MANDATORY DISCLOSURES

1. **NAME OF THE INSTITUTION**

   T A Pai Management Institute
   P B No – 09, Manipal – 576104
   Karnataka
   Tel: 0820 2701000
   E-mail: tapmi@manipal.edu

2. **NAME AND ADDRESS OF THE TRUST/SOCIETY/COMPANY AND THE TRUSTEES**

   Manipal Academy of Higher Education Trust
   Madav Nagar, Manipal,
   Karnataka
   Tel: 0820 2701000

3. **NAME AND ADDRESS OF THE DIRECTOR**

   Dr. Durga Prasad M
   Incharge Director
   T A Pai Management Institute
   P B No – 09, Manipal – 576104
   Karnataka
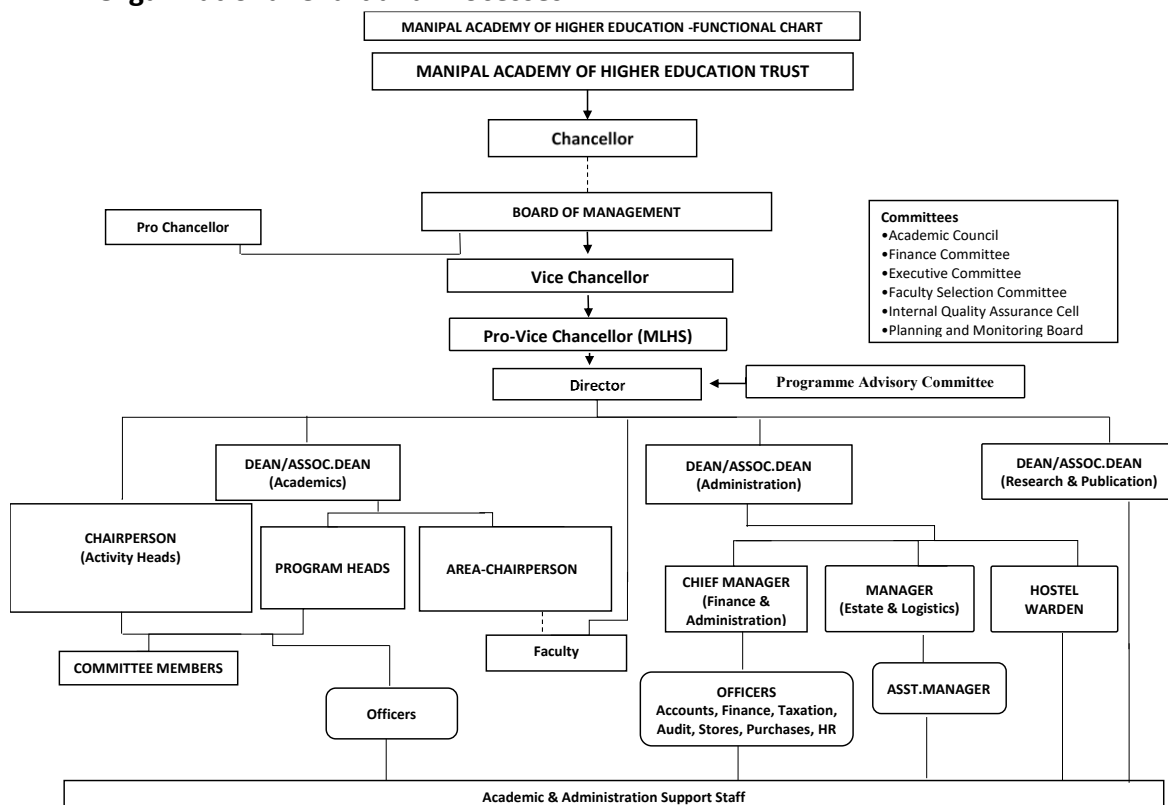   Tel: 0820 2701020
   E-mail: director.tapmi@manipal.edu

4. **NAME OF AFFILIATING UNIVERSITY:** Manipal Academy of Higher Education, Manipal

5. **GOVERNANCE**

- Governance and Administration
     https://www.tapmi.edu.in/about-tapmi/

- Members of Academic Advisory Body (Board of Management Studies):

