



**KARNATAK LAW SOCIETYS'
INSTITUTE OF MANAGEMENT EDUCATION
AND RESEARCH
BELAGAVI**

KACOGN21004

**ANNUAL QUALITY
ASSURANCE REPORT (AQAR)
OF THE IQAC 2017-2018**

iqac@klsimer.edu

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Karnatak Law Society's Institute of Management Education and Research
1.2 Address Line 1	Sy. No 77, Vadagaon Road
Address Line 2	Adarsh Nagar, Hindwadi, Belagavi
City/Town	Belagavi
State	Karnataka
Pin Code	590011
Institution e-mail address	director@klsimer.edu
Contact Nos.	0831-2405511/12/13/14
Name of the Head of the Institution:	Dr. Shashidhar G. Chiniwar
Tel. No. with STD Code:	0831-2405511/12/13/14
Mobile:	9448758470
Name of the IQAC Coordinator:	Mrs. Shailaja Hiremath
Mobile:	9448866397
IQAC e-mail address:	iqac@klsimer.edu

1.3 NAAC Track ID (For ex. MHCOGN 18879) **KACOGN21004**

1.4 NAAC Executive Committee No. & Date: **NAAC/WH/Cert-A&A/EC (16th SC)/14.1/2016**

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: <http://www.klsimer.edu>

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.24	2016	Up to July 10, 2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :(DD/MM/YYYY) 04/07/2014

1.8 AQAR for the year (for example 2010-11): 2017-18

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

i. AQAR 2016-17 submitted to NAAC on 26/07/ 2017

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing		<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>	

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text"/>								

1.12 Name of the Affiliating University (*for the Colleges*) **RANI CHANNAMMA UNIVERSITY, BELAGAVI**

1.13 Special status conferred by Central/ State Government

--UGC/CSIR/DST/DBT/ICMR etc **NO**

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="3"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="16"/>

2.11 No. of meetings with various stakeholders:	Faculty	<input type="text" value="12"/>
	Non-Teaching Staff	<input type="text" value="3"/>
	Students	<input type="text" value="3"/>
	Alumni	<input type="text" value="2"/>
	Others	<input type="text" value="2"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Teaching-Learning-Evaluation Excellence
2. "Developments in NAAC documentation & processes"
3. Session on Outcome Based Education (OBE)

2.14 Significant Activities and contributions made by IQAC

1. Preparation and submission of AQAR
2. Successful coordination of AAA Audit on 11th January 2018
3. Preparation of IMER Perspective Plan 2018-23
4. Preparation and approval of Calendar of Events and Academic Calendar 2017-18 for the Institute
5. Introduction of Knowledge Enrichment Series for faculty members through Research Centre
6. Organised the sessions to discuss new developments in NAAC documentation and processes.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To get recognition by UGC under 2(f) and 12(b)	1. The institute is recognised by UGC under 2 (f) & 12(b)
2. To enhance the research output	2. Increase in research publications
3. To organize one national level programme on Quality	3. One National level FDP was conducted on 22 nd September 2017

Academic Calendar provided in Annexure 1.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR 2017-18 was placed in Governing Council Meeting of KLS IMER held on 13th July 2018 for approval. The same has been approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	1			
UG				
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	3	5		
Others				
Total	6	5		
Interdisciplinary	3	5		
Innovative		3		

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	ONE
Trimester	
Annual	

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

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

Analysis of the feedback provided in Annexure 2

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

Revision/update of regulation of syllabi will be initiated by the affiliating University once in three years.

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

1. CSR Advisory Cell
2. SC/ST Cell

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	16	08		04	04

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	01	01							01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	12	09
Presented papers	09	15	
Resource Persons		02	04

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

1. OUST Learning Management System (LMS) has been introduced as innovative process in Teaching Learning. Assessments are created by faculty members in their respective subjects and the performance of the students can be tracked with the help of LMS.
2. ICT based teaching methods and tools are used.
3. Lesson Plans, Course Dockets, Online and Off-line Reading Materials are provided to students for the structured learning
4. Pedagogy namely Case Analysis, Live Projects, Book Reviews, Demonstration of Live Trading, Video Lessons/Cases are used to enhance the learning experience
5. MS Excel and SPSS are used for data analysis in subjects like BRM, Investment Analysis etc
6. IMER organizes Industry Institute Interaction (III) series and also invites alumni for guest lectures for students on recent developments in industry

2.7 Total No. of actual teaching days during this academic year: 185

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

Institute follows reforms initiated by affiliating University from time to time. Institute has introduced OUST LMS as one of the internal assessment tool.

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

Two senior faculty members are on Board of studies. Since IMER is an affiliated institution, all faculty members participate in curriculum restructuring/revision/syllabus development as member of Faculty Development Workshop/Curriculum Development workshops as and when affiliating University will initiate such activities.

2.10 Average percentage of attendance of students 84%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA (2015-17)	115	--	58 (50.43%)	34 (29.56%)	--	92 (80%)
MBA (2016-18) 2nd Semester	111	4 (3.60%)	67 (60.36%)	24 (21.62%)	--	95 (85.58)

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

IQAC conducts meetings regularly to discuss the matters related to Teaching –Learning process such as preparation of Calendar of events based on academic calendar received by the affiliating university, subject allocation to faculty members, preparation of time table for ensuing semester etc. IQAC members discuss the result analysis, placement progress and participation of students in various curricular as well as extra- curricular activities to ensure the effectiveness of the Teaching & Learning processes.

IQAC encourages students' involvement in every endeavour of the institute related to various aspects like suggestions on value added courses, events, research, and extension activities. IQAC conducts internal academic audit as well as AAA audit by external expert committee to know the gaps and work on bridging those gaps.

