SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

Correction: 1st CYCLE OF ACCREDITATION

ADMINISTRATIVE MANAGEMENT COLLEGE

ADMINISTRATIVE MANAGEMENT COLLEGE 18TH KM BANNERGHATTA ROAD, KALKERE BANGALORE 560083
560083
www.amc.amcgroup.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Paramahamsa Foundation Trust was established in the year 1983 by Dr. K.R.Paramahamsa. The trust has its own roots in the ancient values of the Indian system of education with novel approaches for imparting and also a clear focus on holistic delivery of education through human development at various levels. With these objectives, Paramahamsa Foundation Trust has emerged as a strong educational group and established various institutions.

The Administrative Management College provides professional education and training to all- irrespective of caste, creed, religion, province, faith, gender, political affiliation, and financial status under the vibrant leadership of Dr. K.R.Paramahamsa, Chairman, and Paramahamsa Foundation Trust.

Administrative Management College is affiliated to the Bangalore University and located in Bannerghatta Road, Bangalore. The campus has spread out in 52 acres of land with a unique style of buildings for each department.

The Administrative Management College has five Departments namely Commerce, Business Management, Hotel Management, Computer Application and Science. The Institute offers five Under Graduate and four Post Graduate Programs. The college infrastructure and facilities are continuously being renovated. The college has well-qualified and dynamic faculty who regularly upgrades themselves to enrich the teaching & learning process.

Vision

"To be an Institute of academic excellence"

Mission

- To Provide Professional Education and Training to students in general, particularly those from predominantly rural.
- To promote confidence and motivate faculty and staff to efficiently address the expectations of the student community and society at large.
- To equip the student community, through academic autonomy to face future challenges.
- To provide facilities and training to teaching Community in higher and professional education.
- To inculcate the spirit of dignity of the individual, excellence, and service.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Over 52 acres of lush green campus.

- The Institution has adequate infrastructure.
- Administrative Management College is enriched with a passionate team of teaching faculty from diverse backgrounds.
- Transport facility for students and staff is available.
- The Institute has hostel facility inside the campus for boys and Girls.

Institutional Weakness

- Restricted freedom in Curriculum planning and development.
- Counseling of students for competitive examinations needs to be enhanced.
- Lack of research & development, interdisciplinary collaborative research.

Institutional Opportunity

- Planning for Industrial collaborations.
- Accreditation of all the Programmes in terms of NBA.
- Enhancing Information and Communication Technology (ICT) blended learning for better Teaching-Learning process.
- To enhance student participation in National and International competitions.

Institutional Challenge

- Competition with the premier institutes at respective fields.
- Equipping students to improve their skills and attributes for employability and life skills is a real challenge.
- Adapting to current and futuristic technologies.
- Introducing twinning programs.
- Financial sustainability.
- Grants for research projects sponsored by the government and non-government sources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Administrative Management College takes utmost care in developing the program chart for the effective implementation of the curriculum. Being affiliated to Bangalore University, the syllabus and the overall guidelines are laid down by the University. The institution designs and develops an action plan for effective implementation of the syllabus prescribed by the university. The Principal of the college conducts meetings with the various heads of the department for the effective implementation of the curriculum. Students and faculty members are encouraged to present their research work in various conferences.

All the programs have a choice based credit system offering the flexibility of choice to students. Electives are offered at both postgraduate and undergraduate level in terms of specialization.

The college conducts various Value Added courses for the skill enhancement of students. Students are encouraged to take up projects in various organizations as a part of the curriculum.

Teaching-learning and Evaluation

This criterion deals with teaching methodologies, learning capabilities and evaluation methods undertaken by the Institution to serve students of different backgrounds and ability through the effective and efficient mechanism.

A student-centric- method such as experimental learning, participative learning, and problem-solving methodologies are used for learning experiences. Students are familiarized with the Program outcomes and Course Outcomes, mode of internal assessment as well as college facilities during the Orientation Program of the college. A comprehensive Academic Calendar is prepared by the Course coordinator in consultation with the Heads of all the departments of the College, indicating total working days, holidays for the semester, the commencement of classes, schedule for term exams, university end semester practical and theory exams as per the Bangalore University Schedule.

The College follows the semester system with a 70-30 pattern where 70 percent weightage is given to external semester examination and 30 percent to internal assessment. The internal assessment comprises of a number of components which include class tests, attendance, assignments, etc.

 Transparency and fairness of evaluation system are ensured through Continiuos Internal Assesment. Slow learners are identified through the internal assessment test and they are supported through remedial classes and extra coaching classes. The institution has student mentoring system wherein a batch of 15-20 students are assigned for a faculty for mentoring the students academically and personally.

Research, Innovations and Extension

The Administrative Management College does not have a recognized research center from Bangalore University.

The College encourages research among its faculty and students in various ways.

 The faculties are encouraged to take up the research activities for presenting their work at national conferences and Publishing in the reputed journals. It is mandatory for the final year UG and PG students to undertake their research projects in their respective departments. The institution conducts competitions to bring out the innovative culture among the students.

The College has an NSS unit which makes students socially aware and responsible. The institution encourages the students and faculty in extension activities and Institutional social responsibility to promote Institution – Neighborhood – Community network like Blood donation camp, Sapling plantations, Swatch Bharat, Aids awareness, Road safety programs, outreach programs, etc in the neighborhood community.

Infrastructure and Learning Resources

Management of the Institution has planned the infrastructure requirements as per the norms. All physical facilities like ICT classrooms, seminar halls, laboratories, and tutorial facilities are provided to satisfy the required curricular and co-curricular requirements. The College is having a computer center with a sufficient number of systems with LAN facilities. The institution has well planned spacious library with a large number of books and a digital library equipped with e-journals and e-materials. The Training and Placement cell is well established with adequate facilities . The institution also provides Extra-curricular and co-circular activity facilitates like outdoor and indoor games, gymnasium, Auditorium for cultural activities, health and yoga facilities. Drinking water facility and security round the clock are provided. Health care facility attached to the hostel with a resident doctor is available all the time. Students are provided with hygienic canteen and mess facility within the campus. The college campus has different varieties of trees and plants and well-maintained lawns.

Student Support and Progression

The institution regularly updates its website, which contains general information, facilities, details of courses, affiliation and also information about each department. Students belonging to SC/ST/OBC/EWS category receive scholarships from state, central government and other national agencies. In addition to the above, Institution also provides free ship/ scholarship for the underprivileged students and meritorious students as per the admission policy of the institution. The college has ERP software which keeps track of wholesome activities like attendance, Internal Assessment, Circulars, and notifications. Through ERP parents receive their wards' attendance and academic progress. There is an exclusive cell which co-ordinates all the placement activities of the college. Students are encouraged to take part in Training and Placement activities and career counseling sessions. Various intra and inter college platforms are provided to students to showcase a wide array of extra-curricular activities.

