching as well as non teaching staff and facilitates professional development throgh regular training. Employee welfare measures which are at par with standards and norms of well known Educational systems ensure the overall well being of the employees
7. The students and faculties are involved in meeting the social obligations and cater to the needs of the society ona regular basis. There are tie-ups with Industries and NGOs which ensure that the Insitute is sensitive towards the needs, challenges and requirements of the society.

The Governing Council takes the responsibility of monitoring the implementation of activities in the institutional strategic plan. Though a few dynamic goals are achieved within a short span of time, the Governing Council, Director, Dean, teaching staff, non-teaching staff, students and stakeholders work as a team to reinforce the culture of excellence.

The Annual Strategic Perspective Plan of the College is prepared in consultation with the stakeholders. Usually the IQAC mandates the Departments and various cells/Committees to prepare their own Strategic Perpsective Plan (SPP) after a thorough brainstorming session with the members of the Department and Committee members in case of Clubs and Committees. The Heads and Convenors of these bodies prepare the SPP in tune with the Calendar of Events of the University and submit it to the IQAC. The IQAC consolidates all the Plans and prepares the College Strategic Perspective Plan, which is then deployed.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The vision, mission and the values of Poornaprajna Institute of Management make every effort constantly to improve the existing system with the aim of becoming the best Management Institution in the field of education. At Poornaprajna Institute of Management, all are committed to be ethical, sincere and transparent in all activities.

The Governing Council of the Institute comprises representatives from management, Industry, academia and regulating agencies like Mangalore University & the AICTE. Important decisions regarding administration affairs and policy matters are taken in the regular meetings and the Governing body and the members of other executive committees review the implementation. The day-to-day management of the college is vested with the Director, various committees and IQAC of the College. All the teaching and non-teaching staff interact with the institutional stakeholders: students, parents and Alumni to take care of students' progress.

The Director of the Institution plays a prominent role in the administrative domain where every decisions are routed through him. He is instrumental in running the academic plan along with subject allocation and is responsible for bringing in new initiatives. He empowers the staff and students to develop creativity & innovation in the Institution.

The Teaching staff along with the Dean have a huge task of building the overall personality of the students. Along with regular teaching, all the staff are heading different committees and clubs, which ensure the development of the attitude and aptitude of the students. Each faculty is also responsible for guiding and mentoring the students individually, which ensures that the students are going in the right track towards their career.

The non-teaching staff includes the library staff, clerks and Manager of the office, peon, attenders and other staff. Regular training is provided to them by the senior associates and council members who share their experience and orient the staff to concentrate more on performance and productivity.

FACULTY RECRUITMENT:

Recruitment of teaching, non-teaching and office administration staff is planned at the end of every academic year as per the requirements of the next academic year. The required number of staff is usually forwarded by the Director of the institution to the Governing Council. The Interview dates are announced well in advance in the well-known newspapers. The Principals of various sister-institutions are members of the Staff Selection Committee who too are privileged to express their opinion. The college recruits faculty members as per AICTE norms, based on the vacancy position, increase in the in-take of students and introduction of new academic programs.

GRIEVANCE REDRESSAL MECHANISM:

Staff grievances are discussed face to face at meetings with the Director. They are sorted out at the institutional level. Only serious grievance is brought to the notice of the Management and are resolved in a cordial manner where the secretary acts as convener and other senior faculty members also are part of the mechanism. Thus grievances if any from the faculty are received positively and are forwarded to the higher authorities for Redressal.

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

With the motive of continuous improvement of quality education, various cells/committees are convened. Every semester all the cell heads convey meetings and plan the upcoming activities under the guidance of IQAC. The committee/club/cell has a clear cut plan of the semester which is jointly brainstormed by the inputs provided by the Director, Dean, Faculty, students and sometimes even the Alumni. Depending on the nature of operations of the club, meetings are held on a weekly, fortnightly, monthly basis, and some committees hold meeting once in a semester. The plan thus discussed is implemented through various phases. Initially the members record the plan in the meeting and the same is documented in the minutes book by the student co-ordinator / student secretary of the club. The faculty gives all the direction, but delegates the work to the student members to drive the event/activity. Students are actively encouraged to develop empathy and understanding for the underserved and marginalized sections of the society with a view to evolve as business leaders who appreciate the importance of inclusive and sustainable growth.

The Human Resources Club is built with a vision to empower the students with Knowledge, Skill & Abilities that help them to mold their career as a genuine Human Resource Professional. The Club aims at interfacing the students with the corporate reality and honing their skills to build a better society for tomorrow. As a part of the regular activities, the club works on various challenges like how to create a

society which is in line with humanity as mentioned in the constitution and help people to live a healthy life. It takes up field visits to Hospitals, old age home and special schools to help the students realize their moral responsibility towards the society.

All these activities are well planned and streamlined well ahead of the actual event dates which is an indication that all the activities are aligned with the minutes of meetings and the implementations of such resolutions.

The HR club in conformity with its vision to get exposure to the underprivileged members of the society proposed to visit a special school/ old age home/ Juvenile/prison for the academic year 2017-18. A meeting was held on 10th March 2018 where in the members present decided to visit a special school out of all the alternatives as other options were not feasible. It was decided that 2 student volunteers would visit the school and take permission and also make arrangements for the visit. To raise the fund the members from the HR club decided to pool in money and also to collect money from the students and faculty of the Institution. It was decided to give away refreshments and fruits in kind and donate a handsome amount in cash for the different needs of the school inmates. The director of the College gave a positive nod for the above program and thus the visit to the special school was a successful milestone in the history of the Institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The institution provides various welfare measures for the teaching and non-teaching staff. The management has made an effort for the sincere, committed and loyal employees to feel good and stay motivated. The employees work with great enthusiasm and ownership which has resulted in the increase of production, it also helps in reducing the labor turnover and absenteeism and create a stable workforce for the organization.

The organization welfare measures for teaching & non-teaching Staff are as follows:

- The uly membrs re encouraged to attend the conferences, workshops, seminars and symposia and On-Duty leave is sanctioned.
- The faculty members are given Special permission to serve as the resource person in various forums.
- The faculty are permitted to be part of Bord oftuds of otr insiutons nd Univrsits, to be a membr of

Dool Comitee for srh holas and to t as mnr or h.D. Viv-vemntons.
- Faculties are motivated to dlvr Knoe drses' in ntrntonl /Ntonl Confrns / mnrs /wokshops /DP /DP.
-
- Support is provided to the faculty to prticipte in induty insiute inraton whih lso ontributes to the possonl delopt of faculties.
- Technology based Training is facilitated for strengthening the knowledge of using latest facilities and equipment's.
- Staff members are motivated and driven to achieve more and more success through workshops and seminars conducted internally as well as externally.
- All the staff members are provided with Provident Fund and ESI (as applicable) without any inhibition.
- The Female staffs are provided with maternity leave as per the provisions indicated under the SOP issued by the management.
- All the staffs are granted casual leave every year as per the provisions indicated under the SOP issued by the management.
- All the Staffs are granted Earned Leave facility as per the provisions indicated under the SOP issued by the management.
- The teaching staff are entitled for Semester vacation twice every year.
- Apart from the above the 4 attenders of the College are provided with Rs.5,000 every year as honorarium.
- The 4 attenders are also provided with 2 pairs of Uniform to deliver the duties more sincerely.

