

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017 - 2018

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)

by



(UGC Recognised – AICTE Approved)

Pamban Swamy Nagar, Thirupparangundram, Madurai,
Tamil Nadu - 625005

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Thiagarajar School of Management

1.2 Address Line 1

Pamban Swamy Nagar

Address Line 2

Thirupparankundram

City/Town

Madurai

State

Tamil Nadu

Pin Code

625005

Institution e-mail address

contact@tsm.ac.in

Contact Nos.

0452 - 2484099

Name of the Head of the Institution:

Dr. M. Selvalakshmi

Tel. No. with STD Code:

0452 - 2484099

Mobile:

9843351013

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID
(For ex. MHCOCN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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	1 st Cycle	A	3.21	2017	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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 _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (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)

Madurai Kamaraj University

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	4

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

Non-Teaching Staff Students Alumni Others

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

Workshop on Teaching, Communication and R&P Strategies for Business School Faculty

2.14 Significant Activities and contributions made by IQAC

1. ERP system at TSM is in the process of implementation
2. Internal Quality Audit is done to monitor academic delivery once in 3 months.
3. Feedback has been collected from various stakeholders accordingly necessary corrective and preventive measures will be taken.
4. Transparency in evaluation system has been introduced
5. PEC - Programmes Executive Committee
6. ARC - Academic Regulations Review Committee

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
Improve quality intake of students and	Institute has increased the cut-off for entrance examination such as CAT, MAT, XAT, TANCET and has attained 100% (PGDM) and 100% (MBA) admissions. Candidates with work experience has been assigned higher weightage Among the 449 students, 42 students are from other states and multiple measures have been taken to further increase the student diversity
Continuous improvement in academics	Preparatory courses has been offered as credit course to inject commitment A few new electives has been introduced such as Big Data, Talent Management, Positive Psychological Capital, Business at Bottom of the Pyramid
To upgrade and optimize the usage of resources	Increased the volume of books in library and e-journals Extended the working hours for library and IT lab beyond the regular working hours Installation of Language lab facility Network bandwidth is increased from 64 mbps to 100 mbps (BSNL)

* 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

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	1		1	
UG				
PG Diploma	1		1	
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	
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.

Yes. The Board of Studies will introduce, review and approve the programme structure, syllabi, the scheme of examination and related matters for both the programmes. Changes recommended by Board of Studies will be incorporated. This year new electives such as Big Data, Talent Management, Business at Bottom of the Pyramid and Positive Psychological Capital has been introduced based on the recommendation.

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
	27	18	6	3	

2.2 No. of permanent faculty with Ph.D.

14

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
3		1							

2.4 No. of Guest and Visiting faculty and Temporary faculty

1		
---	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	25		
Presented papers	25		
Resource Persons			

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

1. Integrated and Interactive Case Analysis
2. Simulation games
3. Overseas outbound training programme
4. Group excursion to develop interpersonal skills
5. RDIP – Rural Development Immersion Programme
6. Shuffling of students between sections: After each trimester students are shuffled between sections. The slow learners are redistributed among different sections. It serves two purposes viz; (1) better socialization among the students and all the students get the opportunity to interact with every other member of their class (2) slow learners get a different environment and an opportunity to get rid of their inhibition
7. Group activities: A major component of the management education at TSM is group assignments. Students are distributed into different groups. Each group is heterogeneous with regards to academic background and academic performance. Apart from team building, this method promotes peer learning among the students.
8. Open book Examination - The Institute has provision for the open-book test. In such cases, faculty prepares the questions in some different format so that it is ensured that unless the student has learned the course well he would not be able to answer the questions.
9. Live projects – Students are encouraged to take part in Live projects.

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

190

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

Transparency in Evaluation process

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

27	27	27
----	----	----

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
PGDM	103	1	60	27	11	99
MBA	117	-	73	6	0	79

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

1. Periodic review of academic records in order to enhance and emphasize the quality of course content and systematic academic delivery
2. Feedback from students are collected every trimester and based on the inputs necessary improvement measures were taken

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	1
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	27
Others	1 (FDP at IIMA)