   MBA, MBA-BKFS, MBA-HRM, MBA-Marketing

   https://www.tapmi.edu.in/about-tapmi/

- **Frequency of the Board Meeting and Academic Advisory Body**: Half Yearly/Annual

- **Organizational Chart and Processes**:


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MANIPAL ACADEMY OF HIGHER EDUCATION -FUNCTIONAL CHART

        MANIPAL ACADEMY OF HIGHER EDUCATION TRUST

                        Chancellor

                    BOARD OF MANAGEMENT            Committees
                                                   •Academic Council
Pro Chancellor                                     •Finance Committee
                                                   •Executive Committee
                      Vice Chancellor              •Faculty Selection Committee
                                                   •Internal Quality Assurance Cell
                 Pro-Vice Chancellor (MLHS)        •Planning and Monitoring Board

                        Director    ◄    Programme Advisory Committee

      DEAN/ASSOC.DEAN          DEAN/ASSOC.DEAN          DEAN/ASSOC.DEAN
        (Academics)             (Administration)      (Research & Publication)

CHAIRPERSON
(Activity Heads)                              CHIEF MANAGER   MANAGER        HOSTEL
                 PROGRAM HEADS   AREA-CHAIRPERSON  (Finance &  (Estate &     WARDEN
                                              Administration)  Logistics)

                                     Faculty
COMMITTEE MEMBERS                             OFFICERS        ASST.MANAGER
                                              Accounts, Finance, Taxation,
                   Officers                   Audit, Stores, Purchases, HR

              Academic & Administration Support Staff
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- **Nature and extent of involvement of Faculty and Students in Academic Affairs/Improvements**:

Students participate in regular feedbacks on their courses. The faculty gives a feedback on Curriculum revisions and examines the potential new subjects.

The Student Executive Council (SEC) is the face of the student community at TAPMI. SEC aims at the betterment of the student fraternity and always looks forward to institutional building. Members of SEC serve as student representatives on the Strategy Planning Group (SPG) along with senior faculty members, to give direction to student initiatives and the strategy of the institute.

Roles and Responsibilities:

Some of the key functions of SEC include:

- **Ensuring coordination and acting as a mediator** between the stakeholders (Student community, PGP Office, Dean's office, Students' Affairs, Controller of Exams, and various committees) of the institution.

- **Ensuring discipline** and maintaining decorum among the student community.

- o **Voicing student concerns** and other matters of importance.

- o **Implementation** of the council's and students' initiatives by pooling student ideas, to screen them and later help in the implementation of the initiatives with the help of the student affairs and the management.

- o **Scheduling, conducting, and coordinating** committee/club elections.

- o **Coordinating student/committee activities** by ensuring smooth conduct of events without clashes in timeline throughout the year.

- o **Coordinating academic activities** by updating both faculty and students with the academic progress and updates.

- o **Budgeting and allocating funds** to other committees/clubs/forums based on their requirements in consultation with TAPMI Administration

- **Mechanism/ Norms and Procedure for democratic/ good Governance**

MAHE Trust

The MAHE Trust consists of eminent trustees responsible for ensuring the University's adherence to its vision and objectives. The trustees are leaders from various domains, guiding long-term strategies. The Trust oversees the University's strategic direction and ensures alignment with its core mission and values. It also plays a critical role in appointing key members of the university's governance structures. The Board meets periodically to review the University's overall performance, finances, and strategic initiatives.

Board of Management (BoM)

The Vice-Chancellor chairs the Board of Management, including eminent scholars, nominees from the Trust, and faculty members from various departments. Supervises all the activities of the University, including academic, administrative, and financial matters—Formulates policies and strategies for the overall development of the institution. The Board of Management meets at least twice yearly to review and decide on important academic and administrative matters.

Executive Committee

Chaired by the Vice Chancellor, the Executive Committee includes the heads of all constituent institutions of the University. The Committee is primarily responsible for day-to-day administrative decisions and university operations. It ensures the smooth functioning of all units under the University, aligning with broader strategic goals. It

meets regularly, typically once a month, based on the administrative needs of the University.

Academic Council

The Academic Council is the University's highest academic body and includes heads of departments, deans, senior faculty members, and external experts as necessary. Responsible for overseeing all programs' academic standards, quality assurance, and curriculum design. Examines and endorses recommendations made by the Board of Studies regarding course content, assessment, and educational policies. The Academic Council typically convenes once every semester to discuss academic matters and ensure adherence to high education standards.