BRIEF DETAILS OF THE WELFARE MEASURES

Sl. No	Particulars	
1	OOD Leave	
2	FDP	
3	TRAINING	
4	PF	
5	ESI	
6	Gratuity	
7	Maternity benefits	
8	CASUAL LEAVE	
9	EARNED LEAVE	
10	Semester vacations for teaching Staff	
11	Honorarium to attenders	
12	Uniform for Attenders and Housekeeping Staff	

File Description	Document
Any additional information	[View Document](#)

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

Response: 32.5

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

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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

Response: 2

6.3.3.1 Total number of professional development / administrative training programs organized by the

Institution for teaching and non teaching staff year-wise during the last five years

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

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

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

Response: 22.5

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

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

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

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

Response:

In Poornaprajna Institute of Management, staff appraisal system is in existence in tune with the promotional policies. It is considered as process for continuous improvement of the staff standards which ultimately aims towards development of the student, development of the faculty and development of the Institution as a whole. Staff performance appraisal is reviewed, approved and implemented every year. The procedure includes, submission of student-appraisal form by each student to the Director, which contains performance, teaching analysis, all activities & achievements, consultancy works, etc. The Faculty

appraisal forms will be reviewed and evaluated by Director and then forwarded with recommendation report to the Management. Following parameters reflecting the performance of the faculty are analysed which help to conduct the appraisal:

- The punctuality of the faculty
- The way the student understands the teaching
- The preparedness of the faculty for the class
- The communication level of the faculty
- Use of examples and illustrations by the faculty
- Clarifying doubts by the faculty
- Completing the syllabus on time by the faculty
- Conducting of regular classes by the faculty
- Enquiring about student's absence to the class by the faculty
- Helping the slow learners/ weak students by the faculty
- The faculty being impartial to all the students
- Availability of the faculty at all the times for student consultations
- Participation of the faculty in organizing co-curricular activity
- The faculty updates the student on recent development in the industry
- The faculty provides more information than what is present in the books & library
- The faculty hold the attention of the student throughout the class
- The faculty encourages discussion and questioning during the class
- The faculty gives clarification and additional information while returning assignment and answer paper
- The faculty inspires and motivates the students to take up challenging tasks

The feedback by student highlights the strengths and areas of improvement for each faculty member and the rating given by the students. Each faculty member further has the opportunity to discuss their efforts towards teaching-learning and evaluation related activities, co-curricular, extension, professional development related activities and Research & academic contribution.

Following decisions take place in Faculty performance appraisal

- Salary increments if any are discussed
- Promotions and other important positions are planned.
- Additional key responsibilities are given along with monetary benefits to eminent people.
- Deputation and other additional tasks are allotted as the case may be.
- Faculty with greater efficiency are asked to take up higher responsibilities in the overall development of the Intuition.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Management is responsible for the preparation of the financial statements that give a true and fair view of the financial position, financial performance of the college in accordance with the accounting principles generally accepted in India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error. The auditor is liable to express an opinion on the financial statements based on these audit. They conduct the audit in accordance with standards on auditing issued by the Institute of Chartered Accountants of India. These standards require that the auditors comply with ethical requirements and plan to perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

The audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedure selected depends on the auditor's judgment, including the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk, assessments the auditor considers internal control relevant to the institution's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. The audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.

Some of the tasks during audit include:

- Study of the trust deed and regulations
- Examining of previous financial statements
- Noting of provisions applicable
- Verification of student fee register
- Authorization for fee concessions
- Verification of cash books with respect to counterfoils of receipts and payments
- Verify Free studentship and concessions
- Confirmation of fines for late payment or absence
- Examining the passbook of college accounts
- Verify grants from any local bodies
- Report of any arrears
- Vouch counterfoils of receipts taken from donor
- Checking of acknowledgment letter w.r.t. scholarships
- Verify the PF register
- Vouching of all establishment expenses.
- Verification of Fixed assets register
- Verify ownership and existence of Fixed assets
- Confirmation of statutory compliance like OF, ESI, Income tax etc.
- Verification of separate statements of accounts for different funds
- Checking of calculation of salary and deductions

Internal Audit is conducted every month where in the monthly Receipts, Payments and related vouchers prepared by the Accounts section are cross verified and then submitted to the Director. The Director carefully cross checks and authorizes the receipts and payments including vouchers, bills and other documents and forwards it to the Head office for further processing and documentation.

File Description	Document
Any additional information	View Document

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

Response: 3.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	1.25	0	0

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

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

Response:

The availability of finance is essential for any organization, society, family or co– operatives but the movability of fund is even more important. If the mobility is in the accurate direction, coordinated then the level of growth in high otherwise it becomes ineffective even though the fund is available. Therefore, the mobility of finance is important for the expansion of organization. PIM is a self-financed institution, where the funds are generated through the fees paid by the students. The principle source of funds for the college is students' fee. Funds are also garnered through development fee collected and the allotment made by the managing trustee. As it is a self-financing College, the important source is students' fee. These funds are utilized for various needs that come up from time to time. The college does not get fund from the state government for the maintenance of the college.

Tuition Fee is the major source of funds. It is the main source of income for Capital expenditure like purchase of equipment, furniture, repair and maintenance, construction etc. Balance available after expenditure towards these items is used to meet the deficit for contingencies.

The institute has a well-defined machinery to monitor effective and efficient application of available financial resources for the development of the academic processes and infrastructure improvement.

- Institutional budget is prepared by the Principal every year by consulting the major stakeholders and taking into consideration of recurring and non-recurring expenditures.
- All the major financial decisions are taken by the Institute's management and Governing Council.
- As and when urgent requirements arise it is given after sanctioned revived from corporate office
- Financial matters are closely scrutinized by the accounts office. In case of any need where the financial support is required, proper demand in writing is made from the concerned.
- The amounts withdrawn from the banks follow an organized mechanism of obtaining the approval at different levels.
- Since the Institution operates within a common campus comprising several sister institutions, there is no provision of generating incomes through charging them
- However, whenever any external individual seeks to take aid of the infrastructure like the lab for conducting some online examinations or use of the seminar hall, a nominal rent is charged on the same. This is a small way of generating some income though it is not a mainstream objective of the Institute. It must be noted that whenever any sister concern requests the usage of the Institute's infrastructure there is no provision to charge any rent of any form.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

To impart quality education, the IQAC closely monitors the teaching-learning environment of the Institution. It also encourages the faculty to undertake research activities and to organize various events such as Faculty Development Programs, national/international conference and workshop, Feedback mechanism. Also, it directs the cells, Committees, clubs and forums to conduct seminars, outreach activity, competitions among students for enhancing their leadership quality. The IQAC also co-ordinates between the Director and the various Committees working for implementation of various quality initiated practices. The IQAC is involved in bringing the quality initiatives and strives continuously to bring out the best out of the teaching and learning mechanism.

