The Annual Quality Assurance Report (AQAR) of the IQAC: 2015 - 16

ARMY INSTITUTE OF MANAGEMENT
JUDGES COURT ROAD, ALIPORE,
KOLKATA - 700027

Part – A

1. Details of the Institution

1.1 Name of the Institution

> ARMY INSTITUTE OF MANAGEMENT

1.2 Address Line 1

> JUDGES COURT ROAD

Address Line 2

> ALIPORE

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700027

Institution e-mail address

> aim_kol@rediffmail.com

Contact Nos.

> 033-24398335 / 24398337

Name of the Head of the Institution:

> Maj Gen (Dr) SC Jain, VSM ** (Retd)

Tel. No. with STD Code:

> 033-24794495

Mobile:

> 9836682118

Name of the IQAC Co-ordinator:

> Sougata Majumder

Mobile:

> 9836190412

IQAC e-mail address:

Iqac@aim.ac.in

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

WBCOGN22224

1.4 **NAAC Executive Committee No. & Date:**
   (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)

EC(SC)/06/A&A/108 dated 1-5-2015

1.5 Website address:

www.aim.ac.in

Web-link of the AQAR:

http://aim.ac.in/sites/default/files/AQAR2015-16.**doc**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.73	2015	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

22-4-2014

1.8 AQAR for the year *(for example 2010-11)*

2015-16

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

   i. AQAR _____NOT APPLICABLE_____ (DD/MM/YYYY)
  ii. AQAR_____NOT APPLICABLE_____ (DD/MM/YYYY)
 iii. AQAR_____NOT APPLICABLE_____ (DD/MM/YYYY)
 iv. AQAR_____NOT APPLICABLE_____ (DD/MM/YYYY)

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 ☑   Men ☐   Women ☐

                   Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☐

            Grant-in-aid + Self Financing ☐   Totally Self-financing ☑

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☑

Others (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | Maulana Abul Kalam Azad University of Technology (formerly, West Bengal University of Technology) |

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

Autonomy by State/Central Govt. / University | NA |

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

DST Star Scheme | NA | UGC-CE | NA |

UGC-Special Assistance Programme | NA | DST-FIST | NA |

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

UGC-COP Programmes | NA |

2. IQAC Composition and Activities

2.1 No. of Teachers | 3 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 1 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and
     community representatives | 2 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | Nil |

2.9 Total No. of members | 11 |

2.10 No. of IQAC meetings held   1

2.11 No. of meetings with various stakeholders: No. | 1 | Faculty | Nil |

Non-Teaching Staff Students [Nil]   Alumni [Nil]   Others [1]

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

    If yes, mention the amount   [NA]

2.13 Seminars and Conferences (only quality related)

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

    Total Nos. [Nil] International [Nil]   National [Nil] State [Nil] Institution Level [Nil]

    (ii) Themes   [NA]

2.14 Significant Activities and contributions made by IQAC

    Enhancing teaching learning process and research work

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
Emphasis on short term additional courses	1. Started course on foreign language 2. Certificate course on Advance Excel 3. Certificate course on Project management
In order to expose students towards the corporate world '**Guest lectures**' by industry experts on various subject is proposed to be increased.	In order to give exposure to student of corporate world lectures by industry experts are arranged on various topics. The lectures were more of an interactive type and have resulted in active participation by students.
To develop and nurture	A memorandum of understanding has

entreprener skills in the students a 'National Entrepreneurship Network' will be started.	been signed with national entrepreneurship network (NEN). NEN will be conducting program for student to inculcate entrepreneurship skill in them.

Attach the Academic Calendar of the year as Annexure.

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

     Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The AQAR was prepared by the IQAC team. During the year under consideration the various quality improvement processes were continuously reviewed and the actions planned and taken in pursuance of the plans were reviewed by the director and IQAC members. The AQAR is approved by the director of the institute who is the competent authority. The AQAR will be placed before the Governing Body in its subsequent meeting.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01	01		03
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

   No scope for such as the same is done by affiliating University

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

   NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16*	12	03	01	0

(Note : * includes permanent and term based contractual faculty)

2.2 No. of permanent faculty with Ph.D. | 06 |

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
06	02	01	01	0	0			07	03

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | 12 | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	05	01	0
Resource Persons			01

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

1. Institute took the initiative of making pedagogy student centred.
2. Institute focus on case study based teaching and Industry visit for giving better exposure to subject.
3. Institute introduce three tier mentoring system. In which each student will be guided by three mentors.
4. Institute is providing tuitorial session for weaker student on mathematics, accountancy etc.