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	23			
Technical Staff	6			

Criterion – III

3. Research, Consultancy and Extension

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

1. Organizing faculty research seminars/workshops.
2. Identifying and procuring research databases.
3. Periodically update the list of research journals for grading purposes (fortnightly)
4. Assessing research contributions of faculty members for grading purposes and appraisal;
5. Recommend faculty members for participation in international and national conferences, and research seminars;
6. Create and maintains database for working papers
7. Explore and formalize research tie-up with national and foreign universities and institutions of repute
8. Facilitate sponsored research programs.
9. A Research Fund is budgeted every year and faculty are encouraged to submit proposals to a constituted committee which will approve the proposals
10. One faculty by rotation is sent for faculty development programme conducted by IIM [Ahmedabad]. This is on full salary during the period, and all the out-of-pocket expenses are borne by the college in this regard
11. Faculty are allowed On duty for field work required for their research
12. TBR Journal

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	25		

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				
Minor Projects				
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				

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			1		
Sponsoring agencies			3		

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 University/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

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

1

1

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

NA

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 College forum 6
NCC NSS Any other

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

WeCare

Academic social responsibility Club of TSM.

The primary objective of this club includes

To bring about a sense of social responsibility among the TSMites, to provide Academic aids to the rural students and to help the downtrodden by providing monetary and non – monetary measures

- Genesis- Blood Donation camps are arranged inside the campus;
- Tree plantation
- Visits to old age home/ Orphanages etc.
- Dress to students
- Bon Birthday – Food distribution to the street side people

RDIP

Long standing Association programme with Tata-Dhan Academy club the students of Business Management to let in involve various social issues of poverty, inequality and development in rural and urban context. Students teamed up generate a proposal on status, issues and interventions related to livelihood, health, education and to look at the roles of different stakeholders (Government, NGOs and corporate) in the process of development for a sustainable society

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	40.4 acres			
Class rooms	8			
Laboratories	2			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		7	Internal	
Value of the equipment purchased during the year (Rs. in Lakhs)		33.68	Internal	
Others				

4.2 Computerization of administration and library

- ERP system has been implemented for Academic, Administration, etc. Tally and Microsoft packages has been used for administration purposes
- OPAC (E- Library) , Turnitin (Anti – Plagarism software) , DELNET , Prowess , ProQuest , Autolib are used in library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	905	2.50	742	1.85	1647	4.35
Reference Books	758	8.17	38	0.87	796	9.04
e-Books	15000	-	15000	-	15000	-
Journals	60	5.77	60	10.07	60	10.07
e-Journals	7052	1.70	-	-	7052	1.7
Digital Database	4	5.51	3	5.98	3	5.98
CD & Video	817	-	833	-	833	-
Others (specify)	773	2.54	-	-	-	2.54
HBSP Cases	-	-	11	6.52	11	6.52

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Offi ce	Depart-ments	Others
Existing	182	2	BSNL 64 mbps (1:1) Reliance 20 Mbps (1:1)			Tall y	27 softwa res	
Added	24							
Total	206							

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

- 1) SPSS
- 2) Moodle
- 3) ERP
- 4) Language lab

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.8,39,903/-
ii) Campus Infrastructure and facilities	Rs.22,81,955/-
iii) Equipments	Rs.7,14,279/-
iv) Others	Rs.30,50,728/-
Total :	Rs.68,86,865/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- During orientation, Students are given awareness about IT, infrastructure, Library etc.
- Training is given to students on Moodle (Internal Software), SPSS and other related software
- Mentoring & counselling: Each faculty will be guiding and mentoring around ten students from each year and also will maintain their records on academics, extracurricular performances, etc. Mentor meetings are conducted on a regular basis. Faculty Mentors thus help students to cope with the environment, to balance academics and personal life; to overcome unknown fears and uneasiness and to cope with methodology etc.
- Rigorous Pre- placement training is being given to students like SCBI course, Mock GD/PI , Company specific briefing; Resume building workshop; Guest lectures by senior business executives; Industry Analysis deep dive etc.
- Extended working hours of IT & Library for students
- Faculty members facilitate students for their Internship projects, management events etc.

5.2 Efforts made by the institution for tracking the progression

1. Result analysis of Mid Term and continuous assessment performance are measured. Remedial classes are arranged for the Students securing low marks.
2. At the end of each trimester, feedback on course and faculty is collected from students
3. Every 3 months Internal Audit is conducted by IQAC cell
4. Every 6 months Audit is conducted by Management & IQAC
5. TSM is following ISO 9001:2015 in order to maintain the Quality System
6. Transparency in end term exam evaluation, PEC, ARC

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	468		

(b) No. of students outside the state

42

(c) No. of international students

0

Men	No	%	Women	No	%
	302	64.5		166	35.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
31	18		179		228	56	9		175		240

Demand ratio 5 (1200 applications for 240 seats)

Dropout % 1.25

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

For UGC - NET

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

• The mentors provide academic social and career guidance to the students all through their learning period in the institution. Each faculty will be guiding and mentoring nearly ten students from each year and also will maintain their records on academics, extracurricular performances, etc. Mentor meetings are conducted on a fortnightly basis.