PIM has followed different best practices in order to achieve excellence in higher education. The best

among various practices are mentioned below.

Examples of best practices institutionalized because of IQAC quality initiatives

1. Faculty feedback (Taken for course & curriculum improvement): Faculty feedback is taken from the faculty members to identify the gaps in the current methodology and identify new improvements in course and curriculum delivery. Faculty members give various inputs regarding the relevance of the subjects to current market scenario, practical orientation and application of the subjects.

2. Faculty Development Programs: It has been long believed that the greatest significant resource that any institution of higher education has is its faculty members who teach knowledge and skills to students. At Poornaprajna Institute of Management, IQAC believes that Faculty development programs (FDPs) are required for improving teaching skills in higher education. Such programs produce positive effect on students' academic achievement. Management school faculty members are currently faced with growing demands to be creative and effective teachers and successful researchers. Faculty members need to be organized enough by some sort of a faculty development program (FDP) in order to deal with the rapid changes and shifting paradigms in medical education, health care delivery systems, and clinical practice. Without such training, teaching is often condensed to trainers presenting their understanding of the subject by one-way lecturing which is the reason why IQAC strongly recommended FDPs for Teaching Faculty at PIM. It is worth noting that not only technical topics are covered under the FDPs but also social, ethical and professional topics become a part of the FDP.

3. Remedial classes: IQAC believes that there has to be parity in content delivery for all the students in the class. It considers the fact that students from non-management / non-commerce background (B.A., B.Sc, Nursing, B.E., B.Tech, B.S.W etc.) must be taken equal and additional care so that they can gear up to the required level and understand the management concepts without any doubts or reservations. Hence IQAC has directed the Faculty members to take remedial classes after the regular class hours for students who find it difficult to understand the basic concepts due to their exposure to new subjects.

File Description	Document
Any additional information	View Document

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

Response:

The Internal Quality Assurance Cell enforces quality of the teaching learning process and ensures continuous improvement.

PIM has reviewed and implemented teaching learning reforms such as Peer learning, Case studies, live projects, Pre-Placement activities, outreach activities, Student and faculty research etc. Following processes are reviewed by IQAC from time to time.

PRAJNA VAIBHAVAM

Apart from subject related specific activities for enhancing the learning experiences, weekly two-hour slot is provided for a unique business related activity for students called 'Prajna Vaibhavam'.

In the initial years of inception of Prajna Vaibhavam there were multiple activities and event under the respective banner. Students were exposed to multiple domains but somehow the activities were lacking the focus and relevant knowledge transfer. Students were involved in different activities relating to Finance, Marketing & Human Resources Management Specialization where in a strong framework was found to be missing. At this stage IQAC intervened and reviewed the entire process of Prajna Vaibhavam. Teams were streamlined and proper sequencing and order was allotted to each team so that they could work with the designated team members and improve the effectiveness and efficiency during their execution.

The following activities were finalized and a new structure of Prajna Vaibhavam came into existence:

- Debate & Company Presentation during the ODD semester
- Business Plan during the EVEN semester.

For all the above events each team consists of six members and each team has to make presentation using power point for about thirty minutes in front of all other students and faculty members.

Initially the team performance was decided by the Ascending order. But IQAC felt that by doing so the team performing at first will be getting less time for preparation whereas the teams performing at the end will be getting more time for preparation and execution.

Hence a new order was decided to be finalized by picking of lots so that there were equal chances to all the teams to select their order of performance.

The performance of the teams is judged by a panel of two judges on rotation basis and due recognition is given to the winning teams and to the outstanding performers. The panel of judges and other faculty members present give useful tips for future improvements.

IQAC suggested that such judgmental panel should be fixed well in advance and notified to all. As a result, a detailed list of judges and their schedules is circulated well in advance so that even the judges can be geared up to enhance the level of the activity.

The IQAC also felt the need of some novel and reality oriented expertise to be given to students so that they can correct themselves, improve their performance and align themselves to the right track. Hence The coordinator of Poornaprajna Center for Research and Development and Emeritus Professor of PIM who is also an active and renowned researcher was asked to take up the role of a Subject Expert at these 'Prajna Vaibhavam' sessions. Presently he gives his expert comment about the students' presentations and shares his vast experience with students about the art of public speaking and the dos and don'ts in public speeches.

Such an activity is supposed to enhance team spirit, team coordination, communication skill, business knowledge and also supposed to get rid of stage fear as every student has to make part presentation of the task assigned to the team.

'Prajna Vaibhavam' provides an opportunity for MBA students for Continuous Internal Evaluation (CIE). Students take on different events under this and perform in groups. This provides yet another chance to evaluate the students on a continuous basis.

IQAC also insisted to shuffle the co-ordinators for 'Prajna Vaibhavam' so that there will be change of leadership which will bring in new ideas and creativity in the session. Following this, the 'Prajna Vaibhavam' co-oridnators are shuffled every year as reviewed by IQAC.

CLASSROOMS EMBEDDED WITH MODERN FACILITIES:

The infrastructure of the classroom plays a vital role in the knowledge transfer. Proper tools and mediums make the learning experience very effective and efficient. The institution has skillfully designed classrooms with well- furnished desks and comfortable chairs. The facilities like multimedia projector system equip the classrooms for a high-tech faculty-student interaction. The institute also has four three discussion rooms for small groups for experiential and interactive learning and counseling.

IQAC on a regular basis reviews the process of Knowledge transfer and recommendations like:

- **SYSTEM UPGRADATION**: IQAC understands the relevance of updated and upgraded systems that facilitate quick and quality based learning. To acquaint the students with the industry based practices new Systems are purchased with latest OS and modern software.
- HARDWARE & SOFTWARE REPLACEMENT/ RENEWAL: A number of software are purchased by the institute to make the learning experience backed by quality and satisfaction. Anti-virus package, upgrading the RAM, enhanced UPS back up is enabled to provide a learning friendly environment.
- REPLACEMENT OF ORDINARY PROJECTORS WITH HIGH DEFINITION PROJECTORS: As most of the lessons are multimedia based, the old LCD projectors are replaced with high Definition Projectors which enriches the visual experience of the students. It also facilitates viewing of documentaries, short video lessons, advertisement clippings, online case studies, motivational talk and presentation in High Definition mode with advanced clarity and stress free viewing.
- PUBLIC ADDRESS SYSTEM FOR TWO CLASSROOMS WITH AUDIO DELIVERY FACILITY: The classes are equipped with a professional public address system where in the students can receive the lecture in a better way. Sound clarity helps the students to understand things better and analyze the same. Separate microphones are provided for the faculty to be audible to the class. Even the students have a separate microphone (Cordless) in case they have to raise a query.
- MULTIMEDIA ENABLED PODIUM: The platform from which the Faculty delivers lecture, comprises of multimedia podium which has all the input devices to run a presentation like the keyboard and mouse. The faculty can also view his content/slides/ presentation on the computer screen placed just below on the top of the podium.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 2