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

156

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

No Scope Exist

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

NIL

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	120	NA	NA	NA	NA	NA

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

 The Academic Coordinator, in association with IQAC and the Subject Coordinators for Marketing, Finance, Human Resource Management and General Management, drafts the subject allocation plan for the upcoming semester. Subsequently, a faculty meeting, chaired by the Director, is held prior to the beginning of the semester to finalize the class load allocations. External subject experts are shortlisted and invited for providing input in special areas of emphasis in select papers.

Each faculty member is required to prepare a Lesson Plan in his/her area of delivery. The same is archived and maintained at the Academic Office, under supervision of IQAC.
Each faculty member is also required to prepare a detailed hour-wise Lecture Plan in his/her area of delivery. The same is archived and maintained at the Academic Office, under supervision of IQAC.

The IQAC motivates and supports internal knowledge net working as well as linkages with Higher Institutes of learning, to improve the quality of the teaching, learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	0
Others(National / International Conference)	11

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	35	01	0	07
Technical Staff	0	0	0	02

Criterion – III

3. Research, Consultancy and Extension

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

- AIMK has held a National Conference (Skilling for Tomorrow) on 21 Nov 15. Over 52 researchers presented papers at the said conference.
- AIMK publishes a bi annual Journal, Kindler, ISSN 0973-0486, which has recently been indexed by International Institute of Organized Research (I2OR) and has been awarded a Publication Impact Factor of 4.325 for the year 2015
- The Computer Laboratory is equipped with IBM SPSS 22.0 to enable Primary Research
- AIMK library has provided access to EBSCO Research Database to all networked PCs

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	11	
Non-Peer Review Journals	2		
e-Journals	2		
Conference proceedings	3		

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	Received
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects *(other than compulsory by the University)*	Nil			
Any other(Specify)	Nil			
Total	Nil			

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

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP   Nil   CAS   Nil   DST-FIST   Nil

DPE   Nil   DBT Scheme/funds   Nil

3.9 For colleges   Autonomy   Nil   CPE   Nil   DBT Star Scheme   Nil

INSPIRE   Nil   CE   Nil   Any Other (specify)   Nil

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies					1

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

3.13 No. of collaborations   International   Nil   National   Nil   Any other   Nil

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency   Nil   From Management of University/College   Nil

Total   Nil

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Nil

Nil

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

Nil

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level NA   State level NA

National level NA   International level NA

3.22 No. of students participated in NCC events:

University level NA   State level NA

National level NA   International level NA

3.23 No. of Awards won in NSS:

University level NA   State level NA

National level NA   International level NA

3.24 No. of Awards won in NCC:

University level | NA | State level | NA

National level | NA | International level | NA

3.25 No. of Extension activities organized

University forum | NA | College forum | NA

NCC | NA | NSS | NA | Any other | NA

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

- Institute organised a plantation campaign as a part of Institute Social Responsibility (ISR) and a tribute to Late President Dr. APJ Abdul Klam's mission of '3BILLION TREES' on 14th Oct 2015.
- In this above campaign students of Kendriya Vidyalaya and Asha School were involved.

- Programmes were organised for Asha School (Special School)Students.

- Sports Day

- Cultural Event

- Painting Competition

- Art and Craft Exhibition

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	9.25 acres	6.005 acres (Construction under progress)	Army Welfare Education Society	
Class rooms	05			
Laboratories	02			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	3.5 lac		College Fund	3.5 lac
Others				

Sound system, Multimedia Projectors, Washing machines, water coolers, classroom boards

4.2 Computerization of administration and library

(a) **Library**. Over the years, AIMK has developed its library as an outstanding learning resource centre, catering to the ever-growing and uncompromising information and intellectual requirements of students and faculty. It has a rich collection of print and digital resources in terms of quality and quantity. The fully air-conditioned and wi-fi enabled library is built over an area of around 3000 square feet and it has a seating capacity of approximately 60 students. Students are offered all-round support throughout the year for their academic and professional development.

