

AICTE Mandatory Disclosure

Mandatory Disclosure

AICTE File No. : South-West/1-43660353584/2024/EOA
Date & Extension of Approval Granted : 23rd March, 2024
Period of Last approval : 1 Year (2024-25)

2. NAME OF THE INSTITUTION

Name of the Institution : Naipunnya Business School
Address of the Institution : Pongam, Koratty East, Thrissur
City & Pin code : Thrissur, 680 308
State/UT : Kerala State
Phone number with STD code : 04802730340
Fax number with STD code : 04802730341, 2733573Office
hours at the Institution : 9.00 Am to 5.00 Pm
Academic hours at the Institution : 9.15 Am to 4.30 Pm
Email : mail@mbanimit.ac.in, mail@nbs.ac.in,
info@mbanimit.ac.in
Website : nbs.ac.in
Nearest Railway Station (dist. in Km) : 2 Kms
Nearest Airport (dist. in Km) : 13 Kms

3. Type of Institution

Type of Institution : Private Self-Financed
Category (1) of the Institution : Minority
Category (2) of the Institution : Co-Ed

4. Name of the organization running the

Institution : Naipunnya Charitable SocietyType
of the organization : Society
Address of the organization : Pongam, Koratty, Thrissur - 680 308
Registered with : Registrar of Societies Ernakulam
Registration No & Date : ER 197 dated 03/02/1998
Website of the Organization : <http://www.ernakulamarchdiocese.org/>
Name of the Affiliating University : University of Calicut
Address : University of Calicut, Thenhipalam Post
Malappuram 673635
Kerala, India
Website : <http://www.universityofcalicut.info/>
Latest affiliation period : 2024-25

5. Name of Principal / Director

Name of Principal/Director : Dr. Jacob P. M.
Exact Designation : Director
Phone number with STD code : 04802730340
FAX number with STD code : 0480 2733573
Email : hod@mbanimit.ac.in, director@mbanimit.ac.in
Highest Degree : PhD
Field of specialization : Human Resource

6. Management Board

SL No:	Name	Category	Designation
1	Mar. Raphael Thattil	Management	Patron
2	Fr. Varghese Pottackal	Management	President of the Trust.
3	Fr. (Dr.) Paulachan K Joseph	Educationist	Executive Director
4	Fr. Jimmy Kunnathoor	Educationist	Asst. Exe. Director
5	Fr. Tony Manickathan	Educationist	Asst. Exe. Director

7. Governing Council Members

SL No:	Name	Category	Designation
1	Dr. Jacob P. M.	Educationist	Director, NBS
2	Fr. (Dr.) Paulachan K. Joseph	Educationist	Principal, NIMIT
3	Fr. Jimmy Kunnathoor	Educationist	Asst. Exe. Director
4	Fr. Tony Manickathan	Educationist	Asst. Exe. Director
5	Prof. (Dr.) Jancy James	Educationist	Retd. Vice Chancellor, CUK
6	Prof. (Dr.) Ann Mary Fernandez	Educationist	Retd. Registrar, UOM
7	Mr. M. P. Joseph IAS	Bureaucrat & Educationist	Former Labor Commissioner
8	Mr. Kurian Abraham	Writer and Publisher	MD, Dhanam Pvt. Ltd.
9	Prof. (Dr.) M. Bhasi	Educationist	Professor, SMS, CUSAT
10	Dr. Joshy Joseph	Educationist	Associate Professor, IIM-K
11	Dr. Benny Antony	Industrialist	Jt. MD. Arjuna Naturals
12	Mr. Mohana Chandran	Banker & Educationist	CRO, ESAF Small Finance Bank, Thrissur,

13	Mr. George Thomas	Arjuna Awardee & PR	GM (Pr.& Admin.) BPCL
14	Dr. Joy Joseph Puthussery	Educationist	Dean, Academics, NIMIT
15	Dr. Sabu Varghese	Educationist	Director, IT, NIMIT
16	Ms. Nayana S.	Educationist	NAAC Coordinator