IQAC also encourages faculty members to upgrade their skills on new Teaching & Learning methods by attending faculty development programmes. IQAC also promotes research among faculty members and students which adds value in the Teaching & Learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	16
Others	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	--	--	06
Technical Staff	01	--	--	03

Criterion – III

3. Research, Consultancy and Extension

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

1. Recommended formation of research teams to work on research projects with funding from the institute to develop case studies.
2. Reviewed the progress pertaining to research and extension activities at the institute on periodic basis.
3. Recommended research proposals and presentations of research papers by different faculty to the management for approval.
4. Recommended the proposed action plan for the research Centre received from the coordinator for approval.
5. Recommended incentives to faculty to encourage them to take up research projects and publish research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	--	--	--
Outlay in Rs. Lakhs	1.0	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	--	--	--
Outlay in Rs. Lakhs	0.5	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	06	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	06	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned Rs.	Received in Rs.
Major projects	2017-18	CREDAI Belagavi	1,00,000/-	1,00,000/-
Minor Projects	2017-18	Foundry Cluster, Belagavi	50,000/-	50,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total			1,50,000/-	1,50,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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

Total	International	National	State	University	Dist	College
03	--	02	--	--	--	01

3.18 No. of faculty from the Institution, who are Ph. D. Guides

Students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: University level State level
National level International level

3.23 No. of Awards won in NSS: University level State level
 National level International level

3.24 No. of Awards won in NCC: University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="10"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>	Any other	<input type="text" value="--"/>

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

1. KLS IMER organized 'Clean Campus Day', 'Green Campus Day', 'Clean Mess Day' and 'Clean surrounding Day' and many such cleanliness drives as a part of "Swachhata Pakhwada" events under the banner, Centre for Ethics and Social Responsibility of the institute between 1st September to 15th September.. All the teaching, administrative staff and students participated in this event.
2. KLS IMER in association with Avishkaar, an NGO working to foster entrepreneurship in women, conducted a workshop on 7th Sept 2017 on Strategies to have a successful stall during the annual Utsav at KLS IMER.
3. The students of KLS IMER volunteered to participate and coordinate Candle March Rally organized by Ankur School for Special Children to observe "International Day of Persons with Disability" on 03/10/2017.
4. KLS IMER in association with Avishkaar conducted a workshop on 23rd Nov 2017 on Digitalization for women empowerment.
5. The students of KLS IMER from 2017-19 batch, Belagavi collected 300 Kgs of old newspapers and magazines and donated to Vidyaadhar project on 4th December 2017. Vidyaadhar Project raises funds by selling old newspapers to support needy students to pursue their education. The event was followed by the guest lecture on creating awareness on social issues by Mr. Vijay More, member, BOD of Shantai Vidyaadhar project.
6. KLS IMER conducted an IT Literacy Camp to educate rural students of Government school for usage of computer and basic computer skills on 5th & 6th December.

7. KLS IMER in association with HDFC and KLE's Blood Bank organized Blood Donation Camp at KLS IMER on 7th Dec,2017 all staff members and others participated in the blood donation. In total 78 donors donated blood on this occasion.
8. The students and faculty members of KLS IMER on 04/03/2018 participated in the tree plantation drive organised by Green Saviours, a social organization from Belagavi.
9. Centre for Ethics and Social Responsibility of KLS IMER Belagavi had organised door to door campaign to create awareness on importance of voting at Habbanatti village on 28/04/2018.
10. Centre for Ethics and Social Responsibility of KLS IMER Belagavi had also organised extension activity namely "Swachchata Abhiyaan-A cleanliness drive" at Habbanatti village on 28/04/2018.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 Acres (8093.71 Sq. Mtrs.)	--	--	2 Acres (8093.71 Sq.Mtrs.)
Class rooms	09	--	--	09
Laboratories	02	--	--	02
Seminar Halls	01	--	--	01
Counselling Room	--	01	--	01
Details of important equipment purchased during the current year (2017-2018).				
Equipment	Nos.	Amount in Rupees		
Solar Roof Work (\geq 1-0 lakh)	01	4,17,400.00	Institution Fund	
Others: (< 1-0 lakh)	31	5,47,796.00	Institution Fund	

4.2 Computerization of administration and library

Library:

- On Line Public Access Catalogue is maintained for public use.
- Library activities, facilities and services are 100% automated using Easylib i.e. Library Management Software for in-house library activities.
- Notice, reminders, circulars, Selective Dissemination of Information (SDI) services are done online using e-mail and WhatsApp services. These initiatives have reduced usage of paper by 95%.
- Library has subscribed to online databases like EBSCO, J-Gate, Capitaline, and NPTEL course Material. The faculty members and students can access the same anywhere in the campus
- Other important e-resources like question paper sets, project reports, in-house published journal (TATVA), notes, NPTEL Course material, and News Paper Clipping Services are available in e-form
- Collection of 376 CDs/DVDs are maintained separately for public use.
- Library has DELNET membership
- Photos of all the events and activities are maintained in softcopy format (Separate Index is also maintained in this regard).
- Online payments are made for purchase of books, subscription of important periodicals etc.

Administration:

- Tally software is used for accounting purpose
- E-sutra software is used:
 - For Admission purpose i.e. registration of new student to filing of all details of newly admitted students
 - Maintenance of students' attendance by faculty members
 - Receiving students feedback
 - Generating Identity Cards of students.
 - SMS module to communicate with Students and Parents
 - To maintain scanned copy of student information in E-form.
- Participation in online surveys
- Online submission for RCU Affiliation
- Online payments of PF, ESI and AICTE fees.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	13,931	47,17,795.55	182	83,082.35	14113	48,00,877.90
Reference Books	3,491	18,91,401.83	114	82,345.64	3605	19,73,747.47
e-Books	184	-	86	-	270	-
Journals	58	1,70,719.67	-	-	52	1,21,190.43
e-Journals						
Digital Database						
• EBSCO	3818 (full text)	2,49,432.00	-	3,02,081.00	-	3,02,081.00
• J-Gate	4830	68,700.00	411 Nos. (5241-4830)	69,000.00	5241	69,000.00
• Capitaline: Digital Database	48318	67,416.00	3674 Nos. (51992-48318)	60,000.00	51992	60,000.00
CD & Video	373	-	3		376	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	182	2	30Mbps Railtel Leased Line 2Mbps Airtel Broadband two lines	Both the computer Labs have LAN and Internet connectivity they are used for browsing also	01	-	-	Digital Library: 15 Computers
Added	-	-	Railtel line is upgraded to 40Mbps	-	-	-	-	-
Total	182	2	40Mbps Railtel Leased Line 2Mbps Airtel Broadband two lines	-	-	-	-	-

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

1. Orientation Programme on J-Gate Database for Faculty conducted on 21st September, 2017.
2. Practical Training Programme/ Workshop on EBSCO Database for 1st Semester Students conducted on 22nd November, 2017.
3. Workshop on J-Gate Database for 2nd Semester Students conducted on 23rd March, 2018.
4. Workshop on Dspace for 2nd Semester Students conducted on 23rd March, 2018.
5. Webinar session on Emotional Intelligence by Mr. Nikhet Karajgi on 9th Feb 2017 for faculty members
6. Training for students and staff on Impartus Lecture Capture on 16th and 17th Nov 2017
7. Training for Staff on usage of OUST on 7th April 2018.