The Director of TAPMI works closely with the Pro- Vice-Chancellor (Management, Law, Humanities and Social Sciences). The Director is responsible for maintaining a balance between continuity and change and setting the pace and signaling the policy framework for critical activities at the institute. After several rounds of institution level consultations, strategic and operational plans are shared with the Vice– Chancellor and Registrar. Detailed action plans are prepared by the Dean Academics, Dean Administration, Dean Research, and various activity chairs. The Deans are typically drawn from the senior faculty of the Institute. The respective deans manage the institute's day-to-day operations. There are thirty-two key committees led and run by the faculty of TAPMI. Each committee has a well-defined objective. A Chairperson and a Co-Chairperson head the committee and are ably supported by faculty members. The committees are mandated by the Director to chart action plans for the upcoming academic year, prepare budgets, and implement them. The committees meet regularly and discuss matters of academic and non-academic issues. All academic-related matters are addressed by the Program Committees. The curriculum committee takes curriculum-related issues. The MBA program leadership and the administrative structure are presented below.

- Program Head
  - The program is headed by the program chairperson and is supported by a co-chairperson and all area chairpersons who develop the curriculum and operating rules.
- Curriculum and Course Design
  - Faculty are vested with the responsibility to develop curriculum, course outlines, and session-wise themes. This is approved by the Curriculum Committee and then presented to the Board of Studies (BoS)
- Operations
  - Scheduling the program and the entire administration operation is managed by the Program Office, which manages the entire operations starting from induction/onboarding of students to their convocation.

- **Student Feedback on Institutional Governance / Faculty Performance:**
  Feedback on teaching is obtained from multiple sources – peers from the area attending selected sessions, interim and final feedback obtained from students (both quantitative and qualitative), feedback from students obtained by the Director through his scheduled visits to all sections and finally feedback obtained through a comprehensive Student Satisfaction Survey administered at the end of each year.
  The course and faculty specific feedback obtained from students at the interim stage (at the end of 6 sessions) and later at the end of the course (both quantitative and qualitative) is shared with Area Chair, Associate Dean, Dean and the Director. Any constructive feedback obtained is discussed with the faculty both at the end of the term and later followed up at the year-end review. In case faculty has any developmental needs with respect to classroom management or pedagogical matters, she is assigned a mentor (usually a senior faculty) from the area.

- **Grievance Redressal mechanism for Faculty, Staff and Students:**

  Student: The Institute has a robust Grievance Redressal Committee to cater to student grievances and allegations of unfair practices, if any. This committee mandatorily includes an Ombudsman. The members of the committee are nominated by the Chairperson of the committee depending on the type of grievance submitted.

  Staff: The faculty and staff can raise the grievance with Deans or Directors which will be discussed and resolved in appropriate forums. The academic grievances will the resolved by Dean (Academics) and administration related grievance will be resolved by the Dean (Administration).

- **Establishment of Online Grievance Redressal Mechanism**

  https://tapmi.edugrievance.com/

- **Establishment of Anti Ragging Committee:** Yes

- **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University:** Yes

- **Details of Grievance Redressal Committee:** Yes

- **Details of Ombudsman:** Yes

- **Establishment of Internal Complaint Committee**: YES

- **Establishment of Committee for SC/ST**: YES

- **Internal Quality Assurance Cell**: Yes

6. PROGRAMMES

- **Name of Programmes approved by AICTE:**

  - MBA
  - MBA (Banking and Financial Services)
  - MBA (Human Resource Management)
  - MBA (Marketing Management)
  - MBA (International Business)
  - MBA (Artificial Intelligence & Data Science)
  - Integrated MBA (BBA/MBA)

  https://www.tapmi.edu.in/programs-and-academics/

- **Name of Programmes accredited by NBA:**

Sl No.	Programmes/Courses accredited	Accreditation Status
1	MBA (Banking & Financial Services)	Accredited for three years. Valid till 30/6/2027

For each programme the following details are to be given (for academic year of 2025-26):