(b) AIMK Library provides access to more than 9500 books, including advanced reference materials, on areas like Marketing, Finance, Systems, Human Resources, Operations, Economics, Quantitative Techniques, Social Sciences, Business Law, etc. Several reputed foreign and national journals and magazines have been subscribed. A reputed database of e-journal viz., 'EBSCO Business Source Elite', which contains more than 2800 peer-reviewed foreign and national journals, is also available in the library and accessible throughout the Institute.

(c) **Book Bank**. A Book Bank system has been introduced for students. Additional 2240 No of books have been procured for the same which are being issued to the students.

(d) '**Capitaline Plus'**, a highly informative corporate database of around 24,000 companies, enriches the research projects of the students and faculty. The entire library operation is computerized with the help of LibSys, an integrated library management software, which enables the library to serve its clientele in a better, faster and more efficient manner. Students can also access the web at the library, while search for books and journals is made easy through open access catalogue. Reprographic facilities can be conveniently availed of at the library on payment.

(e) **Institutional Membership**. AIMK is an institutional Library member of British Council Library, Kolkata and American Centre Library, Kolkata. Students can avail this facility to use these learning resource centres. In addition, AIMK is also an Institutional member of All India Management Association (AIMA), Association of Indian Management Schools (AIMS), Association of Management Development Institutions in South Asia (AMDISA), Bengal Chamber of Commerce and Industry (BCCI). The entire Library operation is computerized with the help of integrated library management software 'LibSys', which enables the library to serve its clientele in a faster and more efficient manner

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books / Reference Books	11,870	-	474	2,41,478/-	12,344	-
e-Books						
Journals	57		-		57	
e-Journals	1 package (EBSCO)	2,49,810/- (2014-15)	-	-	1 package (EBSCO)	2,59,651/- (2015-16)
Digital Database	1 (Capitaline Plus)	57,850/- (2014-15)	-	-	1 (Capitaline Plus)	65,949/- (2015-16)
CD & Video	1028	-	-	-	1028	1028
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	100	60	7MBPS + 2MBPS	2	NA	1	10	NA
Added	-	-	-	-	-	-	-	-
Total	100	60	7MBPS + 2MBPS	2	NA	1	10	NA

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

Advance Excel Training for the students of MBA

4.6 Amount spent on maintenance in lakhs :

i) ICT   10.69565 Lakhs

ii) Campus Infrastructure and facilities   NA

iii) Equipments   NA

iv) Others   NA

Total :   10.69565 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Suggested the college to publish the Prospectus with the details about the course offered by the college, its fee structure, student support services, facilities provided, existence of various committees in the college etc.,
- Upgraded the college website www.aim.ac.in with information's and links to the Student Support Services provided by the college,

- Informed the faculty members about the Student Support Services provided and newly introduced in the college in different meetings held throughout the year and instructed them to inform the same to their respective group of students during regular classes.

- Installed a dedicated Notice Board of the Placement Cell for putting up Notices of Campus Interviews and other Off-Campus placements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

NIL

Men
No	%

Women
No	%

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

Demand ratio   Dropout %

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

Aptitude Classes are conducted twice a month in order to enhance students' acumen in quantitative, verbal and reasoning ability.

No. of students beneficiaries

240

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [114]

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

5.6 Details of student counselling and career guidance

Institute has appointed a permanent counsellor. She has been counselling students as per their personal requirement. She also conducts Psychometric Testing and help students as per their personal requirement.