Governance, Leadership and Management

 The college is governed by a Governing Council comprising of Trustees, the Principal, Bangalore University representative, and Industry related professionals. The members of the governing council meet twice a year to discuss academic progress, budget allocation and they plan for the next course of action, based on the outcome of the discussion. The institution believes in the overall development of its stakeholders. The College Management has empowered its faculty members at all levels of the organization, which is ensured by the participation of Heads and the faculty through various committees. The day-to-day management of the college is vested with the Principal and various committees of the College. The institution has effective welfare measures for teaching and non-teaching staff. The Institute encourages faculty by providing financial support to attend conferences/workshops. IQAC (Formerly called "Academic Monitoring Committee") helps to improve the quality in teaching, learning, and administrative skills through feedback mechanisms from various stakeholders.

Institutional Values and Best Practices

 Administrative Management College has always pioneered in displaying the institutional values and practices. The college promotes gender equity and sensitivity through various gender equity promotional programs.

Several activities are conducted for the promotion of national values and communal harmony.

The College has adopted various measures to maintain a green campus which helps in developing an eco-balanced environment. The college ensures environmental consciousness in the minds of the students by conducting environmental awareness programmes from time to time. The college has adopted certain Best Practices like "Mentoring System" which motivates students to develop as a complete persona. The ERP – Dhi Software assists the stakeholders to keep track of the students' in turn college progress. It has a unique style of collecting holistic feedback from students both online and offline, which makes Administrative Management College as one of the best institutions to enhance the performance of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ADMINISTRATIVE MANAGEMENT COLLEGE
Address	Administrative Management College 18th KM Bannerghatta Road, Kalkere Bangalore 560083
City	BANGALORE
State	Karnataka
Pin	560083
Website	www.amc.amcgroup.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Prakash B Nayak	080-9902044112	9902044112	080-2782865 6	principalamc@amc education.in
IQAC / CIQA coordinator	P Sudha Rani	080-9916131385	9916131385	-	psudharani123@g mail.com

Status of the Institution	
Institution Status	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	25-09-1993

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Karnataka	Bangalore 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	14-04-2018	12	This is applicable for one 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	Administrative Management College 18th KM Bannerghatta Road, Kalkere Bangalore 560083	Rural	52	21731.62

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
UG	BBA,Commerce And Management	36	Sr.Secondary	English	180	44
UG	BCom,Commerce And Management	36	Sr.Secondary	English	200	36
UG	BCA,Computer Application	36	Sr.Secondary	English	120	50
UG	BSc,Science	36	Sr.Secondary	English	180	9
UG	BHMCT,Hotel Management	48	Sr.Secondary	English	60	58
PG	MBA,Commerce And Management	24	Graduation	English	240	71
PG	MCA,Computer Application	36	Graduation	English	60	20
PG	MSc,Science	24	Graduation	English	30	0
PG	MSc,Science	24	Graduation	English	30	11

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				8				9				36
Recruited	7	1	0	8	4	4	0	8	16	19	0	35
Yet to Recruit				0				1				1

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				22
Recruited	12	10	0	22
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				5
Recruited	5	0	0	5
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	6	1	0	2	2	0	0	0	0	11
M.Phil.	1	0	0	0	0	0	1	0	0	2
PG	0	0	0	2	2	0	15	19	0	38

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	5	3	0	8

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	40	27	0	0	67
	Female	25	10	0	0	35
	Others	0	0	0	0	0
UG	Male	76	73	0	7	156
	Female	37	4	0	0	41
	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	33	28	24	27
	Female	13	14	11	13
	Others	0	0	0	0
ST	Male	7	7	6	7
	Female	6	4	3	2
	Others	0	0	0	0
OBC	Male	219	167	166	234
	Female	84	44	29	58
	Others	0	0	0	0
General	Male	193	205	263	292
	Female	46	44	67	73
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		601	513	569	706

3. Extended Profile

3.1 Program

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

Response: 467

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

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
265	197	134	250	302

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
377	319	200	368	450

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
126	128	218	239	219

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

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
47	54	40	43	45

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
47	54	40	43	45

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

3.4 Institution

Total number of classrooms and seminar halls

Response: 46

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

2017-18	2016-17	2015-16	2014-15	2013-14
201.83	171.52	132.35	130.28	158.71

Number of computers

Response: 195

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:

Administrative Management College is affiliated to Bangalore University and not an autonomous institution. The University frames the curriculum of all the subjects to be delivered in the affiliated institutions. At the macro level, the curriculum of teaching here aims to equip students with deeper knowledge in their core subjects, necessary skills and moral values in their personal life and meaningful participation in the society as responsible citizens of the country. At the micro level, the mission of the curriculum and its teaching is set to develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs.

IQAC

The college has established IQAC on 8th January 2019, prior to that Academic monitoring committee was in place to prepare guidelines and frameworks to suit requirements of different courses at the departmental level. The Head of the departments will regularly monitor the academic activities in connection with the subject allotment, preparation of departmental as well as individual timetable, lesson plan, and work done dairy and provide necessary directions for conducting scheduled activities as per the academic calendar.

Planning, Teaching, and Evaluation

Departmental level committees hold meetings before the commencement of semesters to discuss and plan in advance the execution of courses. Teaching focus, class assignments, internal assessments, use of reference materials and innovative teaching methodology and aids for teachers are discussed. The lesson plan and work done diary are to be maintained by the subject teacher relevant to the subject.

Monitoring and Mentoring Processes

To ensure learning outcomes of each subject, continuous evaluation and internal assessment is carried out through presentations, assignments/projects, class tests and group discussions. Under CBCS, each practical class is assessed to monitor the learning process of students. Moreover, tutorials are an essential part of the theory courses of CBCS, where teachers meet the students for providing additional guidance. In the monitoring and evaluative process of the curriculum, written tests twice a semester, assignments, projects, seminars and viva voce are being conducted for all the students towards their internal assessment. Choice Based Credit System (CBCS) has been successfully implemented at UG level as well as at the PG level since from 2014-15 onwards. The academic calendar of the university is adhered to. An active plan for timely implementation is formulated by the institution to ensure effective delivery.

File Description	Document
Link for Additional Information	<u>View Document</u>

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

Response: 0

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
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<u>View Document</u>

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: 24.02

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
7	3	1	0	0

File Description	Document
Details of participation of teachers in various bodies	<u>View Document</u>
Any additional information	<u>View Document</u>

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: 73.88

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

Response: 345

File Description	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: 9

File Description	Document
Name of the programs in which CBCS is implemented	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: 0

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
0	0	0	0	0

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:

Administrative Management College integrates all the mentioned above cross-cutting issues relevant to

gender, Environment and sustainability, Human Values and professional ethics into the curriculum as a part of university syllabus. At undergraduate and postgraduate level the courses related to Environment, human right, Ethics, human values, culture, and society are imparted. All the above-mentioned courses are an integral part of our core courses at the UG and PG level.The college has always focused on issues of marginalized community groups and the inequalities and inequities existing in society. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity through various committees of the institution. The cross-cutting issues are also an intrinsic part of the students' co-curricular activities. These issues find a collective space in numerous co-curricular and cultural activities.