	MBA	MBA-BKFS	MBA-HRM	MBA-Marketing	MBA-IB	MBA-AI&DS	Integrated MBA (BBA/MBA)
Number of seats	360*	60	60	60	30	30	60
Duration	22 months	22 months	22 months	22 months	22 months	22 months	5 years
Cut off marks	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	CAT-85 percentile XAT-85 percentile GMAT-630, NMAT 230	Manipal Entrance Test, JEE Mains, IPMAT, SAT

*15% supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries (CIWG)

- **FEE: (for batch 2025-27)**

Category	Tuition Fees	
	Year I	**Year II**
Indian Domicile	INR 900000	INR 900000
NRI	USD 20000	USD 20000

https://www.tapmi.edu.in/admissions/

- **Campus placement in last three years with, maximum salary and average salary:**

Salary Details (Rs. Lakhs p.a.)			
Batch	**2023-25**	**2022-24**	**2021-23**
MBA			
Average	13.99	13.84	14.6
Maximum	32.77	32.02	24.8
MBA-BKFS			
Average	14.73	12.97	15.7
Maximum	26.25	21.0	22.3
MBA – HRM			
Average	12.86	12.77	12.8
Maximum	19.59	28.5	15.0
MBA – Marketing			
Average	13.72	13.35	14.7
Maximum	19.59	17.01	23.4
MBA-IB			
Average	11.74	12.03	-
Maximum	16.0	17.78	-

- Name and duration of Programme(s) having Twinning and Collaboration with Foreign University (s) and being run in the same Campus along with status of their AICTE approval: **NA**

7. FACULTY:

- **Branch wise list of Core Faculty/ Visiting Faculty/ Adjunct Faculty/ Professor of Practice:**

  https://www.tapmi.edu.in/faculty/

8. FEE
- Details of fee, as approved by State Fee Committee, for the institution: NA
- Time Schedule for payment of fee for the entire programme: 2 instalments
- Number of fee waivers granted with amount and name of students: NA
- No. of scholarships offered by the Institution, duration and amount: https://www.tapmi.edu.in/admissions/
- Estimated cost of Boarding and Lodging in Hostels: Rs. 3.5 Lakhs
- Any other fee: No

9. ADMISSION

- Number of seats sanctioned with the year of approval

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	1984-1985 to 1993-1994	1984-1986 to 1993-1995	PGDM	Open
2	1994-1995 to 2007-2008	1994-1996 to 2007-2009	PGDM	100
3	2008-2009 to 2009-2011	2008-2010 to 2009-2011	PGDM	120
4	2010-2011	2010-2012	PGDM	180
5	2011-2012 to 2022-2023	2011-2013 to 2022-2024	PGDM/MBA	420
6	2023-2024 to 2025-2026	2023-2025 to 2025-2027	MBA	360

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2014-2015 to 2019-2020	2014-2016 to 2019-2021	PGDM-BKFS	60
2	2020-2021 to 2021-2022	2020-2022 to 2021-2023	PGDM-BKFS	120
3	2022-2023 – 2025-2026	2022-2024 to 2025-2027	MBA-BKFS	60

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2018-2019 to 2021-2022	2018-2020 to 2021-2023	PGDM-HRM	60
2	2022-2023 to 2025-2026	2022-2024 to 2025-2027	MBA-HRM	60

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2019-2020 to 2021-2022	2019-2021 to 2021-2023	PGDM-Marketing	60
2	2022-2023 to 2025-2026	2022-2024 to 2025-2027	MBA-Marketing	60

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2022-2023 to 2025-2026	2022-2024 to 2025-2027	MBA-IB	30

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2023-2024 to 2025-2026	2023-2028 to 2025-2027	Integrated Program (BBA/MBA)	60

Sl. No.	Academic Year	Batch	Name of the Course	Approved Intake
1	2025-2026	2025-2027	MBA-AI&DS	30

- **Number of students admitted each year in the last three years**

Batch	Program	Students admitted
2025-27	MBA	350
	MBA-BKFS	59
	MBA-HRM	44
	MBA-Marketing	51
	MBA-IB	43
	IPM	51
2024-26	MBA	368
	MBA -BKFS	52
	MBA -HRM	49
	MBA -Marketing	24
	MBA-IB	23
	IPM	55
2023-25	MBA	370
	MBA -BKFS	59
	MBA -HRM	23
	MBA -Marketing	37
	MBA-IB	28
	IPM	52

- Number of applications received during last two years for admission under Management quota and number admitted: **NA**

10. ADMISSION PROCEDURE

- Mention the admission test being followed, name and address of the Test Agency and its URL (Website)

  1. CAT: Indian Institute of Management, https://iimcat.ac.in
  2. XAT: Xavier School of Management, http://www.xatonline.in
  3. GMT: Graduate Management Admission Council, https://www.gmac.com

- Number of seats allotted to different Test Qualified candidate separately: **NA**

- Calendar for admission against Management/Vacant seats: **NA**

11. CRITERIA AND WEIGHTAGES FOR ADMISSION (Batch 2025-27)

Stage I: Shortlisting

Test	Cut-off (minimum)
CAT 2021	85 percentile
XAT 2022	85 percentile
GMAT	630
Graduation	As per AICTE Norms
XII	
X	

Students will be informed on the shortlist decision through email to their registered email.

Stage II: Admission Process
https://www.tapmi.edu.in/admissions/

12. List of Applicants - NA

13. **Results of admission under management seats/Vacant seats**- NA

14. INFORMATION OF INFRASTRUCTURE AND OTHER RESOURCES

- Number of classrooms, Laboratories, Tutorial Rooms etc. and size of each: 17 Classrooms, 3 Laboratories & 2 Tutorial rooms as per norms.
- Number of Drawing Halls with capacity of each: **NA**
- Number of Computer Centres: 3
- Central Examination Facility, Number of rooms and capacity of each: **17 Classrooms with capacity to seat 40 students.**
- Online examination facility (Number of Nodes, Internet Bandwidth, etc.): **3 labs with 219 nodes. Internet bandwidth is 1204 mbps**
- Barrier Free Built Environment for disabled and elderly persons: **Available**
- Occupancy Certificate: **Available**
- Fire and Safety Certificate: **Available**
- Hostel Facilities:

Whether Hostel facility Available	Yes
Location	Within the Campus
Girl's Hostel	Yes
Boy's Hostel	Yes
Total Hostel Capacity	1060
Availability of Air Conditioning	Yes

- **LIBRARY**

o **Library Books:**

Number of Library Books	39062
Titles	33294
Total Journals subscription	142

o **List of online National / International Journals subscribed:**

List of online National / International Journals subscribed:	
National FT journals	1000 (through databases like EBSCO, PROQUEST, JGATE, SAGE journals, value research etc.)
International	19,000 (through databases like Science direct, EBSCO, PROQUEST, JGATE, PsycArticles, SAGE etc)

o **E-Library Facilities:**

Intranet and Library Web portal loaded with e-resources
IP-based Online access to e-Journals & e-books databases
IP-based Online access to e-Journals & e-books databases
Campus-wide and Remote Access to TAPMI Intranet and Library Web Portal
Access to NPTEL & NDL through intranet and library web portals
Access to other important Websites through Library Web Portal
Access to the List of new arrivals to the library through Library Web Portal
Access to Web OPAC
Access to TAPMI Gyankosh: Eprints-based TAPMI Research Portal /Institutional Repository
Access to 4500 annual reports downloaded from Company website
Federated Searching facility through Fed-Gate
Institutional Repository (Brochures/handbooks, project reports, faculty publications, TAPMI cases, alumni album, videos etc),
Koha-based Library Automation software
FoxPro-based In-house developed Library Automation software

- o **National Digital Library (NDL) subscription details**

    NDLI Club Registration Number is: **INKANCPNNTQ3AM6**

- **Computing Facilities**

IT Particulars	Numbers
PCs Exclusively available to students	226
PCs/Laptop available in Library	15
PCs/Laptop available in Administrative Office	105
PCs/Laptop to Faculty Members	76
Number of Computer Lab	4
Network Printers available for students	14
PCs installed in Language/ Systems Lab	30
Interactive Intelligent panel (Smart board)	35
Internet Bandwidth (1:1) in Mbps	1524

- Innovation Cell**: NA**

- Social Media Cell**: Yes**

- Compliance of the National Academic Depository (NAD) **– Complied**

- **List of facilities available:**

    - o Games and Sports Facilities: **Available**
    - o Extra-Curricular Activities: **Available**
    - o Soft Skill Development Facilities: **Available**

- **Teaching Learning Process**

    - o **Curricula and Syllabus for each of the programmes:**
      https://www.tapmi.edu.in/programs-and-academics/

15. ENROLLMENT OF STUDENTS IN THE LAST THREE YEARS:

Academic Year	Program	Approved Intake	No. of Students Admitted
2025-26	MBA	360	344
2024-25	MBA	360	358
2023-24	MBA	360	359
2025-26	MBA-BKFS	60	57
2024-25	MBA-BKFS	60	57
2023-24	MBA-BKFS	60	59
2025-26	MBA-HRM	60	44
2024-25	MBA-HRM	60	49
2023-24	MBA-HRM	60	23
2025-26	MBA-Marketing	60	51
2024-25	MBA-Marketing	60	24
2023-24	MBA-Marketing	60	37
2025-26	MBA-IB	30	43
2024-25	MBA-IB	30	23
2023-24	MBA-IB	30	28
2025-26	Integrated Program (BBA/MBA)	60	51
2024-25	Integrated Program (BBA/MBA)	60	52
2023-24	Integrated Program (BBA/MBA)	60	52
2025-26	MBA-AI&DS	30	19

16. List of Research Projects/Consultancy works

- **Publications and research by faculty members:**
  https://www.tapmi.edu.in/faculty/

- **Industry Linkages**
  https://www.tapmi.edu.in/placement/

17. LoA and Subsequent EoA till the current Academic Year

18. Accounted audited statement for the last three years: Available

19. Best Practices adopted, if any

- **Interactive classrooms:** All the classrooms are equipped with interactive boards which enable conducting online classes, presentations and other academic activities. We created the online infrastructure for the smooth functioning of academic sessions. We upgraded internet bandwidth. All the classrooms are converted into virtual class by installing interactive panels and other necessary supporting infrastructure. In addition, we also made Coursera licences available for all students so that they could additionally pursue a set of courses relevant for the changing job market.

- **CISCO WEBEX and ZOOM Licences:** Cisco, Webex and Zoom licences are procured for conducting online classes, meetings, and interaction with the recruiters and industry experts

- **Multiple Intelligence Psychometrics (MIP):** It is observed that initiative conducted in PGP 1st year helps students make the right choices in terms of electives and careers. We intend to conduct online Multiple Intelligence Psychometrics (MIP) assessment and deliver the MIP Assessment Program for the Batch of 2021-23. MIP reports, when understood and deployed properly, will enable students to derive the full benefits of their PGDM course, especially when they showcase their knowledge and skills to the recruiters who will visit the campus in two years. At that time, they would have smoothened the rough edges of their personality and put a sheen on their demonstrated knowledge and skill corpus. Knowing who they are and what their potential is will have given them the confidence and poise to enter and excel in their professional life

- **E-book options with Amazon Kindle for textbooks:** E-books for all the courses are provided to the students that can be accessed through publisher's portal and Kindle platform

- **Customised COURSERA Platform-** TAPMI promotes flexible learning and encourages its students to learn through MOOC courses. To support the cause, each student of TAPMI is provided an individual license to access Coursera platform. The main objective of providing Coursera access is to promote continuous and flexible learning

- **Virtual Final & Summer Placement Process:** To facilitate corporate engagement and placements, TAPMI has set-up a complete online engagement system based on the Zoom platform. TAPMI has set-up virtual studios with state-of-the-art system at six places to facilitate online placements. TAPMI has also conducted training for students to participate in online processes and helped them set-up their personal systems for uninterrupted process conduct

- **Wellbeing@TAPMI initiative:** TAPMI understands that overall health has both physical and mental aspects. This in a new initiative to address student's hardship which they cannot discuss openly. The well-trained faculty members are assigned for confidential counselling

- **ASPIRE, IGNITE initiatives:**
  Aspire series, with a tagline "Seek clarity, achieve focus", facilitates interaction with Alumni and industry experts. This helps prospective candidates prepare for the real-world challenges.
  Ignite series with a tagline "Connecting the Aspirants, and the Achievers", is focussed at second year students to connect with industry experts, to learn from their journeys.