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

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

Response:

FIRST CYCLE:

Poornaprajna Institute of Management's mission is to advance, support and implement academic programs

that are responsive to the Student and industry needs. They are systematically revised for sustained quality relevance, and excellence to meet the challenges of a highly competitive and global workforce. IQAC, periodically conducts meetings and holds discussions with all the members to promote quality enhancement measures for institutional functioning through internalization of quality culture and institutionalization of best practices. It ensures incremented quality improvement and progressive performance in all academic, administrative and financial tasks; IQAC of the college has been active in creating awareness regarding UGC notifications on Academic trait. It ensures resource convenience and its deployment, Review of student's performance, infrastructural accessibility and academic performances. The Institute engages itself to be a well-known center of developed learning, and work towards ethical, academic, professional, cultural and social enrichment of the lives of personages and communities. In its unceasing efforts, prominent incremental improvements made during the preceding five years are:

- **ADDITIONAL LANGUAGE COMMUNICATION SKILLS CLASS FOR FIRST YEAR:** During the academic 2014-15 in the IQAC meeting held on Thursday 17th July 2014, Members felt the need to improve the students' communication skill to help them get better placement. The above suggestion was materialized by hiring outside expert Ms. Amitha Rao who conducted Communication English class for third semester students of PIM. The communication skill training has enhanced the language skills and vocabulary of the students and has played a vital role in the overall development of the personality.

- **PRAJNA VAIBHVAM:** During the same year, Members felt the necessity of having additional activity for the students to upgrade their communication skill, public speaking skill, team spirit, or to improve their understanding of the functioning of business units. After proper brain storming it was decided introduce a new business related activity for the students on a weekly basis with different rounds. Since then, 'Prajna Vaibhavam', an in-house group activity has been introduced with different events and a two-hour slot per week is provided in the time table. The introduction of this arrangement has helped the students to embrace corporate attitude and polish their personality in accordance to the industry requirements. Students are more vibrant and have an optimistic attitude towards the challenges in the business environment. They have been displaying creativity and innovative ideas in this platform.

- **PERSONALITY & SKILL DEVELOPMENT CLASSES FOR SECOND YEAR:** During the academic year 2016-17 in the IQAC meeting held on Thursday 14th July 2016, Members present realized the need to have separate personality and skill improvement classes for the benefit of students which would benefit the students in placements, self-branding, personality development and other academic requirements. Hence, 'Personality and Skill Development' classes were introduced both for first and second year students since academic year 2016-17 onwards. A visiting faculty, Mr. Jaikishan Bhat is in charge of this training for both the classes. Specific learnings like Time management, Team Dynamics, Interpersonal Skills, Communication skills, Decision-making are some of the topics covered under this training.

- **PCRD:** During the meeting held on the above date, it was planned to set up a separate research Centre affiliated to Poornaprajna Institute of Management. This would strengthen the Institute and also would enrich the research activities of all the sister concerns of Poornaprajna Institutions in the group. To implement this, on October 2016 'Poornaprajna Institute of Research and Development' (PCRD) was set up and Dr. Krishna Kothai was appointed as the coordinator of the Centre. The research Centre since then has been very instrumental in developing the research activities by taking up many social developmental projects.

- **STREAMLINING FACTORY VISIT:** During the IQAC meeting held on Saturday 7th August, 2017 on it was decided to conduct one-day Factory Visit/ facility visit outside the district as against all the previous visits which were conducted in the nearby places. Moreover, the visits had to be streamlined in a better way so that the same could be professional managed.
- **AARAMBH:** In the same meeting held on the above date, it was proposed to conduct welcome program for the first year students by the second year students, to increase the cohesiveness between the students and eliminate any obstacle and barrier caused by the senior-junior ideology. Hence a fresher's day program 'AARAMBH 2017' was conducted by the HR Forum along with other forums of the college on 13th October 2017.
- **INTER-CLASS COMPETITIONS BY SPECIALIZATION FORUMS:** During the IQAC meeting held on Saturday 27th January, 2018, it was proposed to hold have inter-class competitions by the three specialization forums, separately viz., FINANCE, MARKETING & HUMAN RESOURCES. The idea of this initiative was to have intra class teams and make them participate in all the three specializations which would expose them to the nuances of the three domains. Hence, the three specialization forums – Finance, Marketing and HR conducted inter-class competitions in the area of their domain namely FINSPARK, MARKSPROUT and ZEST, respectively.

Apart from these there also has been a lot of incremental growth in terms of quantitative aspects which are as follows:

- The Library and the number of books have seen an incremental growth from 2013-14 to 2017-18.
- To make the students embedded with latest technology and expertise the number of computers have also been increased.
- To make the students well-versed with the corporate realities the classes are ICT enabled and hence the projectors have been upgraded from ordinary LCD projectors to High definition LCD projectors.
- Number of extension activities and outreach programs also have been increased from 10 to 34.
- The number of FDPs attended by the faculty over the years have been increasing gradually.
- There has been a constant rate of FDPs conducted within the Institute.
- The rate of Faculty attending Conferences over the years also has been increasing.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	02	01	01	02

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

Safety and Security-

The institution has put in place a security system with a view to providing absolute safety and security to its stakeholders. The campus surveillance is foolproof. The security guards are available 24 x7 within the campus. Further CCTV's are installed at appropriate locations. The institute has a separate committee for safety & security, which includes sister concern Principals and faculties. The institute has a mentor-mentee system where the student is feeling home away from home. The principle of gender equality is enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. We can promote this by adopting various ways like motivating girl students for leadership, technical knowledge, sports, participation in social reforms and cultural activities of the Institute.

We aim to ensure with the help of management, that work policies and practices are free from gender-based discrimination. Girls have equal rights in the decision making of any kind in an institution, may be in

the form of class coordinator or on the issue of fests and activities at the college level.

The Institution has appointed a separate women warden for girls' hostels and male warden for boys' hostel.

1 First aid kit is made available in all hostels as well as in college.

2. Hostels are well connected with the ICT requirements.

3. Wardens are provided EHS training.

4. Adarsha Hospital is available near the campus for any health-related emergencies.

5. Ambulance service is available 24 x 7 with the following contact details:

adaudp@gmail.com Ambulance service is available 24 x 7 at Adarsha Hospital: Ph:0820-2536580

Awareness and training are provided in the campus for safety and security of all the students. In respect to the fresher's joining the institution, an Anti-Ragging Cell is set up. Students were given emergency contact no's for immediate communication. Anti-ragging squads are appointed by the head of the institution from the anti-ragging cell.