- Mock Group Discussion and Personal Interview (GDPI) workshop in order to improve their skills needed to crack their placement
- Guest lectures and workshop like resume building are regularly provided for the betterment of students in terms of placements .Pre placement training specific to recruiting companies is been provided by our alumni
- Session on area of area of specialization, internship were conducted for students

No. of students benefitted

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
81	204	200	24

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 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
Financial support from institution Scholarship Reimbursement and Registration fee for event participation Interest fee loan	35	Rs.16,91,966/-
Financial support from government		
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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

TSM Vision

A leading academic institution of choice amongst management students and faculty and employers alike, respected for grooming ethical managerial and entrepreneurial leadership through high-quality teaching, training, research.

TSM Mission

- To promote the wide application of professional management principles, practices and attitudes in the management of economic and social institutions, primarily through teaching, training, research and consultancy.
- To groom young men and women into technically proficient, managerially competent, and socially purposeful professionals deeply committed to upholding and practising highest standards of probity.
- To help transform entrepreneurial ideas into scalable and sustainable economic and social institutions.
- To promote responsible leadership by seamlessly weaving ethical values, social dimensions and long-term sustainability into all aspects of its activities and academic programmes

6.2 Does the Institution has a management Information System

- ERP System
- Moodle (In house built software) is used for conducting quiz , assignments , projects etc.,
- Data on Faculty research Publication, Conference and MDP

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

6.3.1 Curriculum Development

The curriculum is designed and delivered in such a manner that offers wide options for students to choose from their areas of interests and ability. The curriculum is being updated periodically to enhance the employability skills of the students, apart from that new courses are being added to the curriculum in order to meet the demand in the industry. Inputs from recruiters, alumni, corporate guest and other stakeholders are constantly collected to develop curriculum. The curriculum undergo annual revision and redesigned if required, keeping in mind the changing requirements of the industry and society

6.3.2 Teaching and Learning

The Institute is providing a learning environment where students can think, discuss, ask and collaborate with the faculty. Apart from lecture method faculty members are using various innovative pedagogies like case studies, language labs, group discussions, simulation labs, role plays, team projects, Moodle, etc. in order to enhance the student's knowledge. The college organizes orientation/induction programme for fresher which includes English language skills, Basics of Accounting (for Non-accounting background students), Foundation Mathematics, General and Business awareness and guest lectures by senior business executives may be arranged. Advanced learners are motivated to take part in different activities like marketing club, HR club, public speaking club, operations club, economics club etc. They are also motivated to take part in different competitions in different other institutions. The college provides financial assistance to the interested candidates.

At TSM students are also encouraged to take part in live projects whereby they have to design solution for a real-time problem faced by a company

6.3.3 Examination and Evaluation

1. The Institute is meticulously tracking the overall performance of the students and objectives are set, and necessary actions have taken to improve the academic performance of the students. The Controller of Examinations is vested with the overall superintendence and control of examination processes in respect of all academic programs
2. Student evaluation would be based on two components consisting of:
3. Continuous Assessment (CA) carrying a weight of 60%, and
4. End-Term Examinations (TE), with a weight of 40%
5. A minimum of 85% attendance for each individual course is essential for appearing in the End-Term Examination
6. Student should have scored minimum 50% marks individually in CA and End-term Examination (TE) to pass the course.
7. Total internal weightage (CA) is 60% of which Mid-term examination – 20- 30% and other assessment instruments –30-40%. The instruments can be quiz, assignment, case study, projects, role play etc.

6.3.4 Research and Development

The institute is having excellent and well-qualified faculty and up to date infrastructure facilities to take up the research and consultancy activities. The research committee of the Institute is the nodal agency that oversees and checks the quality of, as well as smooth implantation of research work as per the Institute's guidelines. The committee consults the Director of the Institute on issues about the facilitation and implementation of various research work undertaken by the faculty. The intellectual capital of a business school is viewed from the research and publications they make. This could be used to track the progress of the intellectual capital of TSM, academic year wise.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The whole campus has Wi-Fi enabled for round the clock internet access.
- The Institute has a video conference room which enables the students to attend the lectures of eminent personalities.
- To maintain the attendance of the students a roll call software is used where students can check their attendance at any point of time and also
- To maintain the student's research skills assignments are allotted for the students and to prevent plagiarism 'Turnitin Anti-plagiarism Software' is used.
- Feedback Portal - Online Procedures are being used to collect student's individual responses
- Sports kits and facility available for Football, Basketball, Table tennis , badminton etc.,
- Auditorium for lectures and cultural events
- Separate gyms for boys and girls