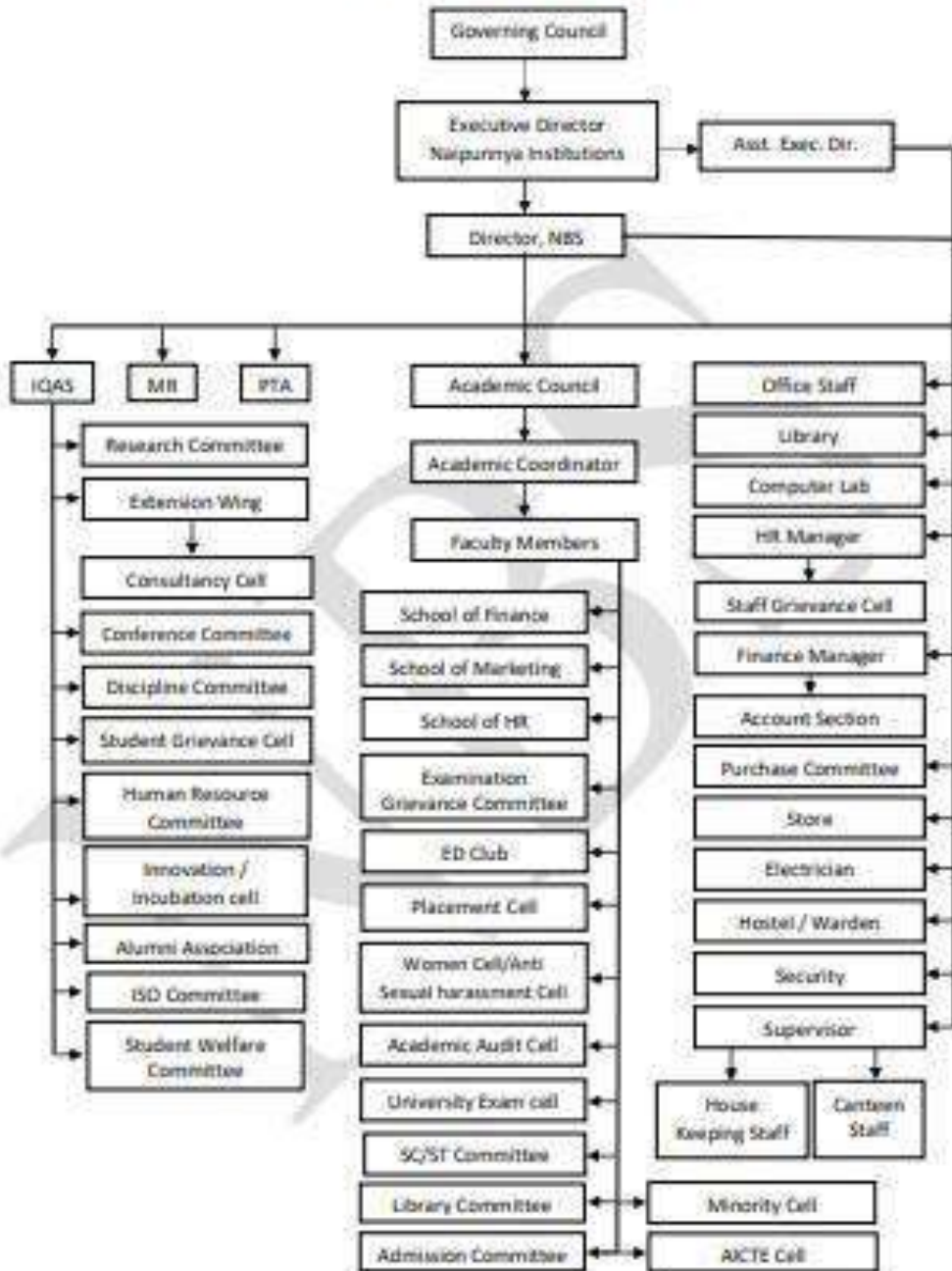
Frequency of meetings & date of last meeting : Once in a Year, 11th November, 2023