Counselling-

The institute has set up a special Cell for the Counselling of the students and Professionals. This Cell addresses the diverse social, mental and professional challenges of the heterogeneous group.

The cell provides guidance to the students to improve their overall personality and help them to meet challenges in their life.

The Vision is to assist and groom the individuals to meet the social, mental and professional challenges for the endurance in the fast-paced life.

The Mission is---

- To provide support services to the students.
- To help the individuals become and self-motivated in theirs.
- To make individuals socially and intellectually resourceful for the society. The main objective is to bring about a voluntary change in the individuals. For this purpose, the provides facilities to help achieve the desired change or make choice.

- ○ To encourage and develop special abilities and right attitudes for successful.
- ○ The institute also has yoga programs to help students to cope up with stress

Separate Common Room: The Institute, has set up separate common room for girls and boys to provide privacy and recuperation. Especially for girls, which has a couch, pillow, and blankets, tube light, fan, first-aid box, and glucose, sanitary napkins, and housekeeping helper. Apart from this, we have Adarsha Hospital in the vicinity, for any health-related emergencies. adaudp@gmail.com Ambulance service is available 24 x 7 at Adarsha Hospital: 0820-2536580.

PIM Rules and Policy guidelines for admission, recruitment, administrative function, and academic administrative activities safeguard the interests of the students, faculty and workforce members without any discrimination including gender. As a matter of fact, the true spirit of education is being practised in the Institute, i.e., no discrimination against caste, creed, religion, and gender including the third gender. The Institute provides safety, security &counseling facilities to both male and female students /staff through its well-defined Equity, Diversity & Non-discriminatory policy.   The institution has constituted a Statutory Committee as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. The Committee ensures transparency in admissions, prevent unfair practices, address to the complaints of discrimination towards staff/ students belonging to Scheduled Caste, Scheduled Tribe, OBC, Minority or Disabled Categories. No sexual harassment complaint has been recorded so far.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 42000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 6240

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

- Solid waste management

Solid waste generated in the institute is segregated from other waste and accumulated in a designated secluded place, and it is disposed to waste management Organization. Designated by pollution control office Udupi. Ayush Enviro Tech Ltd.

- Liquid waste management

Since the institution offers only MBA Management course the wet waste generation is meager. As per the norms of Udupi municipal offices, it is mandatory for wet waste and is discarded systematically. The Institution also has a well-maintained drainage system for the sewage disposal.

Liquid wastewater management.

The wastewater is vented through municipal garbage.

- E-waste management

Old and obsolete computers, printers and other equipment are discarded by the office and computer lab after complete inspection and verification by the hardware engineers from the institute office. The salvageable parts are reused in other defective systems and making it in working condition, their utilization. Unrepairable equipment is scientifically disposed of through vendors for further e-waste management or through buyback arrangement by the institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A calm and quiet environment is absolutely necessary for good mental health, physical development, psychological growth and educational improvement. Our Institution is situated in the heart of Udupi town which has clean air and water.

A large area of the ground in the campus is grassy which helps in absorbing rainwater and maintaining the water table. Since the water table is high, the traditional way of water harvesting is not practicable. Further, three open well which is situated within the campus, where we won't find water scarcity.

Further
the natural trees of our campus preserve the water which keeps our campus cool and moisturized. The Campus also maintains efforts of students, faculty, and staff to implement sustainable water consumption system through the interventions. The students' knowledge regarding the scope and operations of rainwater harvesting and conservation techniques enhanced through Environment Club. Introducing the students to the subject of 'water economics' and elaborating on its scope. Self-introspection sessions to analyze environmentally unethical practices. Institute is planning to implement rainwater harvesting project soon

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.7 Green Practices

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

Response:

A calm and quiet environment is absolutely necessary for good mental health, physical development, psychological growth and educational improvement. Our college is situated in the heart of Udupi town which has clean air and water. Nagavana is maintained in the campus which provides space for meditation. So this place is called 'Abjaranya' a forest of natural trees. We have such a beautiful and serene atmosphere which helps to develop strong physical and mental courage.

a). Cycles

Students and staff members are made to appreciate that cycling is good for health and is eco-friendly. To Inculcate this culture "LIVE– green," "Ride Cycle "and "Clean -air awareness was Organized to convey the consciousness about the environment and our homeland Earth. The institute has one cycle for official work. office staff are using it.

The entire open area has been kept green foliage of grass, seasonal flowers, and trees and are maintained by the institution. PIM has pedestrian friendly roads in all the college grounds. Campus strictly follows "No Smoking Zone" principle.

b). Public Transport

Public Transport is the most vital and essential method of transport in the city of Udupi. Public transport (also known as public transportation, public transit, or mass transit which includes both private and govt) is a common passenger transport service which is existing for use by the general public, as different from modes such as taxi, cab, carpooling, hired buses, and transportation network companies which are not united by the general public without private arrangement. It is observed that 60% of the population utilizes public transport as a mode of transportation.

Students - Out of Total number of students 71.9% of our students come by bus, 18.8% of students by own vehicle,2% nearby our institution by walking.

c). Roads – Institute roads are pedestrian friendly.

The Paperless office. The institution has taken few initiatives to reduce the paper usage.

a) The internal communication is done through the intercom, whatsup group, which has reduced usage of papers for Circulars and any other information.

b) Printers are set by default for 2-sided printing, a one-sided paper is used for other activities.

c) G Suite and smart office software packages are installed, User id is designated to respective users

Plastic-free Campus – Institution has taken few initiatives in reducing the usage of plastics:

a) Display board in the premises denying usage of plastics in the campus.

b) Encouraging the usage of paper bags and Jute bags. On all the occasions, jute bags are used instead of plastic bags.

c) In Office and staff rooms, jute bags are kept bringing any stationeries, materials, food etc., to the institute.

d) Even in canteen usage of steel plates/leaf plates and steel cups, are mandatory.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 11.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
9.18	2.87	3.13	3.63	2.42

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

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

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 12

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

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

Response: 4

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

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

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

22-08-2022 10:34:12

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 37

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	6	7	7	6

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

personalities

Response:

Independence Day on 15th Aug and Republic Day on 26th January is celebrated under the leadership of the head of the institutions. For the celebration, renowned personalities are invited to address the gathering. On 15th Independence Day, the guests focus on the Pre-Independent and Post-Independent situations and guide the students towards developing the nation and make India a strong nation. On Republic day, the guests speak about the constitution of India. Students are guided on rights and awareness is created about the fundamental duties towards the nation.