6.3.6 Human Resource Management

- Every year institute sponsors one faculty on rotation basis to attend FDP on Management at IIM Ahmedabad
- Annual Appraisal meeting with Board of Governors
- Institute encourages and sponsors faculty and students to participate in National and International level conferences
- Periodical visits by Doctor and Psychological Counsellors for Students and Staff
- Institute provides Sabbatical leave for faculty members and paid maternity leave
- Grievance Redressal Committee and Anti-Ragging Committee play a vital role in addressing problems of students and solves them

6.3.7 Faculty and Staff recruitment

Procedure for Teaching staff selection

1. Advertisement /Referral /head hunters shall be the source for staff recruitment
2. Short listing the application based on the structured criteria
3. Preliminary screening, if needed by telephonic / personal interview by director or any other authorized staff
4. Sending the call letter for interview
5. Interview process shall include
 - a. Presentation by the candidate
 - b. Class room observation by the Faculty and / or Students
 - c. Panel interview by the faculty members
 - d. Interview by Members of the TSM Board of Governors

Procedure for Non-Teaching staff selection

1. Advertisement will be given in Website / Reference from Existing employees for vacant post. If suitable candidates approach directly, advertisement may be dispensed with.
2. The candidates will be put through a practical test to assess their ability to do the job applied.
3. Then an interview will be conducted by authorized officers.
4. Then the selected candidate will be finalized and informed.
5. Insist on notice period

6.3.8 Industry Interaction / Collaboration

- Factory / Institutional visits and study tours
- Field Study / Survey Reports/Live Projects
- Summer Internship
- Guest Lectures by Industry Experts
- Collaboration with Tata Dhan academy/others for DIP Programme

6.3.9 Admission of Students

Admission procedure

- a. Preparation of Prospectus
- b. Advertisements (in the form of digital, BTL(below the line activities such as connecting with entrance coaching institutes, Tamil Sangam in other states and educational fairs) and print media for admission will be notified at appropriate time.
- c. Screening of application shall be based on admission criteria.
- d. The call letter for interview shall be sent to short-listed candidates
- e. Ensuring the certificates received from students should keep in safety lockers and proper maintenance.
- f. Students having more than 5 arrears are not admitted.
- g. All candidates are informed at the time of admission that they have to provide proof of graduation lasts by July 31 failing which their admission will be cancelled.

Evaluation Pattern for MBA / PGDM

- a. Candidates are short-listed based on consistent academic performance in 10th Mark, 10+2 Mark & Entrance Test (CAT/MAT/CMAT/XAT/TANCET)
- b. Essay Writing measure the students' writing ability and logical thought, Grammatical corrections and syntax, Vocabulary.
- c. Group Discussion test the student ability to think, Fluency in English, Content & Reacting to others, Presence/Contribution, Sensitivity to others, Confidence, Body language, Initiative & Leadership.
- d. Personal Interview: A 3 member expert panel, test the students on Fluency in English, Career and Personal Plans, Confidence, Body Language, Academic Knowledge, General & Business Awareness, Hobbies & Extracurricular Activities and Ethical Approach. Preferably, 1 member will be from Industry among the 3 member interview panel.
- e. Location of the candidate like other states will get appropriate additional marks.
- f. Work Experience candidates will get an appropriate additional marks

6.4 Welfare schemes for	Teaching	YES- Sabbatical leave, financial support for seminars and workshops Faculty development programme etc.,
	Non teaching	Yes
	Students	Yes , like scholarship ,financial support for workshop , events etc.,

6.5 Total corpus fund generated

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	Bureau Veritas	Yes	IQAC & ISO
Administrative	Yes	Bureau Veritas	Yes	IQAC & ISO

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?

1. Attendance

A minimum of 85% attendance for each individual course is essential for appearing in the End-Term Examination. However, it may be relaxed for genuine medical reasons or other emergencies, or in respect of pre-authorized participation in high level sports or other competitive events, provided the candidate concerned has at least a minimum attendance of 65% in the relevant trimester. The decision of the Institution would be final.

2. *Question Paper Setting*

Question paper setting for the end term examinations for the relevant courses will be done by the course faculty. Question paper should be as per the BOS approved format. The course faculty has to submit the two sets of question papers at least 6 working days before the commencement of end-term examinations. For supplementary end-term examination it will be 2 working days prior to the date of examination (Submission of Question paper in time will be the Primary Responsibility of Course Faculty).

3. A Scrutiny Board consisting of the course faculty, Principal, Deans and preferably one external expert will be constituted to oversee / validate the question paper.

4. *Evaluation of answer books*

- i. The evaluation will be done by the course faculty.
- ii. The evaluation will be completed within 18 working days from the last date of the end-term examinations. The evaluation of supplementary end-term examination will be completed by 10 working days from the last date of the examination. (Submission of evaluated answer scripts in time will be the Primary Responsibility of Course Faculty).
- iii. COE office is expected to send one notification and minimum one reminder for the last date of submission of the evaluated answer scripts and question papers.

5. *Ensuring Integrity and Credibility of the Examination System:*

- a. A Controller of Examination would be responsible for the orderly conduct of the examinations.
- b. Students will be shown (not given) the photocopies of their answer sheets, by the concerned faculty member (This will be only on written request made by the students to Dean/COE).
- c. One Invigilator will be there per 50 students for examination invigilation duty assigned by COE/Dean.

6. *Transparency in Evaluation*

- a. TSM follows transparency in the student evaluation process wherein students get an opportunity to review their end-term answer scripts for each trimester before the declaration of results.
- b. Faculty members who taught in that trimester, Programme Chairperson and the Controller of Examinations will be present during this session.
- c. Students will be given all the evaluated answer scripts of that trimester and asked to check whether all the answers are evaluated and check the total marks.
- d. In case of any discrepancies, they could meet the concerned faculty. Total mistakes, if any, will be corrected immediately and the student can apply for reevaluation in case of any other grievance regarding marks scored.

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

1. Member of BOG/BOS
2. Panel member in the Student Admission process
3. Periodic Guest lectures
4. Support with Industry based live projects to the students
5. Recruitment of existing students in the companies for internship/final placement
6. Pre-placement training

6.12 Activities and support from the Parent – Teacher Association

Feedback is collected from parents on end of academic year regarding Support from faculty, Mess , Food , Hostel amenities , Infrastructure , placement activities etc., Based on feedback action are taken in upcoming academic year

6.13 Development programmes for support staff

1. Awareness on ISO 9001:2015
2. Training on Fire fighting and usage of fire extinguisher
3. Awareness on Digital Payment System organized by students as directed

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

1. The whole campus is fitted with LED lights which have a track record of saving more energy, all the computers in the institute are LED monitors, the air conditioners fitted in the campus are 3 star rated.
2. In order to save energy, the boy's hostel and the girl's hostel is equipped with solar water heaters to provide hot water.
3. As per the mandate given by the state government, all the buildings are installed with rainwater harvesting system.
4. To achieve the zero carbon footprints the institute has installed a 10 cum biogas plant and to maintain the forestation every year different varieties of plants are planted in the campus. Biogas is used in the mess for cooking food

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.

ARC - Academic Regulations Review Committee
PEC - Programmes Executive Committee (PEC)
Simulation games
CCE (Climate change & Environment)

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

Installation of CCTV cameras in main gate, hostels, dining and examination hall.
Separate portal for complaints redressal

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

Transparency in Evaluation system
Rural Development Immersion Programme

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

7.4 Contribution to environmental awareness / protection

The Institute is highly sensitive towards environment-friendly practices and takes necessary actions to preserve the environment by using renewable energy sources like solar water heaters, rainwater harvesting, yearly plantation of trees, biogas for cooking, etc., apart from this the institute has installed a sewage treatment plant to protect the environment. The Institute has planted approximately 8,000 plants and trees on the campus and 60 per cent of the campus area is social forestry.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

1. TSM has its inception 5 decades back and has developed systems and procedures which withstand the test of times
2. The biggest asset of TSM is its proficient, experienced and skilled faculty base. The visiting faculty also keeps the students abreast with the current trends in the industry.
3. TSM is gifted with an eco-friendly campus making it suitable for a fully residential programme. The other facilities provided are state of the art Computer Lab, 24/7 Wi-Fi facility, playground for sporting events, Gym hall, Meditation hall, etc.
4. Students gain access to the current marketing trends through real time projects which enable them to have an ever-lasting learning.
5. Students Clubs across various streams of management completely organised by the students enables practical application of the concepts learned.
6. Emphasis is laid on research and publications and faculty pair up with students to facilitate learning.
7. The fee is very reasonable for the facilities provided ensuring good ROI and Payback period.
8. Three months of Internship provides students with the hands-on experience and they learn the intricacies involved in the field.
9. Student driven events like Yukti and Arête enrich their learning and they effectively guided by the faculty.

10. Well-functioning library with more than 27000 books, one of the best library among the B-schools in the region
11. Strong placement team, evident by increase in number of visiting companies
12. Technology driven campus with 24x7 Wi-Fi facility, plagiarism software to check the students' assignments, roll call software to manage the students' attendance and other hardware and software to enhance the students learning

Weakness

1. TSM being located at Madurai makes it less visible and difficult to access from other states.
2. Inadequate research output in terms of funding from external agencies
3. Lack of provision for International exchange of students and faculty

Opportunities

1. Increasing demand for Management graduates in the corporate world.
2. The industry demands high analytical skills, and TSM provides Analytics courses across all streams.
3. High demand for consultancy and research services from reputed institutes of management among the emerging players of Tier –II cities
4. Government support for National and International collaborations

Challenges

1. Fluctuation in the job market is the biggest challenge faced by any B-school.
2. Upcoming B-schools act as a stiff competition.
3. Publishing articles in 'A' category journals take more time
4. Getting International tie-ups with top universities

8. Plans of institution for next year

1. Launching a short term Post graduate certification programme for executives
2. Stabilize Entrepreneurship development cell and Incubation centre
3. Establishment of Research Centre to enhance more participation from faculty

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic Regulations Review Committee (ARC)

A committee of faculty has been constituted to carry out a comprehensive review of existing academic regulations at TSM (including those relating to student discipline and examination systems) *inter alia*, taking into account with the best practices in other institutions. The members of the Academic Regulations Review Committee (ARC) are as follows.

1. Professor M. Balaji (Chair, MBA)
2. Professor PRC Gopal (Chair, PGDM)
3. Professor Lakshmi (Chairperson of ARC)
4. Professor P. Mutharasi (CoE)

Programmes Executive Committee (PEC)

A committee to achieve greater faculty participation and sense of “ownership”

PEC to consist of:-

The Principal (Coordinator), MBA/PGDM Chairs, CoE, and Chairs of all Areas and guided by the Director

Role of PEC

1. Overall coordination, smooth functioning of programmes
2. Rolling out of curriculum, courses, scheduling and timetables
3. Ensure consistency, balance and coherence
4. Disciplinary measures vis-à-vis students
5. Quick and timely responses to feedbacks from students on issues of relevance
6. Declaration of term-end results

Workshop on Teaching, Communication and R&P Strategies for Business School Faculty

Convener Name	Dr. Selvalakshmi M
Program Title	Workshop On Teaching, Communication and R&P Strategies for Business School Faculty
Date	11-Jun-2018 to 15-Jun-2018
Number of participants	29
Program Theme	<p>The Workshop has been designed to provide an opportunity for Management teachers to acquaint themselves with recent developments in case teaching and research methods. The communication workshop is built around case based role plays and assignments on writing skills.</p> <p>This programme is intended to refine the participant's skill in public speaking and making effective presentations and a sound infra-structure.</p>
Program Report	<p>The workshop commenced on June 11, 2018 at 9:00am with an inaugural function. The resource people were Dr. M.R Dixit, Dr. Mathukutty M Monippally and Prof.N.Venkiteswaran.</p> <p>TSM chairman Mr. B.T Bengara and TSM BOG member Joseph Zacharia were also present during the inauguration.</p> <p>Colleges from outside Tamilnadu like Kerala and Mysore have also participated in the workshop.</p> <p>The first three days classes were handled by Prof. Dixit and Prof. Venkiteswaran and the last two days was handled by Dr. Monippally. The key takeaways from the workshop were Case based teaching pedagogy, how to write a Case and how to successfully carry out research and publish the research outcomes in quality academic journals. The program was well received among the attendees.</p> <p>The program came to an end on June 15,2018 by 7pm with the valedictory function. The workshop certificates were also presented to the participants by Dr. Monippally.</p>



THIAGARAJAR
SCHOOL OF MANAGEMENT
(Autonomous)
Madurai - 625005



**Workshop On Teaching, Communication
And R&P Strategies
For Business School Faculty
June 11 - 15, 2018**