8. Academic Council

SL No:	Name	Designation
1	Dr. Jacob P. M.	Director, NBS
2	Dr. Paulachan K. J.,	Professor
3	Fr. Jimmy Kunnathoor	Asst. Exe. Director
4	Fr. Tony Manickathan	Asst. Exe. Director
5	Dr. Sabu Varghese	Director IT & Training
6	Ms. Nayana S	NAAC Coordinator/IQAC Secretary
7	Dr. Nijo Varghese	Faculty, NBS
8	Ms. Jis Jose	Faculty NBS
9	Dr. Jeena Antony	Faculty, NBS
10	Fr. Ajo Moothedan	Faculty, NBS
11	Ms. Harisree N Kumar	Faculty, NBS
12	Ms. Savitha Baby	Office Superintendent

9. Executive Component: Organization chart and Process

ORGANOGRAM NBS



10. Student Feedback on Institutional Governance/faculty performance

A student feedback mechanism is available in the institution. Once in a semester, the students provide the feedback of staff in the prescribed format.

https://docs.google.com/forms/d/e/1FAIpQLSdU4FEo1U0jaeDa9C0l61ZCEIPH2RP-1Qtc9OypmyMD6WQvFA/viewform?edit_requested=true

11. Grievance redressal mechanism for faculty, staff and students System for Redressal of grievances of faculty, staff and students

Grievance Redressal Mechanism: Naipunnaya Business School (NBS) has created a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, conducting of examinations, harassment by colleague students or teachers etc. The grievance related to internal assessment will be followed according to the grievance procedure followed by the University which is given in the syllabus (9.0 Procedure for Grievance handling of internal assessment). There is a Grievance Redressal Committee at the Business School and the college level to deal with the grievances of the students. The details of these committees are furnished below:

Students Grievance Redressal Committee at School Level.

1. Principal of the college
2. Vice Principal of the college
3. Dean, Academics of the college
4. Director, NBS
5. Academic coordinator, NBS

This committee will deal with all the Grievances directly which are related to the common problems at college level both academic and administrative in nature. In addition, this committee will also entertain the appeal filed by the students against the decision of the programme level committee.

<https://nbs.ac.in/wp-content/uploads/2021/01/Examination-Grievance.pdf>

Procedure for Grievance Redressal is as follows:

- If a student has a grievance, he/she shall make an application to the HoD with a copy to the Director, NBS. The HoD, after verifying the facts, will try to address the grievance within a

week of the receipt of application from the student. If the student is not satisfied with the decision, he/she may submit the grievance with the Director, NBS.

- The Director, NBS after verifying the facts will try to redress the grievance within two weeks. If the student is not satisfied with the decision, he/she can make an appeal to the Principal within ten days from the date of the receipt of the reply from the Director.
- The Principal, after verifying the facts and the papers concerned and after discussion with the Director, will place the matter before the Business School Grievance Redressal Committee which shall either endorse the decision of the Director, NBS or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.
- While dealing with the complaint, the Committee at all levels shall observe law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance at any level, the relevant provisions of the Act/Regulations would be kept in mind and no such order would be passed in contradiction of the same.

Faculty/ Staff Grievance Redressal Committee

The College has a Faculty/Staff Grievance Redressal Committee. This cell aims to look into the complaints lodged by any staff and redress it as per requirement.

Overview

An employee may present his/ her grievance through the steps set forth below. Further Information

Grievance

The term “**grievance**” shall mean:

- A claimed violation, misinterpretation or misapplication of the rules and regulations of Naipunnya affecting the terms and conditions of employment
- A complaint may be raised by an employee against a fellow employee, supervisor or against the employer.
- A complaint may be raised related to any violation, improvement defects or requirement of infrastructure or facilities

Functions of the committee:

- To receive written complaints or emails from teaching, non-teaching staff regarding any kind of grievances and suggest appropriate remedies.
- Additionally the committee will look into grievance members in the following domains:

- ✓ Work Environment
- ✓ Faculty Co-ordination
- ✓ Work overload
- ✓ Hygiene
- ✓ Transportation
- To forward recommendations to the Principal for consideration and necessary action

Committee Members:

SL. No	Name	Designation
1	Dr. Jacob P M	Director/Principal
2	Fr. Jimmy Kunnathoor	Management Representative
3	Ms Nayana S	Faculty member (Convener)
4	Ms. Harisree N Kumar	Faculty member
5	Ms Savitha Baby	Staff
6	Mr. Sanith Joseph	Staff

Committee Composition:

The Committee is formed with Principal, one management representative (Assistant Executive Director), 2 faculty members (male and female), two staff members (male and female). The term of the committee members is 3 years. The senior faculty member serves as the convener of the Grievance Redressal Committee.