No. of students benefitted [56]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
55	120	110	10

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level [163]   National level [NA]   International level [NA]

No. of students participated in cultural events

State/ University level [115]   National level [NA]   International level [NA]

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

Sports : State/ University level [07]   National level [NA]   International level [NA]

Cultural: State/ University level [19]   National level [NA]   International level [NA]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	-	-
Financial support from other sources	66	2455000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

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

[5]

5.12   No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> (a) **Vision**. To become a premier business school recognized internationally for professional excellence in management education.
>
> (b) **The Mission**.
>
> (i) Promote excellence in all dimensions of management.
>
> (ii) Empower students by offering practical, innovative and technology-driven management programmes.
>
> (iii) Prepare management professionals with a global mindset.
>
> (iv) Focus on building intellectual capital and foster an interactive learning environment through faculty development, interaction with industry, research and publications.

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

Since the curriculum is designed by the University, the Institute has no scope to alter the same. However, certain measures are taken by the Institute beyond the scope of the University curriculum. In this respect, informal feedback is regularly taken by the Director from the Student Council and additional courses are designed and implemented accordingly.

The Institute develops course curricula for courses beyond the University syllabus, as detailed below:
1. Orientation program for new batch
2. Special program on Advanced Excel, SPSS, Digital Marketing, Reliance NSDC course etc

All students are exposed to the following:
- Aptitude-development training for better employability.
- Drishtikon, the Budget analysis
- Colloquium, weekly discussions on current management topics
- Special sessions by experts from the industry and academia
- Industry visits
- Participation in seminars conducted by various professional bodies like BCC&I and AIMA.

6.3.2 Teaching and Learning

Learning is made more student-centric by using modes of Tutorial classes, Case study, Availability of online Library database, SPSS, Corporate Database etc. The teachers use group presentations and case study analyses to facilitate development of interactive, collaborative and independent learning skills. Students are encouraged to participate in conferences/seminars/poster exhibitions, management fests/competitions and publish research papers in refereed journals including the Institute's journal, 'Kindler'.
To monitor the quality of teaching learning, the Director attends lecture sessions intermittently and gives informal feedback. The Director and the Academic Coordinator also regularly collect informal feedback from the students regarding the quality of teaching.

6.3.3 Examination and Evaluation

The detailed evaluation process is displayed during the admission of the students. The same is repeated during the Orientation program. The detailed schedule of the internal and external evaluation process is provided in the Academic Calendar published at the beginning of the semester.

The major evaluation reforms of the university that the institution has adopted, include:
- Online uploading of Internal Marks since 2013
- In addition to PPS (Post Publication Scrutiny) and PPR (Post Publication Review), WBUT has introduced PPV (Post Publication Viewing) of answer scripts by concerned students.
- Every examiner is allotted a specific Identification no. as Examiner or Scrutinizer. This enables WBUT to fix the responsibility and accountability.

The reforms initiated by the Institute on its own are in the area of 10 marks designated for Assignment. Class Test needs to be conducted as per WBUT schedule. In addition to the normal written Assignments, the reforms include Presentations, Case Study analysis, Surprise Tests etc.

However, for overall development of the students, the Institute on its own has adopted certain formative approaches. A few examples which have positively impacted the system are detailed below:
- Presentation of current topics and management related issues
- Extempore speeches
- Master of Ceremony (MC) in various events
- Role plays
- Case analyses
- Research paper presentation and publication
- Book Reviews
- Critical review of films

6.3.4 Research and Development

1. Institute have a separate research committee to encourage research among students and faculty members.
2. Students pursue two month internship program with various companies under the guidance of faculty and submit their thesis at the end of two months.
3. Some of the best theses were published in institute journal with ISSN number.
4. Institute provide financial support and leave facility to faculty member to present paper in various national and international conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. AIMK Library provides access to more than 9500 books, including advanced reference materials, on areas like Marketing, Finance, Systems, Human Resources, Operations, Economics, Quantitative Techniques, Social Sciences, Business Law, etc. Several reputed foreign and national journals and magazines have been subscribed. A reputed database of e-journal viz., 'EBSCO Business Source Elite', which contains more than 2800 peer-reviewed foreign and national journals, is also available in the library and accessible throughout the Institute.

2. **Book Bank**. A Book Bank system has been introduced for students. Additional 2240 No of books have been procured for the same which are being issued to the students.