B.Com & B.B.A

SL.no	Code	Name of course	Marks	Semester	
1	1.7	Indian constitution and Human Rights	100	1st semester	
2	2.7	Environment &Public health(AECC-Environment)	100	2 semester	
3	3.7	Science & Society	100	3rd semester	
4	4.7	Personality Development	100	4th semester	
5	5.7	Culture ,Diversity &society	100	5th semester	
6	6.7	Creativity and Innovation	100	6th semester	

BCA / B.Sc

S.no	Code	Name of course	Marks	Semester	
1	1.7	AECC-Environmental studies	100	1st semester	
2	2.7	Indian constitution Human Rights	100	2nd semester	
3	3.7	Culture, Diversity and Society	100	3rd semester	
4	4.7	Life skills Or Personality Development	100	4th semester	
5	5.7	Banking and finance	100	5th semester	
6	6.7	Computer Applications and IT	100	6th semester	

B.H.M

SL.No	Code	Name of course	Marks	Semester	
1	1.7	Indian constitution and Human Rights	100	1st semester	
2	2.7	Environment and public Health(AECC-Environment)	100	2nd semester	
3	3.6	Science and society	100	3rd semester	
4.	4.6	Personality Development	100	4th semester	

| 5 | 6.6 | Culture ,Diversity & Society | 100 | 6th semester | | |
| 6 | 7.6 | Creativity& Innovation | 100 | 7th semester | | |

M.B.A

SL.No	Code	Name of course	Marks	Semester		
1	2.3	Entrepreneurship & Ethics	100	2nd semester		
2	2.7	Innovation Management	100	2nd semester		

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

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

Response: 19

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

Response: 19

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: 26.98

1.3.3.1 Number of students undertaking field projects or internships

Response: 68

File Description	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
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

File Description	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: 49.44

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
98	90	48	143	217

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 19.76

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
252	213	134	246	301

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
1160	1160	1160	1160	1160

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: 90.38

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
344	294	182	326	400

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:

The college takes every measure possible to understand the needs and requirements of the students before the commencement of the program. Students are counselled at the time of admission and an Orientation program is organized in which students are familiarized with the course at the commencement of new batch every year. The students are admitted to different programs from diverse backgrounds like commerce, arts, science, and engineering. In order to make students familiarize with basic concepts of the course, a schedule is created to bridge the gap between the knowledge base and requirement of the program. The Institution assesses the learning level of a student based on their academic performance analyzed through internal assessment. This level of assessment provides feedback to students about their progress. Based on the assessment, Institute identifies advance learners and slow learners and organizes special programmes.

The Institution organizes special programs for advance and slow learners which are as follows:

a) Advanced Learners:

1. They are identified, motivated, trained and encouraged to participate and organize various co-curricular and extra-curricular activities.

2. The Institution provides opportunities to develop their creativity by organizing various activities/events.

3. Student seminars are conducted/organized to encourage advanced learners.

b) Slower Learners:

1. Constantly monitor Academic Performance and conduct remedial classes for better understanding by providing notes and study materials.

2. Periodic interaction with parents about the performance of the slow learners.

3. Regular class tests are conducted to improve their performance.

4. Question Banks are provided and discussed.

5. Additional classes are conducted for slow learners.

2.2.2 Student - Full time teacher ratio

Response: 5.36

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:

Learning at the college has always been student-centric. The principles for the enhancement of learning experience can be applied throughout the education environment by institutional development programs which include outcome assessment, curriculum development, student development, and faculty development. For enhancing the learning experience with respect to experiential learning, participative learning and problem-solving methodologies are as follows:

1. **Experiential Learning:** Administrative Management college focuses on student-centric methods.It is a process of students learning through experience which involves hands-on training. It contributes significantly to the students overall understanding at the real world environment. So Experiential Learning is made possible by implementing field training programs for Hotel Management students, Industrial Visits, seminars, workshops, conferences, and project work.

b) **Participative Learning:** Students at AMC are encouraged to participate in Group Discussions, Group

Assignments and Presentations, Competitions, etc.

c) **Problem-solving methodologies**: Case studies, Role Plays, and Problem Based Learning.

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

Response: 85.11

2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

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

Response: 11.04

2.3.3.1 Number of mentors

Response: 24

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity in the teaching learning process is important. A lot of weightage is given at Administrative Management college to the critical thinking, problem-solving and development of communication skills by following teaching approaches/ methods adopted by the faculty such as power point presentation, case – studies, audio video lectures.

Students of Administrative Management college are encouraged to think critically and be innovative and creative in tackling their assignments, projects and other tasks assigned to them. The Institution also emphasizes on activity-based learning to ensure creative application by the students by conducting Annual food festivals - Relish, Theme Lunch, entrepreneurship development assignments (business plan competitions) and waste- to wealth competitions.

 College also encourages and guides the students to participate in the intercollegiate organized by other Institutes and Universities. College invites eminent, entrepreneurs and industry resource persons to share their success stories with our students.

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](#)

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

Response: 13.96

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
6	7	4	7	8

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: 10.77

2.4.3.1 Total experience of full-time teachers

Response: 506

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: 0

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
0	0	0	0	0

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

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

Response: 27.83

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
13	14	6	16	15

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

The students of Administrative Management College are oriented with the outcome of the course and evaluation pattern which guides them to understand the Internal Evaluation Process. The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the Bangalore University. Evaluation in a continuous mode has helped to improve our student regularity and participation in practical's as there are marks for each class attended and assignment completed. For theory papers it has been kept in mind that the assignments should not only test the knowledge base of the students but also foster creativity and out-of-the- box thinking. CIE is a method of assessing whether learning outcomes for all courses are being achieved. It provides an opportunity to relook at and modify teaching strategies if the students are not performing well. Students who miss the assignments due to ill health or participation in extra-curricular activities of the college are given an opportunity to give the assignment on an alternate date. There is a set schedule for conducting the assignments which the students know in advance. This helps them to prepare in advance.

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 Institution ensures that all students are aware of the evaluation process through the college notice board. The Orientation program held at the beginning of every academic year apprises students of the evaluation process and the schedule. Before the session begins, Lesson plans are prepared by the concerned subject teacher and the same is discussed in the class. Further, the class teacher briefs about the weightage of evaluation which includes class tests, assignments, seminars, attendance etc.

The Academic Committee of the college has recommended a basic structure for the continuous internal assessment of theory and practical's with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Guidelines for teachers and students for internal assessments are prepared as per the University norms.

Dates for the tests/submission of assignments are notified on the college notice boards and announced by faculty in the respective classes. After checking, answer sheets/assignments are shared with students and marking pattern is discussed. Students are asked to sign in the internal assessment mark sheets after verification. The internal assessment mark list is displayed on the notice board. The institution has an effective mechanism for redressal of grievances pertaining to internal assessment.

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

Response:

Students need to apply to the University for Correction in marks and revaluation. The process is governed by Bangalore University Ordinances. The administrative office of the college guides the students about the process. The process is also explained on the Bangalore University website. For errors like the mark sheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies.