Committee Members responsibilities:

- Arranges the meeting for the committee members periodically.
- Maintains minutes for every meeting held with committee members.
- Make resolutions during gathering of committee members.
- Provides environment for lodging the complaints from the staff.
- Furnish report on grievance redressal position to the principal.
- Every grievance is expected to be resolved within a reasonably period.

Procedure for lodging a complaint:

- ✓ A faculty/staff may present his/her grievance orally and in writing to the convener not later than 60 days after the grievance arose. The convener to whom the grievance is presented may discuss the matter with higher-level supervisors settle the grievance.
- ✓ If the faculty/staff is not satisfied with the decision of the committee or fails to receive an answer from him/her within five (5) working days, the employee will take the grievance to the Director of Human Resource Development within 10 working days after the presentation of the grievance in Step 1.
- ✓ The Director of Human Resources shall send a copy of the grievance to the Grievance Redressal Committee. The grievance shall be responded to by the Grievance Committee within 5 working days after such filing. The Director of Human Resource Development, along with the Grievance Redressal Committee members will attempt to resolve the grievance through conference,

negotiation and agreement. The decision of the Grievance Redressal Committee shall be in writing with copies sent to the employee.

- ✓ The grievant has the right to appeal the determination of the Director of Human Resources to the Executive Director by filing a written statement of such appeal within 5 working days after the issuance of the decision in Step 2. The Executive Director or his/her designee, the Director of Human Resources, and the grievant will attempt to resolve the grievance through conference, negotiation and agreement. The Executive Director or his/her designee shall issue his/her determination within 5 working days subsequent to the conference.

Procedure for redressal of grievances:

- While dealing with the grievance, the committee at all levels will observe law of natural justice and hear the complainant and concerned people. While passing an order on any Grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

The Faculty/ Staff Grievance Redressal Committee is available in the website and the link of the same is given below: <http://nbs.ac.in/wp-content/uploads/2024/01/FacultyStaff-grievance-redressal.docx.pdf>

12. Details of the Program

Program: Master of Business Administration

13. Department wise Teaching Faculty: Detailed - AICTE - Bio-data Form

14. Admission Quota: MBA

Entrance Test/ Admission Criteria: KMAT/CMAT/MAT.

Admission Qualifications:

a. Admission supervisory committee, Kerala

Admission Supervisory/Fee Regulatory Committee for Professional Colleges (Headed by Hon'ble **Justice K K Denesan**). The committee oversees admissions of all professional colleges in the state of Kerala.

HEAD OFFICE:

T.C. 15/1553-4, PRASANTHI BUILDINGS,
M P APPAN ROAD, VAZHUTHACAUD
THIRUVANANTHAPURAM.

PHONE/FAX: 0471-2335133

ERNAKULAM OFFICE:

RAM MOHAN PALACE



OLD HIGH COURT BUILDING
ERNAKULAM-682031
PHONE/FAX: 0484-2394311

b. University of Calicut:

Eligibility for admission

Any student who has passed any degree of the University of Calicut (including degree programmes of SDE/ Open degree programme of SDE, University of Calicut) or that of any other University or institute or institution recognized by the UGC or AICTE. Programmes of other Universities or institutions shall be in 10+ 2+ 3 pattern (or 10+ 2+4) under regular stream. In all the cases, the student should have passed the bachelor degree examination with not less than 50 % marks in aggregate including the marks of languages if any (without approximation, that is, 49.9999 % is not eligible since it is less than 50%), is eligible for admission. However, SC/ST, OBC, and other eligible communities shall be given relaxation as per University rules.

For University Department or its Full time and Part time Centres:

The admission to the programme shall be made on the basis of the score in the entrance test called CMAT conducted by the All-India Council for Technical Education (AICTE) or KMAT conducted by Admission Supervisory Committee, Govt of Kerala or CAT conducted by consortium of IIMs. The marks of the Group Discussion, Personal Interview obtained by the candidates in the Plus Two /Pre degree examination put together in the following proportion:

The rank score shall be arrived at as follows:

- Entrance test score out of 120
- Plus, Two / PDC marks out of 30
- Group discussion out of 25
- Personal Interview out of 25
- Total out of 200

The minimum required test score to be eligible for admission to MBA programme of this University is 10 % of the maximum of the respective entrance examinations for all candidates and 7.5% for SC/ST candidates. All entrance tests shall be considered at par and will be converted to a common denominator of 120 for the purpose of preparing rank list.

For Affiliated Management Institutes

For admission to MBA Programme in private management institutes affiliated to Calicut University Clause 3.1 of the regulation is applicable. Candidates while appearing for the selection must produce valid test score before the selection committee both for merit seats and management quota seats. During the month of March/April the University shall invite applications for admission to MBA programme under merit seats. Before the last date of receipt of applications for admissions, the candidate shall have obtained his/her Test Score and the score card shall be submitted along with the application on or before the last date of receipt of filled up application form each year. Based on the Test Score, the candidate shall be shortlisted for Group Discussion and Personal Interview at least thrice the number of seats or the actual number of applicants whichever is lesser shall be the number of candidates invited for Group Discussion and Personal Interview.

Out of the total seats, 50% shall be Merit Quota (Government Quota) and 50% shall be Management Quota. University shall conduct the Group Discussion and Personal Interview for merit quota seats in self-financing institutes and a common rank list shall be prepared, for all the self-financing institutes. Options will be collected by the university from the candidates during the counseling and will make allotment of candidates to different institutes on the basis of merit and according to the choice of the candidates, keeping all community reservation rules applicable as per rules of Government of Kerala rules. Based on this, allotment letter will be given by the University to the candidates and the college shall give admission to the candidates in the merit quota seats based on the allotment letter. Fees for these seats are fixed by the University from time to time.

If sufficient candidates are not joining in the merit quota seats as per the University allotment letter, the college/institute shall report the matter to the University and with the written permission of the University, the college/institute may fill the seats from the rank list prepared by the University based on the Entrance and GD/PI conducted by the University. However, the management can collect only the fees fixed for the self-financing Centres run directly by the University. The management quota seats shall be filled up after preparing a rank list based on the CMAT/KMAT/MAT score. The private management institutes shall inform the Registrar, University of Calicut and also the Dean, Faculty of Commerce and Management Studies about the entrance test that the institute shall use for ranking candidates for Management Quota seats.

Admission shall be strictly based on the rank list or lists that the institutes prepare and publish based on the above. The institute shall send one copy each of such rank list or lists of the candidates admitted to the Registrar, University and the Dean, Faculty of Commerce and Management Studies within two weeks of its closing admission each year.

Fees in rupees: : Rs.298500/- (Total fee for MBA program 2023-25 for 4 Semesters to pay in 4 instalments)

15. Infrastructural Information

Green Campus: Naipunnya believes in learning from nature and sustaining it for posterity. The eco-friendly campus helps in inculcating a love for the color green. As schools go green, their students and employees will learn how to incorporate green ideas into their everyday lives. The trend of going green is becoming a way of life on college campuses and beyond. <https://nbs.ac.in/portfolio-items/green-campus/?portfolioCats=28>



Classrooms: NBS is equipped with state-of-the-art infrastructural facilities, which combines the best of technology with modern facilities. The campus is Wi-Fi enabled. The institute has airy, well-ventilated class rooms with spacious and comfortable seating facilities. All modern audio-visual teaching aids like Audio Visual Aids, LCD Projector, and TV, are employed while taking classes so as to make the classes more productive, informative and interesting. <https://nbs.ac.in/portfolio-items/classrooms/?portfolioCats=28>



Library: NBS has a spacious reading room and a collection of the best books pertaining to the fields of Management, Law, Commerce, Accounting, Economics, and Encyclopedias. The Library has a wide repository of books, journals, CDs, newspapers, e-resources,



previous years question papers etc. Special services such as Information Notification, photocopying facility, Reservation of books, DELNET, JGate, e-PG Pathshala, Digital Repositories etc. The library provides open access to students through their class hours.

<https://nbs.ac.in/3064-2/>.

Language Lab: NBS has a well-equipped language lab to enhance the communication skills of students thereby helping them to boldly face the professional world. The Language Lab has internet facility and is used as an aid in language teaching as well as for training students on communication skills. This very useful for students to learn English effortlessly and communicate eloquently.

<https://nbs.ac.in/language-lab/>

Cafeteria: Students can catch up with their friends at the coffee shop or enjoy a wholesome meal at the cafeteria. Measures are undertaken to ensure that the food is nutritious, while being delicious and being prepared in the most hygienic conditions. The cafeteria offers exact replicas of restaurants in hotels creating a simulated effect with furniture and fixtures. The cafeteria provides respite from the day's hectic schedule. It is a zone of informal interactions.

<https://nbs.ac.in/portfolio-items/cafeteria/?portfolioCats=28>



Computer Lab: The Computer Centre has 60 workstations. The Computer Centre is equipped with computing facility with Dual Core computers connected through the Local Area Network. The high-speed internet connectivity of 40 mbps (24*7) to access vast intellectual resources. These facilities are an integral part of the curriculum. Students are expected to use computers in their day-to-day study in order to meet the challenges of modern learning and to keep pace with global scenario. Students are provided training on MS Office-2019 and Internet. <https://nbs.ac.in/portfolio-items/computer-lab/?portfolioCats=28>



Divyangjan facilities: NBS campus is Divyangjan friendly and caters to the needs of physically challenged students. Entrance ramps and bathrooms are available in the campus. <https://nbs.ac.in/portfolio-items/ramps-divyangjan-facilities/?portfolioCats=28>



Seminar Hall: The College has a seminar hall's which is aesthetically designed where all the important workshops and seminars are held. The seminar hall is facilitated with the latest technology and is well-equipped with multimedia projectors. It can accommodate up to 350 students and interactive sessions are taken up by the management, faculty, staff & students. With such world class infrastructure, students can gain top notch education in a comforting environment.



AC conference halls: The AC conference room provides an excellent setting for business meetings, conferences, presentations and corporate retreats. The conference room is technologically equipped with data, video and networking capability, Wi-Fi, large conference table, and comfortable seating. It is well-furnished, and air conditioned designed for academic meetings as well as for presentations and interviews. A boardroom in the ground floor caters to group discussions and interviews.



Gymnasium: The NBS campus features a gymnasium and facilities for handball, basketball, volleyball, and netball matches. Everyone can practice the sport they love: over 20 sporting disciplines are on offer, including weekly training sessions led by qualified teachers. These facilities are open to the students and also to staff, who can therefore take part in their favorite sport as a leisure activity outside lecture hours.



Parking facilities: Parking facilities are provided for students and visitors on the campus as designated on the campus map. Motorcycle parking is permitted only in specially designated areas. Visitors on campus have to obtain temporary parking permits from security personnel.



Incubation center: Naipunnya as the name means proficiency or mastery in skills encourage and felicitate entrepreneurial skills and Ideas across all disciplines and establish collaborations with Industries and entrepreneurs. The core of the Incubation center lies with the Entrepreneurial club (ED). The club conducts



regular programs to guide students and use Incubation Center services to develop and customized products for commercialization.

16. Academic Sessions

Academic Sessions	: Master of Business Administration
Examination System, Year /Semester	: Semester Pattern @ Two semesters per year
Period of declaration of results	: within 4 months after completion of the examinations

17. Counselling / Mentoring

: Counselor in the college, mentoring done by faculty Members on a regular basis in every semester.

18. Career Counseling

: Done during faculty regularly also by Placement dept.

19. Medical facilities

: Medical Room, also tie up with LF hospital Angamaly

20. Student Insurance

: All Students are covered under Insurance Scheme

Scheme Reliance Insurance

Sum assured	: Rs. 1, 00,000/- for student who dies in accident
	: Lifelong disability for the student Rs.50, 000/-
	: Rs. 1, 00,000/- for the death of the parent in accident
	: Rs. 20,000/- for Hospitalization and Medical Expenses.

21. Cultural activities & Sports

A. Student Council: The Student council is the main interface between the MBA student body, the faculty and administration. Its goal is to represent the student body in making the NBS-MBA experience as rewarding and enjoyable as possible. This includes student feedback, planning social and academic events, Inter and Intra Management games, and placement. All student of NBS are members of student association which is a member of the Thrissur Management Association (TMA).

B. Clubs: Student Clubs are a vital part of the NBS-MBA Community experience that support the B-school's mission to educate leaders who make a difference in the world. Clubs conduct a variety of events such as workshops, guest lectures, and seminars that provide distinct opportunities for learning, networking, and socializing with corporate entities outside of the classroom. The various clubs are HR, Marketing, Entrepreneurship and Finance. Each student club offers activities like management games, quiz competitions, industry interactions and training programs.

C. Rural Camp (Hastham): Students are introduced to a rural setting where they are exposed to a society, which lives in deprivation and need. Deprived of the comforts and convenience of daily living, the students come in contact with the society which struggles to find means for daily living. Students are to plan, coordinate and organize activities for improving or helping the community to find some solutions for the problems faced by the community. As they find solutions, they learn to manage with resource constraints. The camp combines rigorous work schedules and social gatherings.

D. Talent Incubator: Launched to nurture talents of students in different areas of management practices, this forum brings in discussions and presentations of current relevance. Programs include book reviews, news reading and group discussions.

E. Academic-Corporate integration: NBS-MBA has an academic schedule that creates a strong knowledge base at the same time offers opportunities applying them in the classrooms. Our future managers are equipped in essential skills through games, case studies and role plays, which give them an in-depth understanding of the current environment. Keeping this in mind, the students are given opportunities to interact with managers of various industries and so that they develop managerial skills through activities or thorough instruction.

F. Communication Training: An intensive communication program that focuses on developing language training, oral communication, presentation skills, group discussions, debates and interviews are offered throughout the program.

G. News analysis: News analysis is conducted on a daily basis on economic, political and social areas to help the students' aware of the present business and political scenario. This helps keep them to keep abreast of the latest developments in the corporate world. All students are subscribed with a business newspaper throughout the two years at NBS.

H. Casadorz: is an inter-collegiate fest, for NBS students to test their mettle of intelligence, creativity and managerial skills. Students in and around the state is expected to battle out in four events- business quiz, best management team, best manager and advertising photography.

I. Aagneya: Aagneya is an intra-collegiate fest conducted by Naipunnya Business School (NBS). The objective of this fest is to provide hands on experience in order to participate in any inter-collegiate fest conducted at various colleges. The key events of this fest includes Business Quiz,

Finance game, HR game, Puzzle, and Marketing game. Both final year and 1st year students of and 2nd year students of NBS jointly host and participate in this event.

J. Twilight Flame: Twilight Flame is a dawn to dusk event which normally includes sports and cultural competitions among different houses of the B school. This event's prime objective is to equip the students in non-academic arena, which is essential for the students to showcase and explore their talents.

K. Yoga: Yoga and mindfulness can support effective integration and function. NBS students are offered Yoga training to connect to themselves and their community. Yoga provides students the access to calming power of their breath, develop focus & concentration, feel strong and confident through physical movement, and learn how to nurture themselves through relaxation. This training is very valuable for academics and for their future work places.

22. National conference: Vaidakthya: is the national conference conducted by NBS every year since 2016. Vaidakthya has been able to get papers on business and allied subjects year after year. This is due to the quality of the papers published in its proceedings. Vaidakthya is attended by faculty members and students of NBS as well as other colleges. Vaidakthya offers a excellent platform for discussion between students and faculty on various themes in management. The paper presentations have enabled several budding researchers to present their topics to a panel attended by experts, from academics and industry.

23. Industrial Visits/Tours : Industrial Visits/Tours Arranged

24. Alumni activities : Every year Alumni day is conducted in August

25. Name of the Information Officer for RTI

Name of the Information Officer for RTI : Dr. Jacob P.M.

Designation : Director

Phone Number with STD Code 0480 2730340

Fax Number with STD Code : 0480 2733573

Mobile : 9446218306/8089148646

Email : hod@mbanimit.ac.in, director@mbanimit.ac.in