3. Library operation is computerized with the help of LibSys, integrated library management software, which enables the library to serve its clientele in a better, faster.

6.3.6 Human Resource Management (admin)

1. Various Leaves for employees of Institute
2. Annual increment.
3. Performance evaluation through Annual Confidential report
4. Canteen facility for all
5. Uniforms for all staffs and faculty members

6.3.7 Faculty and Staff recruitment

On occurrence of a vacancy, employment notification is published in the newspapers asking for CV of eligible candidates. After scrutiny of the CVs, eligible candidates are called for interview and selection process before the selection committee. After finalization of the selection process and approval of the competent authority, the selected candidates are given offer letter followed by appointment letter and employed in the institute.

6.3.8   Industry Interaction / Collaboration

1. Institute has active industry-institute interaction.
2. Speakers from industry come and interact with students on regular basis.
3. Alumni meet are organised in different part of the country to have a good relation with country.
4. Institute received B-School Leadership award for the year 2015 as recognition of leadership, innovation, development and industry interface of institute.

6.3.9   Admission of Students

CAT is the first step in the process for seeking admission to AIM Kolkata. Based on the performance in CAT, candidates are called for Group Discussion & Personal Interview (GD/PI) to be conducted by AIM at Kolkata. Discussion is going on to review the eligibility criteria for taking admission in AIM Kolkata. The minimum eligibility criteria for MBA admission is proposed to be raised to 60%, so that better students take admission and they get good placements and come out with good results.

6.4 Welfare schemes for

Teaching	Accidental insurance cover through Army Welfare Education Society at a very nominal premium.
Non teaching	-do-
Students	-do-

6.5 Total corpus fund generated   Rs.38,45,615.31 (FY 2014-15)

6.6 Whether annual financial audit has been done   Yes   Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		No	
Administrative	Yes		No	

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

> Every examiner is allotted a specific Identification no. as Examiner or Scrutinizer. This enables WBUT to fix the responsibility and accountability. The University arranges for a meeting/workshop prior to the Semester examinations to explain the responsibilities of the evaluators. Remuneration of the evaluators is being directly credited by the University to bank accounts through NEFT of respective evaluators.

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

> NA

6.11 Activities and support from the Alumni Association

> Alumni has been supporting in providing placement opportunities. They have been also guiding the students on career decision making. Institute is in the process of registration of the alumni association. Institute organised alumni meet on regular basis at various parts of the country

6.12 Activities and support from the Parent – Teacher Association

> The College do not have any Parent –Teacher Association. Parents generally come and meet teachers and teachers provide them feedback about the progress and drawback of their wards. This helps in better discipline and mitigates problems of the students.

6.13 Development programmes for support staff

> Institute encouraged computer awareness and computer literacy among non-teaching employees. Laptops with internet connections are provided to some of the Group C Staffs. Institute also empower their employees by rotating them in various departments.

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

1. Plantation Day
2. Inspire with Prime Minister Vision of 'Swacch Bharat'. Institute organised 'Swacch AIM K'

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.

1. Introduction of Online feedback system for students.
2. Introduction of Three Tier Mentoring system for students
3. Initiation of Curriculum Advisory Committee for enriching the curriculum.
4. Introduction of short term courses along with university syllabus.
5. Introduction of biometric attendance system for students
6. Organising International meet
7. Introduction of 'AIM K Manthan' a gradation process for students
8. Introduction of IIM Connect Programme to build relationship with IIM Calcutta and others.
9. Introduction of code of ethics
10. Introduction of 'Gyan Session' – Inter discipline knowledge sharing among the faculty.

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

The college plans the works to be done for the session at the beginning of the year and places it before HQ BA, Governing Body as well as in other sub – committees of the college, if necessary.

The college has achieved in materialising its plan of works

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

1. Online Feedback System for Students
2. Student cantered learning mechanism

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

7.4 Contribution to environmental awareness / protection

> 1. Plantation Day
> 2. Inspire with Prime Minister Vision of 'Swacch Bharat'. Institute organised 'Swacch AIM K'
> 3. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.