4.6 Amount spent on maintenance in lakh rupees:

i) ICT	1.15077
ii) Campus Infrastructure and facilities	18.41127
iii) Equipment	4.21400
iv) Others	4.51469
Total:	28.29073

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC recommends the various committees headed by faculty members to conduct awareness sessions on student facilities at KLS IMER during orientation programme for every new batch
- Each initiative for student support is discussed by the IQAC and suggestions are taken from IQAC members how to make the services more effective. The student members of IQAC are involved in the discussions.
- Faculty members who are in-charge of statutory cells like Anti-ragging Cell, SC/ST cell, hostel take sessions to enhance awareness about Student Support Services
- The students will be made aware of scholarship schemes, various facilities provided by Government agencies through proper notification on notice board as well as on student WhatsApp groups

5.2 Efforts made by the institution for tracking the progression

- At the beginning of the first semester, student profiling was conducted to understand the skill levels of the students. Aptitude test, computer skill tests and personal interview were conducted. The Director, Training & Placement Officer and the mentors are involved in the process. The student profile report was prepared and is used as a base to observe the progress of students
- IQAC discusses the result analysis after the results are declared by the University every semester and recommends the faculty members for further course of action.
- IMER has structured mentoring process, wherein each faculty acts like mentor to 10-12 students from each batch allotted at the beginning of the first semester. Each mentor discusses the progress of mentees in the area of academics, curricular and extra-curricular activities.
- Career Guidance, Counselling services and Sports facilities with full time Sports Officer are provided for students for the better progression.
- Senior Faculty of Professor Rank is designated as Head of students' events to ensure participation and progression of students in in-house and events of other college (competitions, management fests and other such curricular and cultural events)
- Report of each student event is submitted to the Governing Council.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	119		

(b) No. of students outside the state

3

(c) No. of international students

--

No	%
75	63.03%

Men

No	%
44	36.97%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
39	5	2	70	0	116	42	8	2	68	0	119

Demand ratio 1:5.7

Dropout % 1.68

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

- Guest speakers are invited to speak to students on careers in various fields like Banks, Education etc., and are informed about which competitive examinations have to be taken for specific areas.
- The session was conducted to create awareness on “Teaching as Career-Requirements and Eligibility. Information on UGC NET/SET examination was provided

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

Date	Session Details	No. Of Students
16/12/17	Career planning	73
18/01/18	Nature of Jobs in future	83

No. of students benefitted

156

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	51	28	23

5.8 Details of gender sensitization programmes

- Awareness Workshop for students and staff on “Prevention of Sexual Harassment Act” on 30/04/18

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	03	1,25,000/-
Financial support from government	73	24,55,885/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.1.1 Student organized fairs/exhibitions				
	Name of Faculty	Date	Details	No. of students involved
1	Dr. P.M. Charanthimath	17 th -21 st Dec, 2017	BELCON	16

5.12 No. of social initiatives undertaken by the students 10

5.1.2 No. of social initiatives undertaken by the students				
	Name of Faculty	Date	Details	No. of students involved
1	Mrs. Shailaja G. Hiremath Mr. Shreekant Naik	03/10/2017	IMER students volunteered to participate and coordinate Candle March Rally organized by Ankur School for Special Children to observe “International Day of Persons with Disability”	28 students
2	Mrs. Shailaja G. Hiremath Mr. Shreekant Naik	04/12/2017	The students of KLS IMER from 2017-19 batch, Belagavi collected 300 Kgs of old newspapers and magazines and donated to Vidyaadhar project on 4th December 2017. Vidyaadhar Project raises funds by selling old newspapers to support needy students to pursue their education. The event was followed by the guest lecture on creating awareness on social issues by Mr. Vijay More, member, BOD of Shantai Vidya Aadhaar project.	116 students
3	Mrs. Shailaja G. Hiremath Mr. Sunil Kulkarni	07/09/2017	As per notification received from AICTE dated 21.08.2017, regarding observing of “Swachchata Pakhwada” events starting from 1st September up to 15th September 2017, KLS IMER organized 'Clean Campus Day', 'Green Campus Day', 'Clean Mess Day' and 'Clean surrounding Day' and many such cleanliness drives under the banner, Centre for Ethics and Social Responsibility of the institute on the notified days. All the teaching and administrative staff participated enthusiastically along with students.	50 students and all the teaching and administrative staff participated

4	Mrs. Shailaja G. Hiremath Mr. Shreekant Naik Mr. Sunil Kulkarni	28/04/2018	Centre for Ethics and Social Responsibility of KLS IMER Belagavi had organised door to door campaign to create awareness on importance of voting at Habbanatti village.	23 students
5	Mrs. Shailaja G. Hiremath Mr. Shreekant Naik Mr. Sunil Kulkarni	28/04/2018	Centre for Ethics and Social Responsibility of KLS IMER Belagavi had also organised extension activity namely "Swachchata Abhiyaan-A cleanliness drive" at Habbanatti village.	23 Students
6	Mrs. Shailaja G. Hiremath Mr. Shreekant Naik	04/03/2018	The students and faculty members participated in the plantation drive organised by Green Saviours, a social organization from Belagavi	6 Students
7	Dr. Kirti Shivakumar	25/12/17	Make a Wish programme to fulfill the small wishes of destitute children of Prajwal	25 Students
	Dr. Kirti Shivakumar	Feb 2018 to March 2018	Facebook Campaign on "what we save , saves us"	12 students from IMER and 476 from colleges all over Karnataka
8	Dr. Kirti Shivakumar	12 /03/18	Street play as part of Samagam on Sustainable Goals	40 students from IMER and 476 from colleges all over Karnataka
9	Dr. Kirti Shivakumar	13 /03/18	Fundraising as a part of Samagam 2018 Event for Prajwal an NGO for children	20 students from IMER 64 from colleges all over Karnataka
10	Ms. Deepa Saibannavar	5 th & 6 th December 2017	IT Literacy Camp for two days to educate students of Rural Government Schools about usage of Computers and Basic Computer Skills as a part of Institute's social Responsibility. IT team with 16 students visited rural places like Bargaun, Garlagunji, Nandehalli, Asoga covering six schools around Khanapur taluka and interacted with the rural students and staff and trained them on basic applications of computers.	16 students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To Excel in Management Education, Research, Consultancy, Industry Institute Interface and Alumni Relations.