On 5th Sep the institution celebrates Teachers Day to mark the birth anniversary of Dr Sarvappalli Radhakrishnan. Teacher's day is celebrated to honour the teachers for their contribution to student's lives. It is also the birthday of Sarvapalli Radhakrishnan, who was the first Vice President and second President of Independent India. To remark the contribution of teachers in the student's life, the students organize the celebration, thanking the teachers, remembering their teachers and role models. During the celebration, students organize the activities for teachers and extend their gratitude.

October 2 is celebrated as Gandhi Jayanti and as the International Day of non-violence worldwide. The day is to commemorate his birth as well as to celebrate his life that serves as a guiding path for several people in India and across the world.

Martyr's Day is observed on 30th January every year.

Rashtriya Ekta Diwas or National Unity Day on 31st October 2018 to commemorate the 143rd birth anniversary of Sardar Vallabhabhai Patel also known as the Ironman of India. Rashtriya Ekta Diwas Pledge was taken by all the faculty members and first and second year MBA students of Poornaprajna Institute of Management at 11.00 am at Prajna Hall. Director of the Institution Dr.Bharath V and the Dean Dr.Sureshramana Mayya along with all the students and faculty members took the pledge on this special occasion. Mr.Shivananda Bhandarkar, the faculty of the institution read out the pledge which was followed by all others at PIM Hall. The pledge involved the statements that all of us will dedicate ourselves to preserve the unity, integrity and security of the nation and will also strive hard to spread this message among our fellow countrymen. It also stated that the pledge was taken in the spirit of unification of our country which was made possible by the vision and actions of Sardar Vallabhbhai Patel and we will make our own contribution to ensure internal security of our country.

Besides these programmes in the case of the death of great personalities, we conduct condolence meetings and the programmes are conducted to remember their contributions to society and the Nation. We take all the necessary steps to develop national consciousness communal harmony and social solidarity.

Founder's Day: every year first Thursday of the July month institute observes founder's day celebration. on this day special guest lecturers are arranged in the auditorium.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. Online admission and fee payment system shows its transparency.

Financial Transparency: Office manager along with the director's consultation prepares a financial budget. It is presented in the Governing Council for further discussion. After detail clarifications and corrections if any, the budget is sanctioned. The Governing Council have appointed internal and external auditors. The internal financial audit is conducted every quarter while a Statutory Financial audit is conducted every year and audit reports are submitted with recommendations and grievances if any. This audit report is discussed in the Governing Council Meeting. The program fees are collected through DD/NEFT/RTGS only. Purchase of any major item is carried out as per the guidelines set in the administrative handbook. The director and the purchase committee take the final call on the purchases after further bargaining with the vendor. This all ensures financial transparency in the institute.

Academic Transparency: The faculty members make an academic calendar which helps in planning academics and other activities. The induction program is conducted at the beginning of the academic year to address the students on all the areas like Syllabus, Concurrent Evaluation, Online(MOOC) and External Examination, Academic Events, Student Council, IQAC details, Research Activities by Mangalore University and discipline (Attendance and anti-ragging act). The subjects are distributed well in advance so that the faculties can design their session & lesson plans. The faculty also plan their concurrent evaluation, and the students are made aware of it. An internal examination is conducted as a part of concurrent. The marks obtained are displayed on the notice board. The corrected answer sheets are made readily available to the students in case they want to review it. Options like the additional assignment, presentation, interview, make test, etc. are used in case the student fails to clear the internal/concurrent evaluation. At the end of the semester, students' feedback is taken for each subject, and the director discusses the feedback with the faculty on an individual basis.

Administrative Transparency: The administrative transparency is maintained during all the Administrative processes like taking admission, filling examination forms, filling scholarship form. Admission to MBA program is carried out through PGCET & KMAT rounds. If any seats remain vacant the Institute invite applications for these seats and admit the students as per the merit through counselling round. Anti-ragging undertaking form is duly filled and collected from the admitted students. All methods/rules are followed as per the administrative handbook. Biometric machine & attendance master is used for staff attendance. Leave records and service books are kept up to date.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice I

Mentoring System

1.Title

Margadarshak Mentor-Mentee system

2.Objectives

The main aim of the Margadarshak mentoring program is to inculcate the best attributes.

1. To help the student identify a career path through a program designed to link students with an advocate from the similar profession, who will provide honest insights as students explore and evaluate their potential, educational and career options.
2. To expose the students to the experienced industry professionals, alumni and faculty at PIM on a one-to-one basis to understand the art of making ethical and informed decisions in their professional life.
3. To improve problem-solving, communication, leadership, research and entrepreneurship skills of a mentee.

3.The Context

Mentor-Mentee System started in 2008 at PIM, where interaction among mentor and mentee brought out positive dynamics. Thereafter the mentoring system became one of the important and strong pillars of PIM since its establishment in 2005. The most important mechanisms of fruitful mentoring connections are a

stable commitment, preparedness to invest time and energy by both the mentor-mentee, and clarity about expectations. Mentoring relationships like partnerships started developing over time. Both mentors-mentees worked to make a fruitful and long-lasting mentoring relationship. With the growth of Institutions and increasing strength of mentee, the dynamics changed. The other challenge bubbled was that the youth of this generation was not willing to easily share their concerns with the mentor.

4.The Practice

Mentoring forms an indispensable and significant aspect of a student's life. Mentor-Mentee System is an invaluable program of PIM where each student of the PIM is nurtured holistically by faculty. It becomes the students endeavour to understand the intricacies of the Life both professionally and personally on these grooming platforms provided by PIM through the mentoring system and a robust Buddy System.that leads to their overall development of professional competencies, human values, work ethics and spiritual values. Mentoring promotes knowledge-sharing and experiential learning between the experienced faculty. The mentees, in turn, develop everlasting bonds with their mentors as role models, and philosophers which are maintained throughout their professional pursuits.

In an effective mentoring system, the benefits that accrue to the Mentor-Mentee are manifold.

Benefits for Student

1. Help a better understanding of self

2. Provide an insight into the work environment in which they would work

3. Provide relevance to their program of studies

4. Assist students to be better equipped to have control over their futures.

5. Promote amongst students a better evaluation of relevant careers and subjects pursued.

6. Greater understanding about the field or industry of their interest

7. Enhancement of skills

8. Greater confidence and self-esteem

9. Learn about potential career options from someone who has been in their shoes

10. Obtain practical advice from a different perspective

11. Network with professionals in his field of interest & expose themselves to the professional environment

12. Learn about the operations of a specific company and industry

13. Share their educational and career aspirations

14. Encouragement

15. Seamless Transition from academics to real work Life

   Benefits for Mentors

1. Personal Satisfaction

2. Feedback

3. Enhanced self and professional awareness

4. New & valuable Insights

5. Experience Sharing

6. Access to the vast talent pool

5.Evidence of Success

The mentee can talk to their mentors anytime, but a monthly mentoring session is fixed for First Friday i.e., every first Friday of the month (or the following working day in case of the holiday on Friday) of each month in the academic year. The agenda is set a week before the meeting and mentor-mentee know the agenda of the meeting. Agendas are related to the requirements proposed by mentee for the mentor group. Attendance of mentee in the session is recorded. mentor reports about the session held are recorded. A monthly report of the mentoring session held is submitted to the Institute. There are formats (user manual and forms) which are used to record the sessions and reports. The user manual is a compiled format of the Institution Mentoring system covering the number of mentors: mentees and the session agendas. User manual forms is a report which individual mentor submits to Institution's Mentoring Program Coordinator and to Head of the Institution about his/her respective group of mentees. The success of the mentoring system is evident when mentee after post graduating returns to meet the mentor and remains in contact with their mentor for a lifetime

6. Problems Encountered and Resources Required

With the growth of the PIM, coordination and monitoring of the Mentor-Mentee system became very challenging. Getting connect between the mentoring group (Mentee & mentors) was becoming difficult. Therefore, an online email system/whatsup group was introduced in 2018.