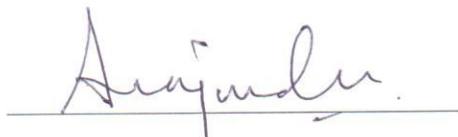7.5 Whether environmental audit was conducted?   Yes [ ]   No [✔]

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

> NO

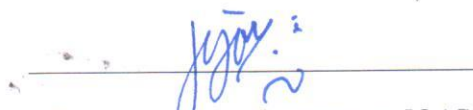## 8. Plans of institution for next year

> 1. To Improve infrastructure of the institute
> 2. To collaborate with other B-school
> 3. To create conducive learning environment – LCD Projector, Air condition in class room
> 4. Introduction of winter project
> 5. Introduction of code of ethics for all stake holders
> 6. To organise national / international conference

Name SOUGATA MAJUMDER

_____
Signature of the Coordinator, IQAC

Name Maj. Gen (Retd) Dr. S.L. Jain

_____
Signature of the Chairperson, IQAC

Army Institute of Management, Kolkata

Academic Calendar

Semester – 1 & 3 (2015)

Sl No	Event	Date
1.	AIM Registration (MBA-19)	10-12 July 2015
2.	Orientation programme (MBA-19)	13– 30July 2015
3.	Inauguration (MBA-19)	01 Aug 2015
4.	Commencement of classes	MBA-19 (Sem 1): 01 Aug 2015 MBA-18 (Sem 3): 14 Jul 2015
5.	WBUT Registration (MBA-19)	Will be intimated by the University
6.	Class Tests	21 – 26Sep 2015
7.	Mid Semester Break	19 – 30 Oct 2015
8.	Termination of classes	21 Nov 2015
9.	Summer Project Viva Voce	23 – 30 Nov 2015
10.	WBUT Theory Examinations	03 – 24 Dec 2015
11.	Inter Semester Break	25 Dec 2015 – 14 Jan 2016

N.B. The above Academic Calendar is in accordance with the MAKAUTAcademic Calendar for

2016.Changes will be made as per MAKAUT further notification (if any).

Please refer MAKAUT website for Examination related information (viz. result publication, review of

answer scripts, examination date sheet etc.)

Army Institute of Management, Kolkata

19-01-2016

Academic Calendar

Semester – 2 & 4 (2016)

Sl No	Event	Date
12.	Commencement of classes	15 January 2016
13.	Class Test	03 – 10 May 2016
14.	End of classes	14 May 2016
15.	Comprehensive Viva-voce **#**	12 – 20 May 2016
16.	MAKAUT Theory Examinations **@**	24 May – 11 June 2016
17.	Summer Project / Inter semester Break	13 June – 13 July 2016
18.	Refresher course for semester 3	14 July – 13 August 2016
19.	Commencement of semester 3 classes	16 August 2016

(Dr Malini Majumdar)

Academic & Admission Coordinator

cc. Director
Placement Coordinator

Coordinator, Computer Committee – for updating Institute website.

Asstt. Librarian

Placement Office

Adm Office

Accounts Office

Practice #1

Title: Online feedback system for students.

Goal: The institute focus on automation of manual system of student feedback for developing better student – institute relation.

The Context

Today scenario demand speedy report generation for quick decision making. Online feedback system will help us to improve learning environment.

The Practice

The institute has developed software for student feedback.

Evidence of Success

The student interface with institute has improved.

Problems Encountered and Resources Required

Lack of fund

Contact Details

Name of the Institution: Army Institute of Management, Kolkata

City/Town: Kolkata Pin Code: 700027

 Accredited Status: B

Work Phone: (033) 24398335

Fax: Website: www.aim.ac.in

E-mail: aim_kol@rediffmail.com

Practice #2

Title: Student Centred learning mechanism.

Goal: The institute focus on creating ownness amongst students

The Context

Today's learning environment demand self learning, as because learning takes place from various components of the environment. Role of teacher became more of a facilitator in learning process.

The Practice

The institute has introduce mentoring, case study based learning, project based learning and institute social responsibilities to inculcate the habit of self learning.

Evidence of Success

The students' success rate and placement records have improved.

Problems Encountered and Resources Required

Lack of self motivation among the students

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