Mission: To transform every student into an industry ready and motivated business leader with an entrepreneurial mind set.

Values: Integrity Commitment Passion

Quality Policy: To continually improve processes of admission, teaching, learning, examination, evaluation, placement, research and extension in order to become an industry friendly institution of academic excellence.

6.2 Does the Institution has a Management Information System?

Yes. Institution has Management Information System in the form of

- Contineo (E-Sutra) (Campus Management System)
- OUST (Learning Management System)
- Impartus (Lecture Capture System)

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

6.3.1 Curriculum Development

The institute follows the University syllabus. In addition, the institute offers Value Added Courses in the area of Entrepreneurship Development with EDI, Ahmedabad, Logistics and Supply Chain with CII Institute of Logistics, Chennai, IIMBx MOOC Certification programme on Predictive Analytics, STEP Certification courses by Hindu Group, Certification courses related to Stock Market and MS Excel.

6.3.2 Teaching and Learning

- Well organised learner centric teaching practices
- Micro teaching using OUST
- Impartus for seamless integration to help educators extend learning experiences outside of the classroom.
- Contineo for academic administration such as attendance, mentoring, assignments, continuous evaluation, obtaining feedback from the students, monitoring course coverage.

6.3.3 Examination and Evaluation

The institute has an examination committee which regularly meets to evaluate the functioning of examination system. A faculty has been appointed as Chief of examination, assisted by junior faculty to revamp the whole system of examination, both internal and external. The continuous internal evaluation process which is already in practice has been improved by proper scheduling in advance, enabling students' preparation and evaluate learning. The final examination is conducted by the University.

6.3.4 Research and Development

- The Research Centre of the institute promotes research among the faculty and students by organising workshops, seminars, Knowledge Enrichment Series and Research colloquium series.
- A Research coordinator has been appointed to monitor the research work in the institute.
- Rs. 12.5 lakh per year is earmarked in the budget for promoting research among the faculty and students.
- The institute provides seed money to the faculty for research activity. The registration fees is given to faculty and students for attending research conferences and seminars.
- The institute has successfully completed research projects sponsored by different authorities.
- The institute's Research Centre has four research scholars
- The institute has four faculty members with PhD and seven faculty members pursuing doctoral programme.
- The Research Centre of the institute is well equipped with the latest version of SPSS, learning resources in the library with digital library.
- The institute publishes TATVA, an annual research journal which is peer reviewed, and is a platform for scholars, researchers and practitioners to share their knowledge and experience in the field of management. The journal contains research articles, book review and research article from students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library Process Automation through Library Management Software - Easylib
- Introduction of online Public Access Catalogue
- Subscription to online databases
- Digital Library with 15 Computers and a printer
- DSpace-Open Source Software for accessing library resources
- Online payments for library purchases

ICT:

- Practical training programme/workshop on EBSCO database (related to E-Journals) organized on 22.11.2017 for students of IMER.
- Practical training on J-Gate was organized on 23.03.2018 for 2nd Semester students
- Practical training on J-Gate was organized on 21.09.2017 for the faculty members
- Backup
- Fire wall
- Network upgradation
- Training on OUST, E-SUTRA

Physical Infrastructure:

- Sandbox IMER Incubation Centre
- Roof top Solar Power Project: 70 KWP
- Elevator from basement till terrace to facilitate access to the entire campus for physically challenged

6.3.6 Human Resource Management

- Fair and transparent recruitment and selection process
- Faculty is encouraged to attend conferences and seminars. Registration fee is paid by the institute and Duty leave is given.
- Internal talent is encouraged to improve upon their qualification and experience.
- Faculty feedback is taken and used for improving performance on a continuous basis.
- Faculty members are evaluated by the Director based on Performance Appraisal system, every year.
- The institute has welfare schemes such as gratuity, provident fund, fees concession to the children of KLS employees, Maternity leave, etc.
- Health and Wellness programmes are conducted for the faculty and staff.

6.3.7 Faculty and Staff recruitment

- Faculty recruitment is done as per AICTE guidelines.
- The process is transparent and structured.
- A three stage selection process ensures selection of competent person.
- Staff recruitment is done as per the need.
- Flexible working hours on need basis.
- Pay package as per norms.

6.3.8 Industry Interaction / Collaboration

- Internship and project works with the industry.
- MOU and collaboration with EDII, CII and IIT Chennai for promoting industry institute interaction.
- Industry and field visits
- Industry Institute Interaction (III) series.
- Faculty members are involved as consultants for industry projects.

6.3.9 Admission of Students

- The institute has an admission committee which meets regularly and reviews the admission process.
- SAMAGAM is conducted every year by our students for students of degree colleges. This two day event attracts more than 300 students from Karnataka, Maharashtra and Goa to our institute. Many of them take admission after completion of their graduation.
- Scholarships are given to meritorious students with high ranking to improve the quality of input on a regular basis.
- The institute conducts one week PGCET workshop for MBA aspirants.

6.4 Welfare schemes for

Teaching	Provident fund, Gratuity, Group insurance, maternity leave, medical leave
Non-teaching	Provident fund, Gratuity, Group insurance, maternity leave, medical leave, Leave encashment, Festival advance.
Students	Scholarship, fee concessions, Group Insurance

6.5 Total corpus fund generated: **Rs. 5, 03, 35,611.25**

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Expert Committee	Yes	IQAC
Administrative	Yes		Yes	IQAC

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

For UG Programmes Yes No

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

- The Examination committee meets regularly to reform examination system.
- Central evaluation system is in place for internal assessment.
- Schedule of internal examination is fixed at the beginning of the academic year
- The faculty have developed question bank for each subject, module wise, using OUST.
- Top three students answer scripts for every subject are documented and displayed in the Library.

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

- The institute conducted AAA audit on 11th January 2018 by inviting peer committee members consisting of University representatives and member from an autonomous institution
- According to the AAA report the institute has potential to go autonomous.
- The institute is working on the process of applying for autonomy to the university.
- In this regard the committee consisting of the Director and the Governing council members visited an autonomous institute namely CSIBER, Kolhapur to study the requirement

6.11 Activities and support from the Alumni Association

- The institute has a registered Alumni Association which meets at regular intervals.
- Alumni are invited to participate in viva, guest lectures, panel discussions, placement activities and various events.
- Their help is sought in admissions, industrial visit, placements and consultancy.
- The institute organises alumni meet on a regular basis, at least once a year.
- The institute has developed directory of alumni.
- Feedback is taken from alumni to improve the quality of programme.

6.12 Activities and support from the Parent – Teacher Association

- The parent – teacher meeting is organised twice in a year.
- Parent feedback is obtained for further improvement.
- In special cases parents are invited to discuss matter related to their ward.
- Suggestions are sought in informal meetings by parents from Director and Faculty members.

6.13 Development programmes for support staff

- Training is provided on the usage of Contineo.
- Training is provided to improve the use of information and communication technologies.

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

- Rain water harvesting.
- Solar project is installed on the campus to develop it into a solar energy driven campus thus reducing its carbon footprint.
- Biogas plant is installed and the biogas is used by the canteen
- The staff and students are involved in Swacch Bharat Abhiyan
- Tree Plantation Programs are held annually.
- The campus is kept clean and green.
- Awareness programmes are conducted on the use of eco-friendly products.
- Green audit is conducted to promote green energy.
- Landscaping on campus to enhance the greenery.

Criterion – VII

7. Innovations and Best Practices

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

- Online faculty feedback through Contineo has increased the speed and transparency in the feedback process
- Online students and faculty grievances Redressal hosted on the website
- Profiling of students by internal faculty members i.e., TPO, Mentor and Director
- Digitization of Payments and maintenance of student records through Contineo

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

- The institution is recognised with 2(F) and 12(B) by UGC
- New value added courses have been introduced as planned. They are as below
 - a. STEP certification course for 1st Semester
 - b. MOOC course in association with IIMB
 - c. Certification Course in “Investment Analysis using Excel”
 - d. Human Resource Information System (HRIS) course has been introduced for HR specialization students
- Enhancement of Internet speed, upgradation of Computer systems was done as a part of improvement in IT infrastructure
- Counselling services are made available to the students and professional counsellor has been appointed for the same.
- SC/ST cell has been set up to facilitate the students in their progression.
- Landscaping for Campus beautification and enhancing greenery is carried out.
- Knowledge Enrichment Series has been introduced by Research Centre for faculty members.

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

- OUST Lab platform for students
- Contineo- Campus Management System for managing Admissions, finance, Student attendance, student feedback etc.

**Details provided as Annexure 3, 4*

7.4 Contribution to environmental awareness / protection

- Solar Power Project set up on roof top of the institution
- Rain water harvesting project set up in campus
- Bio gas plant set up
- Communication notifications to the students and staff through e-mails so as to move to paperless environment.
- Participation of students and staff in various environmental awareness and protection activities such as Swachcha Bharat Abhiyaan, Plantation programmes etc.,

7.5 Whether environmental audit was conducted? Yes No


Note: Environmental Audit was conducted during the academic year 2015-16. The next audit will be planned for the academic year 2018-19.

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

- The AAA audit report has been enclosed as an Annexure 5, which reflects the SWOT analysis of the institution.

8. Plans of institution for next year

- Work towards getting Autonomy status for institution
- Enhance support for increasing faculty and student research
- Carry out more extension activities
- Plan domain specific Skill development activities for improved placement
- To conduct Environmental Audit
- To start Certification course in Marketing and Family Business


Mrs. Shailaja G. Hiremath
Coordinator: NAAC and IQAC


Dr. S. G. Chinwar
Director, KLS IMER
Chairperson-IQAC
DIRECTOR
Institute of Management
Education & Research, Belgaum.

LIST OF ANNEXURES

- 1. ANNEXURE 1: Academic Calendar.**
- 2. ANNEXURE 2: Analysis of feedback.**
- 3. ANNEXURE 3 : Best Practices 1**
- 4. ANNEXURE 4 : Best Practices 2**
- 5. ANNEXURE 5 : AAA Audit Report**

ANNEXURE 1: Academic Calendar

Aug-17						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
	CE = Internship Project (1/08/2017 to 30/09/2017)				BOM Meeting	
7	8	9	10	11	12	13
GH = Raksha Bandhan				GC = GC Meeting	BOM Meeting	
14	15	16	17	18	19	20
GH = Krishna Janamastami	GH = Independence Day			AA=IQAC Meeting	BOM Meeting	
21	22	23	24	25	26	27
GH = Last Sharavan Somvar	AA = 1st & 3rd Sem Result Analysis			GH = Ganesh Chaturthi	GC = GC Meeting BOM Meeting	
28	29	30	31			
			GH = Gouri Visarjan			

Sep-17						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
					GH = Bakrid	
4	5	6	7	8	9	10
				GC = GC Meeting AA=IQAC Meeting	BOM Meeting	
11	12	13	14	15	16	17
				AA=IQAC Meeting	CE = Foundation Day BOM Meeting	
18	19	20	21	22	23	24
	GH = Mahalaya Amayayse			AA=IQAC Meeting	GC = GC Meeting BOM Meeting	
25	26	27	28	29	30	
				GH = Aayudh Pooja	GH = Vijayadashami	

Oct-17						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31					1
2	3	4	5	6	7	8
GH = Gandhi Jayanti	CE = Aarambh / Parents Meet / Commencement of 3rd Sem	CE = Aarambh	GH = Valmiki Jayanti	CE = Aarambh	CE = Aarambh BOM Meeting AA=IQAC Meeting	
9	10	11	12	13	14	15
				CE = Project Viva GC = GC Meeting BOM Meeting	AA=IQAC Meeting	
16	17	18	19	20	21	22
		GH = Deepavali	GH = Deepavali	GH = Deepavali	BOM Meeting AA=IQAC Meeting	
23	24	25	26	27	28	29
					BOM Meeting AA=IQAC Meeting	

Nov-17						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 GH = Rajyotsava	2	3	4 BOM Meeting AA=IQAC Meeting	5
6 GH = Kanakdas Jayanti	7	8 CE= EDI Classes	9 CE = In House Fest AA = Research Advisory Committee	10 GC = GC Meeting BOM Meeting	11 CE = In House Fest AA=IQAC Meeting	12
13 CE= OBT	14 CE=OBT	15 CE=OBT	16 AA = STEP (Train the Trainer)	17 AA = STEP (Train the Trainer)	18 BOM Meeting AA=IQAC Meeting	19
20 AA = 2nd & 4th Sem result	21	22	23 CE = Fresher's Party	24 AA = 2nd & 4th Sem Result Analysis	25 CE = Alumni Meet BOM Meeting AA=IQAC Meeting	26
27 CE = Karvy Workshop	28 CE= Karvy Workshop	29	30 CE = Case Chase CE=SCM Course			

Dec-17						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 GH = Id Milad CE=SCM Course	2 BOM Meeting AA=IQAC Meeting	3
4 CE = Workshop on Using Library Resources	5 CE = IT Literacy Camp	6 CE = IT Literacy Camp	7 CE = Blood Donation Camp CE = Sports Meet	8 CE = Sports Meet GC = GC Meeting BOM Meeting CE = Blood Donation	9 CE = Sports Meet AA=IQAC Meeting	10
11	12 CE = Achievers Day	13	14 CE = RQS by Dr.S.V.Patil	15	16 BOM Meeting AA=IQAC Meeting	17
18	19	20 CE = EDI Classes	21 CE = EDI Classes	22	23 BOM Meeting AA=IQAC Meeting	24
25 GH = Christmas	26	27	28	29	30 AA=IQAC Meeting	31

Jan-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5 CE=Prelims	6 BOM Meeting AA=IQAC Meeting CE=Prelims	7 CE=Prelims
8 CE=Prelims	9 CE=Prelims	10 CE=Prelims	11 CE=Prelims	12 GC = GC Meeting BOM Meeting CE=Prelims	13 AA=IQAC Meeting CE=Prelims	14
15 GH=Makar Sankranti	16 CE = Promotional Tour	17 CE = Promotional Tour	18 CE = Promotional Tour	19 CE = Promotional Tour	20 CE = Promotional Tour BOM Meeting AA=IQAC Meeting	21 CE = Promotional
22	23 CE = Kaizen Event	24	25	26 GH = Republic Day	27 GC = GC Meeting BOM Meeting AA=IQAC Meeting	28
29	30	31 CE = Closure of 1st & 3rd Sem				

Feb-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
				CE = Samagam	CE = Samagam BOM Meeting AA=IQAC Meeting	
5	6	7	8	9	10	11
				GC = GC Meeting BOM Meeting	AA=IQAC Meeting	
12	13	14	15	16	17	18
CE = 1st & 3rd Sem Final Exams	GH = Mahashivaratri	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams BOM Meeting AA=IQAC Meeting	
19	20	21	22	23	24	25
CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams GC = GC Meeting BOM Meeting	
26	27	28				
CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams	CE = 1st & 3rd Sem Final Exams				

Mar-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
				GH = Rang Panchami	BOM Meeting AA=IQAC Meeting	
5	6	7	8	9	10	11
CE = Commencement of 2nd & 4th Sem			CE = EDI Classes	CE = EDI Classes GC = GC Meeting BOM Meeting	AA=IQAC Meeting	
12	13	14	15	16	17	18
		CE = Industrial	CE = Industrial	CE = Industrial	CE = Industrial BOM Meeting AA=IQAC Meeting	GH = Ugadi CE = Industrial
19	20	21	22	23	24	25
CE = Industrial	CE = Industrial Tour	CE = Industrial Tour			GC = GC Meeting BOM Meeting AA=IQAC Meeting	GH = Shri Ram Navami
26	27	28	29	30	31	
		CE = SD I Exam	GH = Mahaveer Jayanti	GH = Good Friday	AA=IQAC Meeting	

Apr-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30						1
2	3	4	5	6	7	8
CE= SD III Exam					BOM Meeting AA=IQAC Meeting	
9	10	11	12	13	14	15
					GH = Dr. Ambedkar Jayanti	
16	17	18	19	20	21	22
		GH = Basav Jayanti	CE = EDI Classes	CE = EDI Classes	BOM Meeting AA=IQAC Meeting	
23	24	25	26	27	28	29
		CE = Digital Marketing	CE = Digital Marketing		GC = GC Meeting BOM Meeting AA=IQAC Meeting	

May-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 GH = May Day	2	3	4	5 BOM Meeting AA=IQAC Meeting	6
7	8	9	10 GC = GC Meeting BOM Meeting	11	12 AA = 1st & 3rd Sem Result AA=IQAC Meeting	13
14	15	16	17 CE = EDI Exams	18	19 BOM Meeting AA=IQAC Meeting	20
21	22	23	24 AA = 1st & 3rd Sem Result Analysis	25	26 GC = GC Meeting BOM Meeting	27
28	29	30	31			

Jun-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2 BOM Meeting AA=IQAC Meeting	3
4	5 CE = 2nd & 4th Sem Preliminary Exams	6 CE = 2nd & 4th Sem Preliminary Exams	7 CE = 2nd & 4th Sem Preliminary Exams	8 CE = Preliminary Exams BOM Meeting GC = GC Meeting	9 CE = 2nd & 4th Sem Preliminary Exams AA=IQAC Meeting	10
11 CE = 2nd & 4th Sem Preliminary Exams	12 CE = 2nd & 4th Sem Preliminary Exams	13 CE = 2nd & 4th Sem Preliminary Exams	14 CE = 2nd & 4th Sem Preliminary Exams	15	16 BOM Meeting AA=IQAC Meeting GH = Ramzan	17
18 CE = PGCET/KMAT Crash Course	19 CE = PGCET/KMAT Crash Course	20 CE = PGCET/KMAT Crash Course	21 CE = PGCET/KMAT Crash Course CE = International Yoga Day	22 CE = PGCET/KMAT Crash Course	23 CE = PGCET/KMAT Crash Course BOM Meeting AA=IQAC Meeting	24 CE = PGCET/KMA
25	26	27	28	29	30 CE = Closure of 2nd & 4th Sem AA=IQAC Meeting	

Jul-18						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 CE = Commencement of Project	31					1
2 AA = Commencement of Admission	3	4	5	6	7 BOM Meeting AA=IQAC Meeting	8
9	10	11	12	13 GC = GC Meeting BOM Meeting	14 AA=IQAC Meeting	15
16 CE = SDII & IV Exams	17	18	19	20	21 BOM Meeting AA=IQAC Meeting	22
23 CE = 2nd & 4th Sem Final Exams	24 CE = 2nd & 4th Sem Final Exams	25 CE = 2nd & 4th Sem Final Exams	26 CE = 2nd & 4th Sem Final Exams	27 CE = 2nd & 4th Sem Final Exams	28 BOM Meeting AA=IQAC Meeting	29 CE = 2nd & 4 th Sem Final Exams
CE=College Event	Govt Holiday	AA = Admn Event		GC Meeting		BOM Meeting

ANNEXURE 2
Stakeholder Feedback Analysis 2017-18
Summary

1. Student Feedback

Student feedback is very encouraging as majority of the students have expressed satisfaction through the survey conducted at the end of their semester of the academic year 2017-18. The following were the parameters considered to capture the student feedback.

- Performance of Faculty members
- Relevancy of Curriculum
- Leadership & involvement of Management
- Infrastructure and other facilities
- Mentoring & Placement
- Campus Culture etc.

IMER always responds to students suggestions for improvements and ensures the best learning environment for them.

2. Alumni Feedback

Alumni feedback was taken by creating online google form. Institute received good response from alumni across different batches. Most of the alumni are satisfied with their Alma-mater in areas such as academic environment, infrastructure, training & Placement etc. Few of them stressed on having more alumni meets in major cities where they are currently employed and strengthen alumni network by engaging alumni in institute activities.

3. Parents Feedback

Parent's feedback is taken every year to capture the suggestions and experience on their wards' development through the programme.

- The parents have expressed satisfaction with the Culture, facilities and activities at IMER.

4. Recruiter's feedback

Most of the recruiters, who have hired our students during the academic year 2017-18 have expressed their satisfaction.

Annexure 3

Best Practice-1

1. **Title of the practice** – Oust Labs Platform for the students
2. **Goals-** It provides platform for the students to excel in their academics through game based activities which is provided in the form of mobile App.
3. **The context-** It aims at providing learning outside the classroom and also flexibility of learning.
4. **Practice-** Institute is using the platform to upload the questions (MCQS) related to different Subjects and also assignment for students.
5. **Evidence of success-** Students are happy to learn the concepts anywhere at their convenience. Also they can refer whenever they want.
6. **Problems encountered and resources required-** There was some resistance among the students to get adjusted to the platform App was compatible on Android mobiles. But later problems got resolved later. Institute provides financial assistance for this student friendly initiative.

Annexure 4

Best Practice- 2 Contineo Campus Management System

1. **Title of the Practice**-Contineo
2. **Goals**-It provides platform for digitalization of admissions, finance, academics etc.
3. **The context**-It provides easy access towards getting information about students and other information
4. **Practice**- It provides a platform for digitalization of admissions, finance, academics-attendance, and communication to the students, daily SMS to the parents, mentoring, alumni data base etc. It is integrated with OBE.
5. **Evidence of success** – It give MIS reports regarding admission, fees, attendance, mentor and faculty feedback
- 6 **Problems encountered and resources required** – When the system was introduced it was not customized for our requirements. Later it was resolved and it is serving the purpose. Institute provides financial assistance for this student friendly initiative.

KARNATAKA LAW SOCIETY'S
Institute of Management
Education and Research, Belgavi
Academic and Administrative
Audit Report
2017-2018

Introduction:

The Director of Karnatak Law Society's Institute of Management Education and Research, Belgavi invited Prof. B.G.Mulimani, former Vice-Chancellor of Gulbarga University, Kalaburgi, Prof.H.Y.Kamble , Professor and Chairman School of Business and Economics, Rani Channamma University, Belagavi and Prof.M.M. Ali, Director CSIBER, Kolhapur to conduct Academic and Administrative Audit (AAA). Accordingly,the Team consisting of the above members visited the Institute on Jan.11,2018.

The Process:

The Team visited the Institute on Jan 11,2018. Detailed information about the Institute was provided, in advance, by the authorities of the Institute. The Director, Dr. S.G.Chiniwar made a detailed presentation on the Academic and other activities of the Institute. This activity was followed by personal visit to the Knowledge Resources Centre, Computer Labs, Research Centre, IQAC, Centre for BE and CSR,Incubation Centre ,Placement Cell, Administrative Office, Sports Facilities , Gymnasium, Health Centre, Rain Water Harvesting Facility , Hostel and Canteen Facility etc. The Peer Team had interaction with the students, Management, Representatives, Administrative Staff and the Faculty Members.

The Observations:

Based on the data provided, personal visit and extensive discussions with the stake holders the Team has arrived at the following observations.

The College: The Background.

The KLS IMER was started in 1991 by Karnatak Law Society, which was founded in 1939 and has the distinction of running quality schools and colleges. The Institution is guided by well-defined Vision and Mission:

Vision: To excel in Management Education, Research, Consultancy, Industry Institute Interface and Alumni Relations.

Mission: To transform every student into an industry ready and motivated business leader with an entrepreneurial mind set.

The Institute is driven by: Values,Integrity, Commitment and Passion.

B.G. Mulimani
11/1/18

M. M. Ali
11/01/18

Some important features of the Institution:

1. Affiliated to Rani Channamma University, Belagavi.
2. Self-financed Institute.
3. Recognized by AICTE.
4. Recognized by UGC under 2(f) and 12(b).
5. Accredited by NAAC with grade 'A' (CGPA:3.24).
6. Recognized by RCU as Research Centre.
7. Has complied with most of the suggestions given by NAAC Peer Team.

Course (S) offered: The programs are developed keeping in view the important parameters like – Relevance, Exposure and Placements. The Prospectus of the Institution provides with clarity the Courses offered (Semesterwise).

Admission: Transparent Admission Policy. Demand ratio very good. The Institution follows strictly the University and Govt. norms. (Pl. see the Prospectus).

Teaching Faculty and Support Staff:

The Institute has well qualified, full time, visiting and guest faculty. The average age of the teaching staff is 35 years and the average teaching experience of 15 years. The teaching staff fulfill the required qualifying criteria and competencies as stipulated by the parent University, AICTE and UGC. In addition to their academic responsibilities at the Institute, the teaching staff is actively associated with RCU and other Professional bodies representing at various Statutory Bodies. The support staff is quite qualified and responsible towards the duties assigned. Thus, the Institute has a group of sincere, competent, and enthusiastic teaching as well as support staff leading to a student friendly ambience.

Teaching Pedagogy:

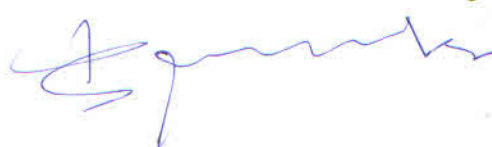
The teaching staff primarily adopts lecturing method, supported by case study work. Field based projects are assigned to the learners, and regular industrial visits are organized. All the classrooms are supported with the required ICT Facilities. The efforts taken by the Institute has reinforced the teaching - learning process. The Library services are fully computerized.

Feedback Mechanism:

It was observed that the performance of the teachers is regularly assessed by the Management through students' feedback system. Each individual faculty is made aware of his/her performance. However, the student's satisfaction feedback regarding the administrative assistance received by the students is a missing link.

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Faculty Development Programs:

Faculties are encouraged to participate in Conferences, Seminars and Workshops. The participation of the faculty in such activities is noteworthy. Faculties are found to be involved in Research and Publications. This is well manifested through their publications in peer reviewed journals, edited volumes, authoring books and also articles written in newspapers and magazines.

Supportive Management:

The Management of the Institute is supportive for all academic endeavors of the staff. The initiatives of the Management to strengthen the infrastructure are indicative of its total commitment to quality assurance. The staff has a very positive opinion of the Management and its role. This positive perception of the role of the Management is a healthy sign of institutional development. The visiting Team was very happy to note unconditional support and encouragement given by the Management.

Infrastructural Facilities:

The Institute has all the infrastructural facilities required for a student centric learning environment. The team witnessed good infrastructural facilities such as Computer Labs, Placement Cell, Gymnasium, Health Centre, Incubation Center, Knowledge Resource Centre, Administrative office, Internal Quality Assurance Cell, Hostel and Canteen Facilities. All these facilities are well maintained.

Research, Consultancy and Extension Activities:

A Research Journal 'tatva' is published annually. Consistent with the Vision and Mission all the programs such as Teaching-Learning, Research, Projects, Extension activities, interaction with Industries,are given importance so that when students come out of the Institution are 'industry ready' and highly motivated to grow into business leaders with an entrepreneurial mind set Placement support is well organized.

Efforts to enhance collaborations with Industries and Institutes of repute are appreciable. Setting up of Sandbox-IMER Incubation Centre to support and foster start-ups in Belgavi in association with Deshpande Foundation is a notable feature.

Most important of all, the Institution is keeping pace with the changes taking place in the Management Education and Research across the Nation and the Globe.

Students Achievements:

The Management provides a conducive learning environment. The students on the campus are found to be interacting freely with a sense of dignity and decorum. The Management takes utmost care for safety and security of the students. The students' feedback indicates that they are given opportunity to participate in co-curricular and cultural activities. Students' performance in University examinations is very satisfactory.

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Institutional Social Responsibility:

Faculty and students are engaged in diverse social outreach activities. These activities have significantly contributed to the Institutional objective of producing ethically and socially conscious students.

Administration:

The services provided to the stakeholders by the administrative staff are excellent. The Charter of the Administrative work ensures proper distribution of responsibilities and ensures optimum efficiency. The time bound services are offered to the students and staff as a part of best practices. The distribution of administrative work is as per the hierarchy of the positions prescribed in the service condition as laid down by the Government. All procedural requirements for staff and students are duly followed and records are duly maintained. The support staff employees' wards are admitted in the Institute with concessional fees. This step serves the dual purpose of employee motivation and social outreach. Such humanitarian measures enhance the quality of the Institution.

Recommendations:

The following are the main recommendations of the Team Members:

1 Value Added Programmes: The Institute has a unique advantage of its location. The institute may offer more skill oriented and value added certificate programs to increase the employment opportunities of the students. Similarly, the Institute can offer their own certification programs in currently relevant areas for the industry. As an extension activity, guidance for NET/SET and competitive examinations may be provided.

2 Research Activities: The Institute has competent and qualified teachers for undertaking research activities. However, the amount of research output is not upto the expected level and standards. The Management of the Institute needs to motivate the staff members for carrying out various research endeavors. The Institute can provide seed money for conducting research and encourage the staff to apply for research grants from various funding agencies.

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3 Extension Activities: As per latest NAAC guidelines there is more weightage for extension activities. The Institute should encourage the faculty to carryout extension activities relevant, preferably, to the local community.

4 Internal Quality Assurance Cell: IQA Cell has a very significant role to play in assuring quality education of the Institute. All the activities should be well planned and routed through IQAC which will become a data bank for best practices. Active participation of all the members and stakeholders in IQAC activities is imperative. IQAC should become more dynamic, resourceful and a place for quality decisions in quality assurance.

5 Teaching Pedagogy: To make learning more effective innovative teaching methods need to be explored and adopted. For active learning, teaching pedagogy may be more effectively used and integrated in teaching and learning, student support system and student evaluation procedures and practices. The Management should encourage staff-capacity building activities for effective use of ICT in teaching learning and innovations in pedagogy. Also, National and International collaborations with reputed Institutions and Industries be enhanced.

6 Choice Based Credit System: The Students' feedbacks indicate that the choice for selecting elective course is limited. In order to achieve Participant Centere Learning objective the Institute should broad base the elective subjects. More number of electives needs to be introduced on priority basis. The issue may be taken up at the University level if necessary.

7Alumni Relations:As the institute has a rich alumni base it should harness the same. The alumni should be encouraged to contribute financially to the institute and help in placements and internships for the students. They should be involved in IQAC and other committees of the Institute.

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KLS IMER is an Institution which pursues quality in all of its activities. The full potential of the Institution can be harnessed if it gets the Autonomous Status. Freedom with responsibility and accountability is the key for promotion of teaching-learning, Research & Consultancy and other related academic activities. The Committee strongly feels that it is high time for the Institution to seek autonomous status which it deserves.

The Committee thanks the Management, Director, Faculty, Support Staff and Students for their co-operation.

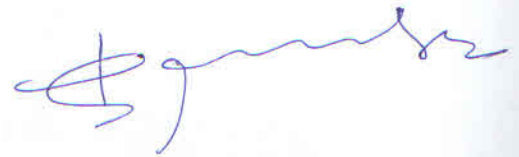

11/01/18

Prof. B. G. Mulimani



Prof. M. M. Ali

11/01/18



Prof. H. Y. Kamble