Mentor-Mentee System –

Step-1: SELECTION OF MENTORING PROGRAM COORDINATOR

Step -2: ALLOTMENT OF FACULTY MENTOR (FM)

    MPC assigns FM to each student of the Institute. One FM can be assigned to 5 - 10 Mentees depending on the strength of Mentees and Mentors available.

Step -3: SETTING OF SESSION AGENDA BY MPC AND FM

Step-4: MENTOR-MENTEE SESSION ON FIRST FRIDAY OF THE MONTH

1. Faculty Mentor and respective Mentees meet on First Friday of the month
2. Mentee attendance is marked.

Step- 5: Faculty mentors and MPC write the reports documented.

Step-6: FEEDBACK -Facility to give session feedback is provided for Mentor-Mentee.

7.Notes (Optional)

Mentoring is a tool that educational institutions, organizations must use to nurture and groom their student mentee. The experience of mentoring is one of a kind, mutually benefiting the mentor as well as a mentee. Students and mentors with similar interests will have the opportunity to communicate with each other on a regular, informal basis. A mentor act as a guide, counsellor, friend, philosopher, teacher, coach & role model who shares his experience, knowledge and wisdom. Higher education institutions may face challenges because of the modern generation of youth but with time a strong relationship is built between mentor-mentee which not only helps the mentee groom but also help the nation by providing a strong, stable youth.

1. Training is required to nurture mentoring skills in Faculty mentors.
2. Orientation programs of mentee are required to help them understand the importance of mentors in their lives.
3. Industry Interactions support mentoring when mentee get direct guidance from area experts.

Alumni Linkages support the mentoring system by connecting to their junior and joining alma mater for events /seminars /Conferences organized by existing students/mentee. Alumni act as advisors to help the mentee organize the conferences and help in building the confidence and leadership skills of the mentees.

Best Practice II

1.Title

Prajna Vaibhavam

2 Objective

The main aim of the Prajna Vaibhavam is to inculcate the best attributes and overall development of personality.

1. To help the student identify and overcome loopholes through a program designed to develop rapport students which will provide honest insights to students, explore and evaluate their potential,

educational and career options.

2. To improve problem-solving, communication, Presentation, leadership, research, group dynamics and entrepreneurship skills

3. The Context

Prajna Vaibhavam Program System started in 2012 at PIM, where interaction among students and program judges brought out positive dynamics. Thereafter the Prajnavaibhavam Program system became one of the important and strong pillars of PIM. The most important mechanisms of fruitful results of the programs are a stable commitment, preparedness to invest time and energy by students and faculty. Prajna Vaibhavam is an interclass, intergroup Competition held every semester to uplift the student's soft skills and overall personality development. the other challenge bubble up is students do not come prepared, absenteeism, communication gap, no group effort, no proper groundwork.

4. The Practice

Apart from subject related specific activities for enhancing the learning experiences, the weekly two-hour slot is provided for a unique business related activity for students. The activity consists of different events like debate, company presentation and business plan. Each team consists of six members and each team has to make a presentation using ICT for about thirty minutes in front of all other students and faculty members. The performance of the teams is judged by a panel of two judges on a rotation basis and due recognition is given to the winning teams and to the outstanding performers. Such activity is supposed to enhance team spirit, team coordination, communication skill, business knowledge and also supposed to get rid of stage fear as every student has to make a part presentation of the task assigned to the team.

benefits for students

1. Help a better understanding of self and team

2. Provide an insight into the team coordination and group dynamics

3. Provide relevance to their program of studies

4. Assist students to be better equipped to face the interviews.

5. Promote amongst students a better evaluation of relevant and subjects pursued.

6. Greater understanding about the field or business knowledge of their interest

7. Enhancement of soft skills

8. Greater confidence and self-esteem

9. Obtain practical advice from a different perspective

10. Learn about the operations of a specific company and industry

11. Encouragement and Seamless Transition from academics to real work Life

5.Evidence of Success

The every Thursday 11.00 am to 1.00 pm session is fixed (or the following working day in case of the holiday on Thursday) in the academic year. The topics are given to the respective team 15 days before by lottery system. the team should come prepared with respective topics all team members should participate in the event .marks are awarded by judges base on individual as well as group. The report will be submitted to the program coordinator of PrajnaVaibhavam. the scrutinization of the report will be done co-ordinator sessions will continue and one team and one individual selected at final.the success of Prajna Vaibhavam are that students are improved a lot with all their loopholes and gain a confidant to face any type situations.there is a swift change in their personality and Knowledge.

6. Problems Encountered and Resources Required

lack preparedness from students side for postponing their team activities, absent of team members, individual effort, no group dynamics. holidays, strikes, bandh are the root cause for interruption of the session. resources required ICT, Public addressing system seating arrangement. two faculty judges for the session.

7.Notes(Optional)

The event outcome does not only help the student but also enhances

1. Inculcating analytical skill, reasoning ability and logical analysis in handling specific business situations
2. Developing team spirit, effective communication and coordination skill
3. learning about healthy practices to make professional life stress-free and enjoyable
4. Make the students '**corporate ready**' on completion of two years of MBA program
5. Preparing future entrepreneurs to initiate their own start-ups

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

The motto of the Udupi Sri Admar mutt education council is to spread the light to imparting quality education. We at PIM strictly follow this tradition. The vision of the institute focuses on developing virtuous leaders and thus we are committed to creating future flag bearers of the industry. To fulfil this objective, we concisely create an atmosphere where our students are exposed to the challenges of corporate life, by making them interact with industry stalwarts.

Very many of our illustrious alumni are holding positions of responsibilities in the corporate world. Quite a few of them have established their own businesses and progressing in their professional life. Every effort is made to sync our vision and mission for the overall development of the students so that they can replicate the success story of their seniors and super-seniors. The most effective method of inching towards this objective is through Academia-Industry meet as well as fruitful interactions with successful alumni through Alumni Meet, Guest lectures.