COLLEGE LEVEL

- In case the students are dissatisfied with their result in the Internal Test they are allowed for Rechecking the answer sheet.
- The answer sheet/s of such students are assessed by the faculty once again in the presence of the student.
- Grievances related to the evaluation are normally redressed by the concerned teacher/Head of the Department/Principal depending on the intensity of the problem.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

UNIVERSITY LEVEL

- With reference to evaluation, if the student has scored less mark than expected, he/she can apply online for revaluation of his/her answer script after paying the prescribed fee.

The student can apply for a photocopy of his/her answer script. The photocopy is mailed to the id provided by the student.

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

Response:

The college follows the Academic Calendar of the Bangalore University. All activities are planned by the respective HoDs, as per the academic calendar of the university and college. The Heads of the Department decides on dates during which the internal assessment are to be given to students and dates by which the marks need to be submitted to the office. Normally the first Test shall be conducted after 6 weeks, Second Test after 12 weeks. These are incorporated into college Calendar of Events. Any rescheduling due to local/national bundhs or holidays declared gets notified and Tests are conducted

Accordingly on a later date. Dates for assignments, internal Test, seminars and projects are displayed on notice board from time to time.

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:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on college website. In the Orientation program for the first year undergraduate and postgraduate students, the broad program objective of the courses are explained. Program Outcomes and Program-specific outcomes of all the departments are highlighted through display boards in the respective departments.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the program outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students understand the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on the college website.

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

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

Response:

Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional tests and assignments which are periodically given to students. The Institution has an IQAC which plays a main role in monitoring and ensuring the learning outcomes. The teacher monitors the academic growth of the students and designs further tests, assignments, seminars accordingly. Student-centric teaching-learning methods are adopted to ensure the achievements of these learning outcomes.

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

2.6.3 Average pass percentage of Students

Response: 69.05

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

Response: 87

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

Response: 126

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: 2.87

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: 0

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

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

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

Response: 0

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

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

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:

Administrative Management College has created an ecosystem for the post-graduate students to the exploration of their new ideas and sharing of knowledge with other like-minded in their areas of interest. Students with creative ideas approach the specialized teachers who are guiding them in their work and later

their work is presented in competitions/seminars conducted by the affiliated colleges of the same university and other universities.

The college has taken initial steps towards developing the ecosystem for innovations and knowledge sharing methods. The faculty members are encouraged to take up research activities utilizing the inherent skills. Senior faculty members of our college motivate other faculty members to explore their new ideas in the field of research and development. It also helps to create research culture among faculty members.

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

Response: 0

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
0	0	0	0	0

File Description	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: No

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

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>

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

Response: 0.13

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	2	0	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<u>View Document</u>

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: 0.09

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
1	2	0	1	0

File Description	Document
List books and chapters in edited volumes / books published	<u>View Document</u>

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:

The extension is an integral part of Administrative Management College. The college has earned a reputation for being an established institution of higher education with high regard for social responsibility. The institution has to depute the faculty and students to nearby schools to impart application of computer in day to day life. Engagement of students in these activities is the first window to observe life closely at the grassroots.

AMC Students through its NSS wing participate in programmes like organizing blood donation camps, conducting health check-up programmes and so on. The poster presentation was done by students for marking the go-green revolution. Students actively participate in Swachh Bharat Abhijana Programmes.

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: 0

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
0	0	0	0	0

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

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

Response: 0

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
0	0	00	0	0

File Description	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: 0

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
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	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: 0

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
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[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 College is situated on a sprawling green campus with a total area of 52 acres. The institution has an optimistic approach towards creation and enhancement of infrastructure. The institution enhances and upgrades the infrastructure based on changing curriculum requirement and technological advancement. The college has well-equipped laboratories and classrooms and library with ample books and bound periodicals. The college has a sufficient number of spacious classrooms. The buildings are equipped with adequate laboratories, smart classrooms/classrooms, conference halls, Staff rooms, seminar halls, department libraries, and other facilities. The college has a seminar hall and an auditorium with a capacity of 200 and 1500 seats respectively for conducting conferences, workshops, guest lecturers and other academic-related events. Spacious lawns in front of main building and trees around provide the serene and right ambiance for the Campus. The College has residential hostels for boys and girls separately.

The College has provided adequate resources and infrastructure to offer a comprehensive range of co-curricular and extra-curricular activities. The College encourages students to recognize the value of these activities as part of their development.

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

Response:

To promote interest in sports and cultural events, the college encourages students by providing adequate facilities and resources.

Facilities for Sports and Games :

To bring overall personality, teamwork and leadership qualities among students, the institute encourages students to participate in various sports activities at different levels. The College has outdoor games facility. The sports ground has a facility for playing football, cricket, volleyball, throw ball and athletic activities. Apart from outdoor games college has made provision of indoor games such as Table tennis, carom, chess etc.

Facilities for Cultural Activities:

The college encourages and gives a platform to the students to bring the best talent by participating / organizing variety of cultural events in the entire academic year. College Conducts Cultural activities every year to identify the student's talent other than academics. All the cultural activities are conducted in an Auditorium/open Space and outside the building. The auditorium and seminar halls are well utilized by the regular campus activities around the year. College has NSS team they conduct various activities. College celebrates Teachers day, Mahatma Gandhi Jayanthi, Ganesh Festival, Republic day and "Ethnic Day"

events. Students actively participate in various social activities including tree plantation, Blood donations, Save Environment.

Facilities for Gymnasium:

A well-equipped gymnasium are both girls and boys is made available in the campus. College has well-equipped gymnasium with all adequate facilities.

Facilities for Yoga

Yoga is conducted in the campus for the overall development of the students and staff.

File Description	Document
Any additional information	View Document

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

Response: 21.74

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

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

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

Response: 0

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
0	0	00	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The library has an Advisory Committee comprising of the Principal, Director,

Librarian and one staff member representing each department have been constituted to help the developmental activities of the Library.

Digital Library

The college has a digital library with the high-speed Internet where both students and research

scholars can access to several websites related to research and academics.

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

Response:

The College Library is enriched with good numbers of textbooks, reference books, books beyond the text, journals, magazine, etc. The library has taken initiative to enrich with e-resources like e-books, e-journals, e-articles (both hard and soft copy-CD) related to the subject and curriculum of the college which provides support to teachers and students. Above all, the college library has been enriched with some research thesis and others whose descriptions are given in additional information.

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

4.2.3 Does the institution have the following:

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

5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

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

Response: 0.68

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
0	2.90	0	0	0.50

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

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

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.81

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

Response: 15

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:

Yes, the institution frequently updates its IT facilities. The new computers are purchased in the year 2017. In our institute, all the computing facilities are regularly monitored, replaced and upgraded. In order to maintain the security of the internal network, the institute has managed routers, multilayer switches. Internet is available 24x7 in the campus for academic purpose. The campus is connected with Wi-Fi in both academic building and hostels. Students and faculty are encouraged to use the internet for the academic purpose like preparation of seminars, projects, and knowledge upgradation.

4.3.2 Student - Computer ratio

Response: 1.36

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 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: No	
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: 5.04

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
7.86	10.41	2.49	8.62	10.67

File Description	**Document**
Details about assigned budget and expenditure on physical facilities and academic facilities	<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 college has well-established systems and procedures in the place for maintaining and utilization of various infrastructures and other facilities. Institute have independent civil and maintenance section that takes care of all the physical infrastructure and its facilities. Any new proposals for change/addition of infrastructure shall be taken care of time to time.

Classrooms- House Keeping department will take care of the cleanliness of the classrooms, labs, library, etc. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

Laboratory :- Computer maintenance is done regularly and non-repairable systems are disposed off. The college ensures optimal utilization of the available recourses for maintenance and upkeep of different

facilities.The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments.

Library- Account of visitors (students and staff) on a daily basis is maintained in the Library. Other issues such as weeding out of old titles, schedule of issue/ return of books, etc are chalked out-resolved by the library committee.

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: 20.64

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
71	60	28	32	39

File Description	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: 4.73

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
21	3	19	0	0

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	[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: 0

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
0	0	0	0	0

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	[View Document](#)

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

Response: Yes

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

5.2 Student Progression

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

Response: 2.35

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
8	0	10	2	0

File Description	Document
Details of student placement during the last five years	[View Document](#)

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

Response: 3.92

5.2.2.1 Number of outgoing students progressing to higher education

Response: 6

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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

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

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
0	0	0	0	0

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

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

Response:

The student council is an opportunity given to students to learn the skills of leadership during their college tenure. The Administrative Management College provides a platform for students to involve in various academic, administrative, and other activities that empower students to gain qualities of leadership and governance.

- **Class Representative**: Each class has two representatives (Male and female) who act as medium of communication between faculties and rest of the class for smooth conduction of classes.
- **NSS**: The Institution has a team of student volunteers and faculties under NSS. It inculcates the habit of social service in the personality of the students by organizing various programs.
- **College Committees**: - The students are also members of various committees/ cells. The student members actively participate in organizing awareness programs.

Being a part of various committees, they co-ordinate with other committees for smooth conduction of an event. This enhances their leadership qualities and communication skills. As a leader, the students have to take up multiple responsibilities and learn how to prioritize the tasks based on their importance and need for immediate attention**.** As a coordinator, the students may have to interact with different types of people in various hierarchies both within the institution and outside. This will teach them how to build and work as a team.

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

Response: 0

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
0	0	0	0	0

File Description	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 Administrative Management College has initiated its first Alumni meet in the academic year 2016-2017. Since then the Administrative Management College organizes Alumni Association meetings once in a year to facilitate the interaction of Alumni with the Institution. The alumni association provide a platform for mutually beneficial interaction between the Alumni and the present students of the college and among the Alumni themselves. It is a forum to establish a link between the alumni, staff, and students of the Institute.

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

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 0

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
0	0	0	0	0

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File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	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 an Institute of academic excellence"

MISSION

- To Provide Professional Education and Training to students in general, particularly those from predominantly rural.
- To promote confidence and motivate faculty and staff to efficiently address the expectations of the student community and society at large.
- To equip the student community, through academic autonomy to face future challenges.
- To provide facilities and training to teaching Community in higher and professional education.
- To inculcate the spirit of dignity of the individual, excellence, and service.

Administrative Management College was established in the year 1993 under the Paramahamsa Foundation Trust and located in Bannerghatta Road, Bangalore. The institution is led by Dr. K. R. Paramahamsa, a well-known educationalist and philanthropist in Bangalore city.

The Governing Body of the college works in collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for the purpose. The confluent approach of the management, Principal and Faculty members develops and implements the quality policy and plans in order to uphold the mission and vision of the college. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the management. The head of the Institution communicates with staff members to ensure they are not encountering any problem in regard to their work. The academic sub-committees meet regularly to discuss and further implement important decisions regarding academic and co-curricular activities of the college. The teachers are also committed to keep free-flow communication with the parents through the meetings of Parent- teacher Association at regular intervals to discuss the overall progress of the students. Parents give constructive advice and are considered as valued stake holders of the college.

6.1.2 The institution practices decentralization and participative management

Response:

Administrative Management College encourages a culture of participative management by involving staff members in a number of administrative roles. All college operations are managed by committees

constituted for academic and non-academic activities. Major committees comprises of teaching staff, non-teaching staff and students as well.

A case study:

Annual budget - Proposal, Approval and Allocation:- The accounts department is in-charge of maintaining the budget. They manage all the sections of the college to ensure clarity of income and expenditure. There are various budgetary requirements at the institutional level. All departments' heads are invited to submit their budget proposal for every academic year. This budget proposal is formulated after lengthy discussions at department meetings organized by the heads of the departments. They arrive on a conclusive summary after discussing the essential requirements to fulfil the needs of the department including the budget required for student development activities like guest lectures, seminars, workshops and conferences. Along with this, lab-in charges and Librarians are also asked to come up with a proposal of their requirements including purchase of new equipment, repairs and maintenances, service, training and up gradation.

All proposals from various HODs are forwarded to the Principal for further processing. Principal consolidates all the budget proposals received from all departments will put forward before management committee for further discussion and approval. A final proposed budget including all anticipated income and expenditure prepared by the accounts department is presented to the Governing Body's approval. Approvals of budgets are communicated to the respective in-charges and accounts department releases the funds on a regular basis, as planned. Through effective decentralization, the institution practices successful delegation and enhances the productivity of the college. Through participative management, each person in-charge handles their allotted activity and ensures its complete and constructive delivery.

6.2 Strategy Development and Deployment

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

Response:

In order to achieve the mission, Administrative Management College put forward the following strategic portfolio of the objectives.

- Providing quality education to the students in a value-based academic environment.
- Providing adequate infrastructural facilities in classrooms, laboratories, workshops, and seminars.
- Recruiting and retaining quality faculty.
- To be a renowned institution for placement of students.
- To empower the individual student to face all significant issues with an objective and optimistic frame of mind.

The development of the college is a constant ongoing process. At every step, the management strives to improve. This is made possible with the help of perspective/strategic plans that chalk out the necessary actions to be taken to grow and develop. All stakeholders of the institution are involved in the process of

developing the strategic plan by giving inputs and suggestions.

One such example of fine implementation of strategic plan was SWOC analysis conducted at the department level. Strengths, weaknesses, opportunities and challenges of the department were identified from time to time. Once the weaknesses and challenges were identified, steps were taken to overcome these challenges.

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

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

Response:

The college functions under the supervision of governing council which consists of Chairman, Members, University Nominee and Principal as the Convener. The meeting will be held, once in a semester to discuss on policy matters. Decisions like introduction of new course, closure of existing courses, construction of new blocks, enhancement of physical facilities and other initiatives for improvement of the institution are taken in the form of resolutions in the governing body.

Principal is the academic and administrative head of the institution. The Principal delegates the work to the Heads of departments, Directors and conveners of the various committees. The periodical meetings of the teaching and non-teaching staff are conducted under the leadership of the Principal.

Service rules have been formulated as per the guidelines of competent authorities like affiliating university and approval body (Bangalore University and AICTE) and institutional values. Recruitments and selection happen as per the university norms based on the requirement. A yearly appraisal policy exists for the promotion of the staff. Grievance Redressal mechanism followed in the institution to settle the grievances of both the students and the staff if any.

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**

    4.Student Admission and Support

    5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

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

Response:

Various committees and cells are constituted as per the norms or requirement to oversee academic and administrative operations at the institution. The list of committees and cells are provided below:-

1. Academic Monitoring Committee/IQAC

2. Discipline Committee

3. Library Committee

4. Cultural Committee

5. Sports Committee

6. NSS Committee

7. Exam committee

8. Career Guidance and Placement Cell

9. Anti-Ragging Committee

10. Grievance Redressal Cell

11. Sexual Harassment Redressal Cell

12. Equal Opportunity Cell

13. Counseling Cell

14. Alumni committee

15. SC/ST/OBC/Minority Cell

Members of these bodies will meet as per the requirement and record the minutes of the meetings.

Example for successful implementation of ICT in college as per the recommendation of Academic monitoring Committee

College was following the traditional method of teachings earlier. In 2016-17 academic monitoring committee members suggested the implementation of student-centric methods of learning by using Information and Communication Technologies (ICT). Initially, the tools had been implemented at PG level. In the year 2017-18, ICTs were implemented at UG level also to facilitate the UG students with ICT technologies.

These new measures resulted in improving the communication skills of the students, increasing their confidence levels and even making fit for facing the corporate challenges.

6.3 Faculty Empowerment Strategies

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

Response:

The following are the Welfare schemes provided to Teaching and Non-teaching Staff:

- Employee Provident Fund (EPF) & ESI as per regulatory norms.
- Canteen facility for teaching and non teaching staff members
- Fee concession for employee's dependent children within the institution.
- Leave facility includes medical and marriage.
- Encouragement of career advancement programme.
- Reimbursement of registration fees towards attending seminars, workshops, and conferences.
- OD facilities are extended to the teaching staff for attending seminars, workshops, and conferences.
- Recreation centre like yoga, gym, indoor and outdoor games.
- One-day trip for teaching and non-teaching staff.
- One week excursion for the staff working long duration in the organization.
- Transportation facilities are available to all the teaching and non-teaching staff.
- Accommodation facility in Hostel for the staff members based on their request.

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: 11.91

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
10	4	6	3	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: 0

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
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[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: 0

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
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

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

Response:

The performance appraisal system of teaching staff is under the guidelines of Administrative Management College. It contains various aspects like Self- Appraisal, student feedback, HOD evaluation, Principal's Analysis. In self-appraisal systems, the faculty members of all ranks (Assistant Professor, Associate Professors, and Professors) are obliged to submit an annual report on their activities. In student feedback, faculty performance was evaluated and rated by students. HODs of various departments will evaluate the staff members and results will be submitted to the Principal. The principal will evaluate the performance of teaching and non-teaching staff members based on different parameters and come to final evaluation towards the performance. Principal's evaluation will be brought to the notice of the management, where the final decisions will be taken. Teaching and non-teaching staff members who upgrade their qualifications were given more weight age towards appraisal. The institution encourages the staff towards research-based activities and recognizes them. Staffs who attend workshops, seminars and conferences were encouraged by providing OD and reimbursement of the registration fees.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College has a mechanism for internal and external audit. The internal audit is carried out by the internal auditors of the college. The external audit is carried out by a certified auditor as per the provisions of the Government Rules. The external audit is up to date. It has been completed for the last financial year 2017-18. There were no significant objections raised by the auditors.

The chartered accountant of the firm has mentioned in his report of the audit that:
We have examined the balance sheet of the college and income & expenditure account for the year ended in which are in agreement with the books of accounts maintained by the institution. We have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of the audit.

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: 0

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
0	0	0	0	0

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

Response:

AMC is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor the effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. Institutional budget is prepared by Principal every year taking into consideration of recurring and non-recurring expenditures. The proposal is then sent to Management by the accounts department of the college. The college then receives the budget approval letter from Management on the basis of which all financial utilization of funds takes place. For major expenses, approval from the Governing body is taken after a recommendation from Heads of the Departments and statutory Committees.

Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management. After final approval of budget, the purchasing process is initiated by purchase committee which includes all head of departments and accounts officer, accordingly, the quotations called and after the negotiations purchase orders are placed.

 The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.

Financial audit is conducted by chartered accountant every financial year to verify the compliance.

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:

Administrative Management College has an internal quality assurance cell (IQAC) as per the guidelines of NAAC. The Internal Quality Assurance Cell (IQAC) of the Administrative Management College made efforts to develop healthy working culture, to enhance the academic and administrative performance of the institute and to promote high quality standards by following best practices. Some of the notable achievements by IQAC cell are enhancing ICT facilities in the departments. Enriching the library recourses through online digital library network (DELNET) and National Digital Library .

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:

IQAC was established as per the NAAC guidelines. However, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through its various committees.

Learning Outcomes: Guidance to slow learners

Institution conducts an orientation program for all newly admitted students to make them aware of program structure, examination scheme, and various courses in the program and career opportunities. Institution has adopted the policy to identify slow learners by following techniques-

1. Review of previous year academic performance

2. Performances in first term examinations are reviewed to monitor their learning levels.

Class Teachers and Mentors evaluate above data and categorize students and provide them suitable guidance.

The institution provides remedial classes, question bank, class tests, and counseling for slow learners. At the same time special programs are organized by the institution for boosting creativity, leadership and intelligence for advanced learners.

This activity positively contributed to cater to the diverse needs of the slow learners to comprehend difficult topics easily, recalling the answers of questions, clarity in practical knowledge of experiments, cope up English language difficulties, build confidence and helps in overall development of the students.

Structured feedback for gap analysis

The feedback was received from different stakeholders and report of analysis was prepared. The following measures were taken to fulfill the gap and the overall development of the students:

- Introduction of value added courses
- Organising workshops, seminars and guest lectures

- Industrial and Institutional visits to enrich the knowledge
- Cultural and sports activities for overall development of the students

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

Response: 0

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
0	0	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[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:

Our institution has progressed well in last five years. Following is the list of improvements in various categories such as curriculum enrichment, teaching-learning methodology infrastructure and improvements in student progression.

Curriculum enrichment: Value added courses are introduced

Teaching learning approach: Student centric teaching and learning approach with focus on self-learning implemented instead of traditional teaching learning approach. A student centric- method such as experimental learning, participative learning and problem solving methodologies are used for learning experiences. Students are familiarized with the program outcomes, mode of internal assessment as well as college facilities during the Orientation Program of the college. A comprehensive Academic Calendar is prepared by the Course coordinator in consultation with the Heads of all the departments of the College, indicating total teaching days, holidays for the semester, commencement of classes, schedule for term exams, university end semester practical and theory exams as per the Bangalore University Schedule.

Continuous Internal Evaluation is done. Transparency and fairness of evaluation system are ensured through Internal Assessment committee. Slow learners are identified through the internal assessment test and they are supported through remedial classes and extra coaching classes. Institution has student mentoring system wherein a batch of 15-20 students are assigned for a faculty for mentoring the students academically and personally.

Infrastructure: The laboratory facilities have been augmented in all the departments. All physical facilities like ICT classrooms, seminar halls, laboratories, and tutorial facilities are provided to satisfy the required curricular and co-curricular requirements. The College is having a computer center with sufficient number of systems with LAN facilities. Institution has well planned spacious library with large number of books and digital library equipped with e-journals and e-materials.

Student Progression: The admission in various courses are improved and the performance of the students in university examinations is also increased. College has ERP software which keeps track of wholesome activities like attendance, Internal Assessment, Circulars and notifications. Through ERP parents receive their wards' attendance and academic progress. There is an exclusive cell which co-ordinates all the placement activities of the college. Students are encouraged to take part in Corporate Readiness Training (CRT) activities and career counseling sessions which plays a vital role in the life of the students, thus enabling them to discover their true potential.

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: 0

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
0	0	0	0	0

File Description	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:

Administrative Management College focuses on the gender sensitivity in providing facilities for Safety and Security. The College provides full safety and security to their students and employees. The institute has appointed security guards throughout the clock at College gate, inside campus and hostel. The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

Anti-ragging Committee is formed as per the UGC guidelines. The students at the time of joining sign an undertaking and submit to the College about non- involvement in ragging activities. Anti-ragging Committee and Squads make sure that there are no instances of ragging anywhere in the campus or hostel. The Main gates are guarded and entry points are screened. Safety and security of all the students and staff is ensured at all times.

Counseling:

To meet the counseling needs of our students, the College has set up Counseling Cell. The main Objectives of Counseling cell is to help students in understanding their personal or academic problems and discover ways to adjust and cope with them. Counseling cell provides a confidential environment, wherein students can express their problems and concerns. The counselor will patiently listen and help them in gaining insights and give confidence to students to overcome their problems.

 Common Room:

College provides comfortable and separate common rooms for both girls and boys. Common rooms also facilitate students to hold meetings, study or simply relax. Our College common rooms are always lively with students.

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:** 15.81	
7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH) Response: 2968	
7.1.3.2 Total annual power requirement (in KWH) Response: 18773	

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs **Response:** 2.37	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH) Response: 13140	
7.1.4.2 Annual lighting power requirement (in KWH)	

Response: 554640

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

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

Response:

AMC is committed to "zero waste" and reducing the environmental impact. Careful budgeting is adopted in what we purchase as a first step towards reducing waste. BBMP authorized vehicle will come to college every day at 7 am in the morning to collect Solid and Liquid waste.

The college has segregated waste into three parts:

1. Solid Waste Management

2. Liquid Waste Management

3. E-waste Management

Solid Waste Management:

The waste is generated by all sorts of routine activities carried out in the college is segregated at each level and source. The administrative supervisor in each block ensures to collect, clean, segregate and compile the waste in the dustbins or storerooms.

Liquid Waste Management:

Liquid waste generated by the college is treated through Sewage Treatment Plants (STPs) whereas the kitchen wastewater is used in gardening purposes. Wasted water is reused and provided to the plants and trees on the college campus. Plants, trees, and lawns are maintained regularly.

E-Waste Management:

Our system administrator will check the computer which cannot be used for the lab, however, few computers will be repaired and reused. Electronic waste like computer accessories and peripherals and other "out of use" parts of the computer are disposed of.

BioMedical Waste:

All the bio-medical waste shall be treated and disposed of with the help of requisite bio-medical waste treatment facilities like incinerator, autoclave, and microwave system for the treatment of waste.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Administrative Management College Campus has a strategy in rainwater harvesting and sustainable water management on the campus. The Institute uses the "multiple integrated ground chambers" to the storage of surface and groundwater. And deep bore pipes to achieve more efficiency in water usage and improve degradation of water.

The rainwater harvesting plant located on the campus. A groundwater recharge well is provided by the Institute to Store Water and Utilize later. Owing to the minimal concrete floor construction in campus, rainwater can sufficiently seep underground thereby maintaining the natural groundwater table. It is proposed to make arrangements to collect the roof water during the rainy season, which can further cater to the water requirement for sanitary and gardening requirements. A large water sump has been constructed to collect rainwater.

File Description	Document
Any additional information	View Document

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

Response:

7.1.7 *Green Practices*

The idea of going green is a way not only to protect the environment but also to benefit health. Administrative Management College believes in the philosophy of "Green Practices". The Institute is committed to nurturing the environment for a better future.

Transport: Administrative Management College provides transportation facility to both students and staff. Most of the students and staff avail college bus and public transportation. We encourage our students and staff to use college or public transportation in order to reduce pollution.

Pedestrian friendly roads: Campus has designed pedestrian friendly roads. There is a clear pedestrian connection throughout the campus.

Paperless Office: We believe in a culture of reuse and recycling.

Plastic-free campus: We have instructed our staff and students not use any plastic materials for personal and official purpose. Measures are taken to create awareness to students and staff at canteen and common places.

Green landscaping with trees and plants: Administrative Management College campus has many different plants and trees on the campus that makes a green campus.

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

Response: 0.04

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
0	0.24	0.04	0.00	0.03

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

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

Response: 0

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
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[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: 0

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
0	0	0	0	0

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: No

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

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

Response: Yes

File Description	Document
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
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: 0

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
0	0	0	0	0

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

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

Response:

National Education Day Celebration

National Education Day is observed in India to celebrate the Birth Anniversary of Maulana Abul Kalam Azad, the first education minister of India, National Education Day is celebrated in AMC on 11 November.

Teachers' Day Celebration

Teachers' Day is celebrated in the college on 5th September every year. Teacher's Day is marked in honor of Dr. Sarvepalli Radhakrishnan, who was born on September 5, 1888. Dr. Radhakrishnan was India's first vice president and second president. He was a great scholar, philosopher, and Bharat Ratna recipient. Since 1962 - the year he became president - India has commemorated Dr. Radhakrishnan's birth anniversary by paying tribute to its teachers and gurus on this day.

National Unity Day Celebration

Rashtriya Ekta Diwas (National Unity Day) was being celebrated in AMC college from 2014 onwards. The intent is to pay tribute to Vallabhbhai Patel, who was instrumental in keeping India united. It is celebrated on 31 October every year as an annual commemoration of the birthday of the Iron Man of India Sardar Vallabhbhai Patel, one of the founding leaders of Republic of India.

Apart from the above national festivals like Makara Sankranthi, Dasara, Ganesh Chaturthi are celebrated within the campus.

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

Response:

Administrative Management College maintains complete transparency in its financial, academic, administrative and auxiliary functions.

The Institution has various budgetary requirements at different levels. All departments' heads are invited to submit their budget proposal for every academic year. This budget proposal is formulated after lengthy discussions at department meetings organized by the heads of the departments. They arrive on a conclusive summary after discussing the essential requirements to fulfill the needs of the department including the budget required for student development activities like guest lectures, seminars, workshops, and conferences. Along with this, lab-in charges and Librarians are also asked to come up with a proposal of their requirements including the purchase of new equipment, repairs and maintenances, service, training and up gradation. All proposals from various HODs are forwarded to the Principal for further processing. Principal consolidates all the budget proposals received from all departments will put forward before the management committee for further discussion and approval. The Chairman then calls the leadership team for a meeting and accounts for further refinement of the budget. A final proposed budget including all anticipated income and expenditure prepared by the accounts department is presented to the Governing Body's approval. Approvals of budgets are communicated to the respective in-charges and accounts department releases the funds on a regular basis, as planned.

Academic transparency is ensured by the display of Internal Assessment, Attendance regularly in the notice boards. The workload is well assigned at the beginning of the semester. Lesson plan and work done dairy are prepared by the concerned faculty.

Administrative transparency exists at Administrative Management College as it is well established and documented procedures are at place.

7.2 Best Practices

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

Response:

Best Practice 1

1. **Title of the Practice**

"Inclusion of "Dhi" Software for better Administrative and Academic Purpose"

1. **Objectives of the Practice**

The objectives of this initiative is to improve the overall performance of students by actively involving parents and teachers in the process.

1. **The Context**

To access students' details such as attendance, internal marks, timetable, and General Details. This software is used to establish sound communication between college, student, and parents through alerts and messages. All the students' details are maintained through this software.

4. The Practice

- Students and Parents can access these details using a login ID provided to them.
- Parents can stay updated about their ward's Progress through SMS and e-mails.
- Well informed and well-connected parents and teachers.
- Availability of well-organized data about all students, faculty, and Institution.

5. Evidence of Success

The improvement in overall attendance performance of students.

6. Problems Encountered and Resources Required

The Institution identified many practical problems with the software during implementation and identified the resources required to implement the practice still more effectively. Faculties with less technical skills are identified and training programs are arranged accordingly.

Best Practices 2

1. **Title of the Practice:**- Mentorship Scheme
2. **Objectives of the Practice:**

1. To plan Personal and career goals of students.
2. To monitor the overall progress of students during his/her graduation.

1. **The Context**

Institute has designed innovative methods for the overall personality development of the students. Through Mentorship scheme- the institute has developed a systematic road map for improving different aspects like Personal counseling, Personality Development, Communication Skill, Presentation Skill, Team Work, leadership qualities, etc and make them ready to face the challenges in the industry. Faculty who serve as mentors make a valuable contribution to the education and training of undergraduate students interested in hands-on experience in different activities.

1. **The Practice** In the mentorship scheme a Teacher (mentor) is allocated with a group of approximately fifteen students (mentees). Mentor-Mentee interaction is conducted once in an alternate week to discuss various issues related to academics and nonacademics. Mentor has to keep the academic record of the mentees allotted to him/her in terms of their monthly attendance, academic results, co-curricular participation within and outside campus, etc. and inform the same to the parents.

1. **Evidence of Success** The evidence of the success of the mentorship system is reflected through the overall personality development of students. Parents were happy to have a system where the overall progress of their ward is monitored and informed to them timely right from the first year till the candidate completes his/her graduation. There is a marginal increment in the number of students participating in various events held within and outside the college, since the implementation of Mentorship Scheme.

1. **Problems Encountered and Resources Required -** To mold the students 'mentality towards improvement in their personality without hampering academics was a difficult task.

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:

Administrative Management College is committed to ushering in socio-economic transformation by providing inclusive innovative quality education to fully meet the expectations of the stakeholders. Institute provides adequate infrastructure, equipment, amenities and sports facilities in harmony with nature. To provide holistic value-based education and inculcate entrepreneur abilities, students are well groomed in knowledge, skills, and values to face the challenges of the corporate world.

Unique features of Institute:

Institute provides traditional education so that a deserving student is not denied an opportunity for education solely on socio-economic constraints. Institute provides education to develop skills, knowledge, and values through well-structured curriculum and instructions. Students are made readily acceptable to the corporate world and promote entrepreneurship. Institute strictly follows the academic calendar and covers 100% syllabus by following previous years question papers. Parent-Teacher interaction meeting to enhance the morale of students. Online feedback system to improve teaching-learning skills. Career guidance and higher education counseling for a bright future. The academic vigilance committee headed by the head of departments. Power backup is given on the campus. The student NSS wing is active in order to imbibe strong social values in our students. The institute takes conscious efforts to create awareness about energy conservation and renewable energy usage among students. Solar panels are used in the hostel and the college campus. Round the clock internet connectivity through dedicated Lease Line. Various social events carried out for the enrichment of students. Scholarship and Free ships are provided to economically backward students. Mentoring scheme has developed a systematic road map for improving the different aspects of personality developments, communication skill, presentation skill, teamwork, and leadership qualities, etc. and make them ready to face the challenges in the industry.

Institute has provided e-sources like DELNET to students and faculty to maximize the use of the resource of the Library. Institute has provided career development services to students with respect to higher education and opportunities.

5. CONCLUSION

Additional Information :

The institute is located in close vicinity of the city with lush green, noise and pollution free environment. Our campus also is well connected and very much approachable by road. The institute mainly focuses on the effective teaching-learning process by providing learning resources apart from the college library, with more than adequate books. As the digital library is equipped with e-resources like ejournal, e-books from DELNET software. Our campus is Wi-Fi enabled with ICT environment. The infrastructure is maintained always clean and green with very good transport and bank facilities by the Institute for all the stakeholders. The facilities for sports, cultural and Gym are provided to the students from time to time, to bring out their best talent in not only participating but also excellent organizing skills.

Concluding Remarks :

The institute is committed to providing quality education in the rural area for economically backward students. Paramahamsa Foundation Trust has transparent and well-defined policies at all levels. Institute encourages and believes in decentralization for the effective functioning of the various sections/departments. The management believes in promoting all stakeholders in the decision-making process. The institute has various committees to take care of administrative, academic, anti-ragging, grievances, etc. The concerned committee meets regularly and deliberates and corrects the issues from time to time. Each department has well defined academic calendar for the smooth functioning of academic other activities. To bring out the abilities of the students, they are allowed to organize social, cultural and sports events. The feedback from the students, parents, alumni will be taken regularly and corrective actions implemented for overall growth. The students of all the departments are benefitted by counseling and conducting capability enhancement and development schemes like career counseling, soft skill development, remedial coaching, bridge courses, yoga and meditation, personal counseling, etc. The institutions inculcate discipline, moral and ethical values among the students for making them as a good human being. The intention of the institute is to bring out the best among all the students and make them all rounder's. In view of improving employability level of our students we have given very high priority for skill development. Finally, we are cordially inviting the NAAC peer team to visit the campus for Accreditation and Assessment.