Majority of the Educational Institutions in the Country focus more on offering academic degrees in various fields.

The importance of RESEARCH, EXTENSION, EVALUATION, ADVOCACY. need not to be overemphasized. Efforts to bridge the gap between academic institutions and communities, though very important, they are abysmally low.

It is in this background that Sri Admar Mutt Education Council has started Centers/Institutions which would serve the above purposes.

POORNAPRAJNA CENTER FOR RESEARCH AND DEVELOPMENT (PCRD) is such an initiative. The Center is commissioned as a wing of POORNAPRAJNA INSTITUTE OF MANAGEMENT (PIM).

PCRD takes up research, training, extension, evaluation, advocacy, the consultancy in the domains of Social Sciences; with special reference to Rural Development and Rural Reconstruction. The Center acts as a "Social Laboratory The Center works with the Government, NGOs, Rural Institutions, and Rural Communities. For, it works with Udupi Zilla Panchayath, Taluk Panchayaths, gram panchayats. It collaborates with other Institutions / Organizations and takes up important Research Studies. So is the case with training, monitoring.

The Center takes part in various Government programmes, thereby establishing an organic link between Government and academics. For e.g., the Co-ordinator of the Center acts as a resource person by ZillaPanchayath offering training for community stakeholders, elected representatives and others.

The Center joins hands with other community-based organizations in organizing important programmes. The District Administration and various other important organizations have considered the Center as an important link People who are pursuing research visit the Center for consultations. Thus, the Center has

been acting as an important body, linking the community with other agencies, which is an important and rare INITIATIVE.

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

5. CONCLUSION

Additional Information :

Intellectual Capitl of PIMis strengthened by the appointment of its Dean Dr.Sureshramana Mayya and one of its faculty members receiving Phd from the University of Mysore.

The CSR Club, in association with PCRD organised an extension activity which led to valuable learning for the students about the SLRM model, functioning of GPs and about women empowerment through the study of cooperatives and SHGs. Students and faculty members participated in the blood donation camp organised in association with Adarsha Hospital. An extension programme by Finance Forum, Human Resources Forum, Human Rights Club, Placement Cell, ICT Club, Women Empowerment Club were organised for the benefit of Kuruba children.

Human Resources Club conducted activities to improve communication abilities of the students, Green Diwali an eco-friendly greeting card competition, visit to old age homes and hospitals which sensitised the students to the societal problems.

The Human Rights club conducted workshops on empowering the weaker sections of the society, gender discrimination and sexual harassment.

Cultural Club organised Rangoli competition on the occasion of Deepavali, drawing, singing, essay writing competition on Independence Day which instilled patriotic feelings among students and Christmas celebrations to promote integration of thoughts and to promote spirit of unity in association with the Human rights club. Induction programme for first years and a welcome programme was organised to avoid cultural shock among the new students.

Finance forum organised two workshops in the area of finance, Placement Cell organised workshop to empower youth, self defence programme for women by Women Empowerment Club, workshop by IPRs Cell were the other programs organised. Two training programmes for the non-teaching staff were organised while the staff members participated in number of workshops to upgrade their skills. Teaching staff also participated as resource persons in neighbouring institutions sharing their knowledge for the benefit of the society. Sky Watch Programme, Rashtriya Ektha diwas, Ayudha Pooja, World Humanities Day, Teachers day , Parents Meeting, Alumni Reunion,First and Second Preliminary meet etc. were organised at PIM.

Concluding Remarks :

PIM, managed by AMEC, is a twelve-year old Institute offering two-year management education with three specialisation streams at the PG level. The Institute is the brain-child of the founder-president of AMEC HH Sri Sri Vibhudesha Theertha Swamiji and was set up in the year 2006. PIM is the only institute in the region affiliated to Mangalore University offering management education at affordable fee. The Institute follows the syllabi prescribed by the University in teaching management education. However, to keep in pace with the current happenings and to make the students corporate-ready, the Institute has introduced several initiatives in its curriculum delivery. This includes introduction of certificate courses and value-added courses, in-house competitions by the three specialisation forums – Human Resource, Marketing and Finance, factory visit by students etc. At present, the Institute has nine full time teaching faculty – two Professors, two Associate

Professors, four Assistant Professors, and one Professor Emeritus. Of this, five are Ph.D. holders and two are pursuing their Ph.D. Though there is good demand for admission, the Institute has an intake of 60 p.a. at present. The aim of the Institute is to impart quality education. Admission is made based on merit and also subject to government norms. The Institute offers various amenities like canteen facility, parking facility for staff and students, and separate hostels for male and female students. The Institute has been registering good academic performance consistently in the University exams. Students of the Institute have won several prizes and awards in various management and professional competitions held by other institutes. Students of the Institute have been placed in reputed organisations both in India and abroad. They are also placed in several public sector banks and government departments. In addition, PIM has also contributed dynamic entrepreneurs to the society. As part of its extension programme, PIM is working in association with PCRD since 2016. With its visionary management, PIM is slowly but steadily becoming one of the reputed B-schools of the region.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 7 Answer after DVV Verification: 8 Remark : As per teachers using ICT provided by HEI.
3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years 3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>114</td><td>120</td><td>107</td><td>114</td><td>83</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>119</td><td>120</td><td>107</td><td>114</td><td>83</td></tr></table> Remark : As per provided list of total students for the year 2017-18.
3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered) 3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered) Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>15</td><td>13</td><td>11</td><td>11</td><td>10</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr></table>

15	13	11	11	10

Remark : As per provided e-copies of MoUs with institutions by HEI.

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.26618	1.35037	2.43716	2.97054	.85583

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.44	1.52	2.59	3.11	0.98

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 65
Answer after DVV Verification: 56

Remark : As per teachers and students using library on 17-8-2017, 13-9-2018, 9-11-2017, 15-12-2017 and 19-1-2018.

5.2.1	Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
34	31	31	25	18

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
34	31	31	25	19

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

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

last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	5	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	5	7

Remark : As per provided e-copies of certificates for the year 2014-15 and 2017-18.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	12	9	9	9

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	9	9	9

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	5	0	0	0

Remark : As per provided report of Alumni Association /Chapters meetings by HEI for the year 2016-17 and 2017-18.

6.2.3	Implementation of e-governance in areas of operation

	1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination Answer before DVV Verification : D. Any 2 of the above Answer After DVV Verification: C. Any 3 of the above
6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years 6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
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4	3	3	1	5 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
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2	3	3	1	4	
6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years 6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
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3	3	2	2	2 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
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2	2	2	2	1	 Remark : As per provided certificate of teachers attending professional development programs by HEI.
6.5.4	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for

improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above
Answer After DVV Verification: C. Any 2 of the above

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	5	5	3	6

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : Copy of circular/brochure/report/photos/News report of health checkup camp Ajekar for 2015-16 not provided by HEI.

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	8	8	8	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11	6	7	7	6

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations